



## JOB PROFILE

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<b>Post Title:</b>	Community Preventative Healthcare Assistant
<b>Portfolio:</b>	Health & Social Care
<b>Responsible to:</b>	Community nursing sister & Public Health Lead
<b>Responsible for:</b>	None
<b>Grade:</b>	B

### Job Purpose

To improve the lives of all within our community and help the island thrive by efficiently and effectively carrying out preventative and community health functions for the Health & Social Care Portfolio. Working under the direction and supervision of qualified staff to carry out a wide range of duties in preventative and community health in order to care for, support and provide information to patients and families within a Clinic or home environment. The responsibilities and duties of this role are split between community nursing and public health.

### Main Duties and Responsibilities

#### Health improvement responsibilities

Under the direction of the Health Improvement Lead you will:

1. Contribute towards health improvement initiatives – this will be for three days a week. Undertake health promotion activities and risk factor reduction service provision
2. Assist in the development and conduct of surveys
3. Be responsible for accurate data collection for all chronic disease prevention and management pilots
4. Work collaboratively with the community and school nurses to facilitate project launches and data collection.
5. Provide administrative or data collection support for research projects. Act as a liaison between public health, community and clinical staff for projects
6. Deliver the pathway to diabetes remission programme, specifically:
  - i. Deliver 1:1 or group sessions remotely (telephone, video, text chat) using the Counterweight App or Workbook.
  - ii. Deliver evidence-based support to assist individuals to make changes to their eating and activity behaviours.
  - iii. Deliver all sessions using motivational interviewing skills to guide and support individuals to make long term behaviour changes.



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- iv. Deliver a personalised service to individuals and adapt the service delivery to meet their individual needs, e.g., cultural, medical, psychological, disability etc.
  - v. Maintain accurate and up-to-date clinical records using our secure electronic medical record system, ensuring the proper management of sensitive data in line with company policy.
  - vi. Complete relevant training and mentoring programmes and continue to attend monthly training sessions to stay up to date with the latest evidence base.
  - vii. Follow company policies and procedures for reporting clinical risk incidents, adverse events.
  - viii. Follow Counterweight medical monitoring guidelines and act on thresholds of actions for measurement reporting according to established protocols.
- 7. To successfully complete a range of training from delivering a range of public health interventions to collecting and entering data accurately.
  - 8. Contribute to development and conduct of pilot projects and surveys including but limited to administration, procedure development and data collection
  - 9. Deliver a range of public health interventions (including health promotion and those aimed at chronic disease prevention) and services including those aimed risk factor reduction.
  - 10. Accurately collect information on volunteers and patients e.g. blood sugar and enter it into the public health database
  - 11. Work flexibly and collaboratively with a range of portfolios and departments
  - 12. Perform any other duties as specified by the Public Health Lead.

### **Community nursing responsibilities**

Under the direction of the Community Nursing Officer/Sister:

- 13. Contribute to community nursing activities two days a week
- 14. Under supervision, take and record the patient's observations (e.g. temperature, blood pressure, weight and blood glucose monitoring, urinalysis, wound swabs, ECG's and perform venepuncture) and inform the registered nurse of any changes in patient's condition.
- 15. Attend chaperoning duties as required.
- 16. Undertake monitoring and recording of transported vaccine/cold chain storage.
- 17. Work co-operatively with others within the community service as part of the multi-disciplinary team, helping and assisting nursing and other clinical staff in the routine work associated with patient care.
- 18. Carry out basic wound care and apply dressings as prescribed by Community Nursing Officer/Community Nursing Sister.
- 19. Prioritise own workload ensuring all patient needs are met whilst ensuring supplies are available when needed.



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20. To participate in the clinical supervision. To share knowledge and information to promote a cohesive team.
21. Support the Registered Nurse and other health professionals with mobilization or transfer of patients.
22. Collection of revenue when competency or NVQ Level 2 is complete

### **Health improvement and Community responsibilities**

Under the direction of both the Health Improvement Lead and Community Nursing Officer/Sister you will be required to:

23. Provide practical and emotional support to carers and relatives in stressful/difficult situations.
24. Maintain patient safety through rigorous and consistent compliance with organisational policies for the prevention and control of infection, including hand hygiene.
25. Record accurate patient/participant data utilising the information systems employed by the organisation according to organisational policy.
26. Recognise and report any abnormalities to the trained nurse/Community Nursing Sister/Community Nursing Officer or public health lead.
27. Send out invitations to clients for appointments for follow up treatments and check-ups.
28. Assist in an emergency situation if a patient becomes unwell or collapses.
29. Respond effectively and actively to complaints/incident report to Community Nursing Sister/Community Nursing Officer in line with organisational policies and audit requirements in relation to identifying trends.
30. To work within organisational policies, guidance, standards and procedures also utilising recognised professional documents that support clinical and professional practice.
31. Identify through risk assessment potentially hazardous or threatening situations, to ensure safety of staff and service users at all times.
32. To participate fully in the performance and development review (appraisal) process and undertake Continuing Professional Development as required. To work autonomously within individual competency level.
33. To participate in audits as necessary supporting collection of data through audit, using REDCap, Patient Source and other relevant software.



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34. Clean and maintain equipment and make ready for use, this includes labelling and reporting any faulty or broken equipment to the Registered Nurse or Public Health Lead as appropriate. Have an awareness of monitoring and maintaining stock levels when required
35. Deliver specimens and test requests as requested.
36. Keep all storage areas clean and tidy and in good order.

### **Special Conditions**

- Unsocial hours e.g. evenings, week-ends and public holidays
- Potential exposure to confused/abusive/aggressive patients/family members
- Potential exposure to contaminated body fluids
- Be available to provide out of hours support (via call or messaging) for those participating in prevention/management pilot programmes

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.



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Criteria	Essential / Desirable	Application Form	Selection Process
<b>Qualifications:</b>			
GCSE grade "C" or above, or equivalent in Maths and English or demonstrable level of attainment or experience	E	✓	
Care certificate/equivalent/willingness to undertake and pass the course	D	✓	
<b>Knowledge &amp; Experience:</b>			
Understanding of patient observation (or willing to learn)	E	✓	✓
To have or gain a working knowledge of safeguarding vulnerable adults and children procedures and apply this in practice	E	✓	
Experience with accurate data entry	D		✓
Experience in developing, reviewing and implementing protocols/guidelines/SOPs	D		✓
Have an awareness of own responsibilities where safeguarding is concerned and alert the Hospital Nursing Officer/Sister immediately with any concerns.	D		✓
Previous work in health care setting or setting with transferable skills	D	✓	
Previous work with research projects	D	✓	
Health care assistant competencies completed to Level 1a or equivalent	D	✓	
Have an awareness of emergency planning and major incident processes and follow such processes as necessary, in the event of an unexpected incident.	D		✓
<b>Skills and Abilities:</b>			
Ability to take patient observations (or willing to learn) recognising and escalating abnormalities to senior staff	E	✓	✓
Good verbal and written communication with the ability to vary language and content to ensure understanding by audience as there is a requirement to communicate with patients, general public, face to face and via the telephone	E		✓
Effective time management skills	E		✓
Basic IT skills	E		✓



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Criteria	Essential / Desirable	Application Form	Selection Process
Ability to pay attention to detail and accuracy especially whilst working under pressure	E		✓
Good interpersonal communication and negotiation skills	E		✓
Ability to apply objective judgment	E		✓
Highly self-motivated	E		✓
Caring and empathetic nature	E		✓
Be understanding, supportive and non-judgemental	E		✓
Effective team player and able to work in collaboration with a range of key stakeholders	E		✓
Trustworthy and ability to maintain high level of confidentiality	E		✓
Responsive to change	E		✓
Have respect for the individual and their environment, maintaining their dignity, privacy and confidentiality at all times.	E		✓
<b>Other:</b>			
Willingness to work flexibly	E		✓
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults	E		✓
Contribute to a positive working environment ensuring commitment to equality and diversity	E		✓
To work within standards, protocols and guidelines with ref to NMC guidelines for records and record keeping.	E		✓
Promote independence and choice in undertaking patient care.	E		✓

### Our Values

#### FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

#### INTEGRITY

We communicate openly and we are honest, accountable and ethical.

#### TEAMWORK

We work together and we support each other.



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### **Professional or Career Progression Cadre Competency Framework**

As per Nurses LEVEL 1 CORE COMPETENCY FRAMEWORK - Schedule of Skill Development For Community Healthcare Assistants