



JOB DESCRIPTION

Post Title: Healthcare Assistant

Responsible To: Junior Sister

Accountable To: Director of Care and Lead for Healthcare Partnerships

Overall Purpose of the Role

- To maintain a high standard of care under the direction of a Registered Nurse. To share in the responsibility within the nursing team for implementing and evaluating 'total care' of the patient and their carers.
- To enable patients and carers to maintain their individuality.
- To maintain confidentiality of information according to Hospice policy.
- To be responsible under indirect supervision of the qualified nursing team for providing individualised care to patients and carers whilst maintaining their dignity and choice at all times.

Key Responsibilities

1. Clinical

- 1.1 Working together with all disciplines involved with the total care of patients and their families; integrating care with the patients' physical, psychological and spiritual needs.
- 1.2 Participate, under the supervision of the registered nurses, in nursing care and prioritise their own day to day tasks and activities.
- 1.3 Be aware of patients' and carers' needs and report any changes to the team Registered Nurse.
- 1.4 Safely handle patients in accordance with current moving and handling legislation.
- 1.5 Assist with the maintenance of a safe clinical environment, report to the Nurse in Charge on any issues identified which may put health, safety and security at risk.
- 1.6 Assist in the effective use of resources within the clinical area, e.g. equipment and supplies.
- 1.7 Report incidents and be aware of all relevant policies and procedures, e.g. Accidents, violence, fire.

- 1.8 Participate in the care of the patient and family after death.
- 1.9 Recognise limitations and refer on to other professionals as appropriate.
- 1.10 Deliver a high standard of care in accordance with Hospice policies and procedures.
- 1.11 To communicate effectively, both verbally and written with patients, carers and all members of the Multi Disciplinary Team.
- 1.12 Work with and support new members of staff during their induction to their role.
- 1.13 Where appropriate, under the direction of the registered nurse, input information onto the Infoflex patient database system.

2. Personal Development

- 2.1 Identify own learning needs and interests and attend appropriate training.

General

All St Luke's employees are required to:

- Attend mandatory training annually.
- Respect confidentiality applying to all St Luke's areas.
- Work within St Luke's policies and procedures.
- Comply with St Luke's no smoking policy.
- Participate in and contribute to team meetings.
- Co-operate and liaise with departmental colleagues.

All St Luke's employees are expected to:

- Demonstrate a commitment to their own development, to take advantage of education and training opportunities and develop their own competence.
- Support and encourage harmonious internal and external working relationships.
- Make a positive contribution to fundraising and raising the profile of St Luke's.

This Job Description is not exhaustive. It will be subject to periodic review and may be amended following discussion between the post-holder and employer.

Date Reviewed: August 2020