

Job Profile

Job Information	
Job Title	Health Care Assistant - In-Patient Unit
Hospice Pay Band	Band 2

Job Summary
<p>The post holder will:</p> <ul style="list-style-type: none"> • Aim to maintain a high standard of nursing care for patients within the Inpatient Unit • Work under the instructions of a qualified nurse to give care to patients and their families. • To undertake clerical duties as required.

Key Responsibilities
<p>1. Clinical</p> <ul style="list-style-type: none"> • Be aware of the holistic needs of patients and their families and the Philosophy of Hospice Care. Refer any queries to the Nurse in Charge • Work within the agreed policies, procedures, and guidelines of the Hospice. • Assist the trained nurse or work independently, as per Care Plan set out by Trained Nurse in administering direct patient care. • Assist trained staff/work independently following instructions from trained staff, in taking care of patient's property and valuables according to Hospice policy. • Assist qualified staff in dealing with bereavement issues. • Attend Mandatory Training and keep updated and adhere with hospice policy. • Take responsibility for keeping supplies topped up. • Assist with appropriate aspects of nursing care and with support from qualified staff to ensure patients carers are appropriately supported... • Escort and chaperone patients, as appropriate. • Collect and deliver specimens as appropriate.

- Maintain patient clinical documentation within the guidelines of the activities of the role and ensure this is countersigned by a qualified member of the nursing team, within the hospice.
- Work as a member of the ward team to provide a climate conducive to learning and high standards of patient care and strive to maintain relationships within the ward.
- Ensure safe storage and economic use of equipment. Be aware of COSHH Regulations.
- On occasions represent the Hospice at outside fundraising events.

2. Personal

- Be aware of the Hospice Grievance and Disciplinary Procedures.
- Recognise the contribution of the Volunteers within the Hospice.
- Take responsibility for undertaking the NVQ training.
- Take responsibility for keeping updated with relevant courses and study.
- Support and participate in developing and maintaining link nurse subject in conjunction with members of the MDT.
- Be aware of and participate in audit as directed by Team Leader.
- To demonstrate understanding and empathy to patients and carers.

Organisational Philosophy of Care, Purpose and Values

Wirral Hospice St John's aims to offer care and support for patients and their families living with a life limiting illness based around what is important to them. It endeavours to meet the holistic needs of our patients – physical, psychological, social and spiritual needs and support their loved ones and carers without discrimination.

Wirral Hospice St John's **CARES**

So that we can deliver on our Philosophy of Care and Purpose the Hospice has developed the following Values which we uphold in all that we do.

Compassionate: To care for and support patients, families, colleagues and the wider community with compassion and understanding.

Accountable: To be accountable for our own actions and decisions, and to hold each other to account

Respectful: To treat others with respect throughout all interactions, acknowledging and considering differing opinions.

Equitable: To act in an equitable manner for all, ensuring that individual needs are considered and supported

Sustainable: To manage our resources efficiently, optimising use and value, whilst minimising waste

Safeguarding

Wirral Hospice St John's has a responsibility to ensure that all children/young people and adults are adequately safeguarded and protected and that "Safeguarding is Everyone's Business". As a consequence, all staff are required to adhere to national and local safeguarding policies/procedures and to act upon any concerns in accordance with them.

Equality and Diversity

Wirral Hospice St John's has given its full commitment to the adoption and promotion of the key principles of equality and diversity of equal opportunities contained within current legislation and the Wirral Hospice St John's Equality Policy.

Health and Safety

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their line manager. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their manager.

Confidentiality

In the course of your duties, you will have access to confidential material about patients, members of staff or other hospice business. On no account must information relating to identifiable patients be divulged to anyone other than those authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and or/treatment of the patient. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given.

General Data Protection Regulations (GDPR)

Wirral Hospice St John's is required to process personal data relating to its employees, including 'special categories of personal data', as defined in the General Data Protection Regulations 2018 (the 'Act')

All such data will be processed in accordance with the provisions of the Act and the relevant hospice's policies. For the purposes of the Act, the term 'processing' includes the initial collection of personal data, the holding and use of such data, as well as access and disclosure, through to final destruction.

Other

This job description is intended to provide an outline of the duties and responsibilities of this post, it is not exhaustive and may be modified and developed periodically following discussions between the post holder and the relevant line manager.

PERSON SPECIFICATION

Job Title: Health Care Assistant – In-Patient Unit

Hospice Pay Band: Band 2

Reports to: Ward Sister

Responsible to: Clinical Services Manager

	Essential	Desirable	Evidence
QUALIFICATIONS	<ul style="list-style-type: none"> • QCF or equivalent Level 2 in Health and Social Care or equivalent • Care Certificate 		Application
ATTRIBUTES	<ul style="list-style-type: none"> • 6 months Nursing Auxiliary/HCA 		Application and Interview
KNOWLEDGE		<ul style="list-style-type: none"> • Specialist Palliative Care 	Application and Interview
MOTIVATION	<ul style="list-style-type: none"> • Enthusiastic • Assertive • Work under pressure. • Confident • Ability to prioritise. • Ability to work unsupervised. • Good initiative • Good communicator 		Application and Interview
PERSONALITY	<ul style="list-style-type: none"> • Confident • Reliable • Excellent initiative • Conscientious • Excellent communicator • Team Player • Flexible 		Application and Interview
OTHER	<ul style="list-style-type: none"> • Commitment to work unsocial hours 		