

TETBURY HOSPITAL TRUST LTD

JOB DESCRIPTION

Title:	Senior Healthcare Assistant
Grade:	S (NHS Band 3 Equivalent)
Responsible to:	DSU Managers
Accountable to:	Matron
Liaises with:	Nurses, ODPs, consultants, surgeons, anaesthetists, administration staff, departmental managers, domestics, patients, relatives and carers.

Job Summary:

The post holder's prime responsibility is to participate in providing Perioperative Care for our patients attending the Day Surgery Unit or Procedure Room. The post holder would assist the clinical lead either a registered nurse or an Operating department practitioner (ODP) in providing excellent care

The post holder will be an ambassador for the Trust, delivering care in an efficient, patient focused and professional way.

Tetbury Hospital Day Surgery Unit is a busy and efficient Unit which delivers services across multiple different medical and surgical specialities. The Unit is consultant led, and the HCA will be required to work across all these specialities.

Principle Duties:

1. Welcome patients and their relatives/carers into the department for their procedure, and to familiarise them with the environment.
2. To assist nursing staff and Consultants within the Day Surgery unit on all aspects of care for our patients.
3. Supporting clinicians with invasive procedures acting in a confident and effective way that maintains the patient's wellbeing. This will include the use of organisation equipment, documentation and specimen collection safely in accordance with the Trust's Standard Operating Procedures.
4. Documenting and updating both written and computerised patient information whilst respecting confidential information obtained in the course of your duties, always referring to the person in charge to facilitate necessary information sharing.
5. To assist the nursing staff and multi-disciplinary team (MDT) in the assessment process by contributing to the development of the patient journey needs including admitting and discharging of patients in the department/procedure room in accordance to the Trust's Standard Operating Procedure and clinical competence as delegated by a registered practitioner.
6. To take a lead in all HCA duties by promoting excellent patient care including the delivery of care in as identified in the patients care plan in accordance with the

standards of care set out in the 'Fundamentals of Care' and at all times reporting observations on progress or deterioration to the person in charge.

7. Supporting new colleagues and students within the department as directed by the trained accountable member of staff.
8. Assisting patients where necessary with all aspects of personal hygiene and maintaining a safe environment for the patient, acting as a chaperone when required, and respecting the views and wishes of the patients at all times ensuring a maximum amount of privacy through maintaining modesty and dignity.
9. To actively contribute to the maintenance of standards by informing the clinical lead/nominated deputy of any deficiencies which may affect the maintenance of standards (including safety) of colleagues or patients.
10. To identify a personal development plan incorporating measure both through training and self-directed study/experiences, completing all essential training requirements.
11. The post holder will contribute to a positive clinical environment in which people feel valued and motivated by contributing to all clinical governance activity, participating in team meetings and development project and communicating effectively with other members of the MDT; the post holder will also be expected to contribute to reporting arrangements (e.g. complaints, incident reporting).
12. To be responsible for stocking up and preparation of all areas within the day surgery unit theatre / out-patient area including management of stock control, equipment and materials. Liaising with the DSU Administrator and Procurement Officer over ordering and understanding clinical disposables, raising requisitions/purchase orders to purchase regularly used stock and non-stock goods to meet the department requirements. This includes the management of stores and receipting of stores upon arrival into the department and ordering of sterile services (CSSD) including looking at the theatre lists and liaising with sterile service re fast track of equipment as required.
13. Being aware of, keeping up to date with, and following Trust policies and procedures, with particular attention to policies promoting control of infection, the confidentiality of patient information and professional behaviour; promoting a good understanding of policies to junior members of staff.
14. To be expected to promote excellent personal hygiene and universal precautions to limit cross infection.
15. The post holder will also be expected to participate in the development of new services, supporting these and working with Theatre Practitioners to ensure the 'Surgeon's Bible' is kept up-to-date.

Facilitating the Running of Clinics:

1. Preparation of notes, within 24 hours of clinic
2. Ensure all relevant clinic results are available for the clinic
3. Alert medical secretaries in the absence of relevant test results
4. Responsibility to set up clinic in a timely manner
5. Follow clinic standard operating procedures
6. Follow up any outstanding issues that arise from clinic
7. Responsible for the safe storage of notes post clinic.

Confidentiality

As an employee, you have a responsibility to maintain the confidentiality of any confidential information which comes into your possession regarding patients, employees, or any other business relating to Tetbury Hospital Trust.

Your attention is drawn to the confidential nature of information collected within the health service. The unauthorised use or disclosure of patient or other personal information is a dismissible offence in the case of computerised information could result in a prosecution for an offence or action for civil damages under the Data Protection Act.

Health & Safety

As an employee you have a responsibility to abide by all of the safety practices and codes provided by the Trust and have an equal responsibility with management for maintaining safe working practices for the health and safety of yourself and others.

Employees must be aware of the responsibilities placed on them under the Health and Safety of Work Act (1974), and associated legislation, to maintain a safe working environment for both staff and visitors.

All employees must comply with the Trust Infection Control Policy. All employees must attend infection control training.

Quality Assurance

As an employee of the Trust you are a member of an organisation that endeavours to provide the highest quality of service to our patients. You are an ambassador of the organisation and, as such, are required to ensure that high standards are maintained at all times.

Equal Opportunities

As an employee you have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff are treated equally in line with the Trust's Equal Opportunities Policy.

Risk Management

You have a responsibility for the identification of all risk which have a potential adverse affect on the Trust's ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.

General Notes

The duties outlined in this role specification serve as a guide to the current and major responsibilities of the post. The duties and obligations associated with the post will inevitably

vary and develop and the role specification will be reviewed on a regular basis. Changes will be subject to consultation with the postholder.

Safeguarding

All employees have a responsibility to support the safety and well-being of children, young people and adults at risk of harm and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Safeguarding Children and Adults at Risk responsibilities. All employees are expected to comply with existing local Safeguarding policies and procedures

Development

The Trust is committed to supporting the development of all staff. All employees have a responsibility to participate in regular 1:1s and appraisals with their manager and identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manager to identify any learning and development needs in order to meet the agreed performance standards required of the post holder.

NHS Constitution

As a commissioned provider of NHS services, Tetbury Hospital Trust has a responsibility to adhere to the NHS Constitution which establishes the principles and values of the NHS in England. It sets out rights to which patients, public and staff are entitled, and the pledges which the NHS is committed to achieve, together with responsibilities which the public, patients and staff owe to one another. All NHS Bodies private and third sector providers supplying NHS services are required by law to take account of this Constitution in their decisions and actions.

A handbook accompanying the constitution may be found by going to NHS Constitution for England - Publications - GOV.UK that essentially provides further and more detailed explanation of each of the rights and pledges.

Criminal Records

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions.

PERSON SPECIFICATION

This document describes the qualities required for a post-holder that are not captured by the Job Description

SPECIFICATION	DESCRIPTION	
	Essential	Desirable
Qualifications <i>(This must include the level required to appoint to the post. Any requirement for registration should also be recorded here.)</i>	<ul style="list-style-type: none"> • Good Basic Education • Able to demonstrate clear transferable skills valid to the health care setting. • NVQ2 or relevant experience 	<ul style="list-style-type: none"> • ECG. • Phlebotomy.
Experience/Skills <i>(Type and level of experience required to fulfil duties)</i>	<ul style="list-style-type: none"> • Ability to work under instruction and within a team Prioritise workload. • Ensure that relevant information/files are easily accessed by all members of the team. • To understand stock rotation methodology. 	<ul style="list-style-type: none"> • Experience of participation within a team in care monitoring, audit and evaluation fundamentals of care. • Able to undertake and accurately chart simple observations: <ul style="list-style-type: none"> ○ Temperature ○ Pulse ○ Respiration ○ Blood Pressure ○ Glucose Monitoring. • Able to undertake ECG recordings.
Communication Skills <i>(Indication type of communication and audience. e.g. face-to-face with patients, presentations to colleagues, etc.)</i>	<ul style="list-style-type: none"> • Can verbalise a caring attitude. • Clear communication skills both oral and written. • Note patient progress in nursing care evaluation. • Participation in meetings. 	
Flexibility <i>(Note here any flexibilities required by the post. e.g. Shift Working required, New tasks may need to be undertaken frequently,)</i>	<ul style="list-style-type: none"> • Ability to provide support and cover for periods of annual leave and sickness. 	
Other <i>(Any other key issues not recorded elsewhere in JD or person spec.)</i>	<ul style="list-style-type: none"> • Can demonstrate an understanding of Health and Safety Issues. • Ability to manage stressful situations in self. 	

	<ul style="list-style-type: none"> Confident in assisting Qualified Nurses / ODPs and consultants to prepare and support patients undergoing surgery whilst maintaining privacy and dignity at all times. 	
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I understand and accept that my accountabilities and responsibilities as outlined in this job description and person specification.

	Name	Signature	Date
Post Holder			

	Name	Signature	Date
Line Manager			