



Job Description - Health Care Assistant

Job Title

Health Care Assistant

Job Description

The role involves contact on a physical and psychological level with patients and their families. The post holder will undertake a range of activities under the supervision of a registered nurse or senior staff.

MAIN DUTIES AND RESPONSIBILITIES:

- Help promote and maintain an environment conducive to meeting the needs of the patient, relatives and carers
- Aiding with patients daily care needs including: washing, dressing, toileting, bed making and mobilising.
- Contribute to the legality and accuracy of the patients care plan/ and or other reports;
- Participate in regular handover meetings and attend other meetings as requested;
- Undertake tasks and procedures, only in which competency has been assessed and recorded specific to the care environment, including for example general observations or blood glucose monitoring;
- All team members are responsible for behaving in a manner that does not put themselves, patients, visitors and other team members in danger or at risk in the clinical environment;
- To assist in the maintenance of stock levels
- To assist in the maintenance of cleanliness and tidiness and adhere to infection control policy and procedures at all times;
- To assist the patient to ensure they have the opportunity to meet their individual dietary requirements. Ensuring all patients receive their chosen and correct meals and aiding in feeding when required.
- To receive and convey information from telephone or personal enquiries in a courteous manner.
- To assist and support registered nurses and clerical staff in administrative duties as required;
- To escort stable patients to and from departments within the healthcare setting.

CONFIDENTIALITY & DATA PROTECTION

The post-holder must maintain the confidentiality of information about patients, staff and other health service business and meet the requirements of the Data Protection Act (1998) at all times. The post-holder must comply with all company Information and Data Protection policies at all times.



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FLEXIBILITY

This job description is intended to provide a broad outline of the main responsibilities only. The post-holder is required to be flexible in developing their role in agreement with their designated manager. In addition, they may be required by their manager to carry out any other duty commensurate within their banding and experience.

DESIRABLE QUALIFICATION:

- GCSEs (or equivalent) in English and maths;
- Healthcare qualification, such as BTEC or NVQ.
- Minimum 2 years experience in Healthcare