JOB DESCRIPTION

<table>
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<tr>
<th>Job title:</th>
<th>Healthcare Assistant</th>
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<tr>
<td>Grade:</td>
<td>Band 3</td>
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<tr>
<td>Directorate:</td>
<td>Community Services</td>
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Sussex Community NHS Trust’s Values

At Sussex Community NHS Trust we believe in excellent care at the heart of the community. We encourage and expect all staff to actively promote and adhere to the Trust’s values in every aspect of their work.

**Compassionate Care**
- Caring for people in ways we would want for our loved ones

**Achieving Ambitions**
- For our users, for our staff, for our teams, for our organisation

**Working Together**
- As a team forging strong links with our patients, the wider public and our health and care partners, so we can rise to the challenges we face together

**Delivering Excellence**
- Because our patients and partners deserve nothing less

Job Summary

To be an active member of the multi-professional team, supporting the rehabilitation of patients through the promotion of independence and planned programmes of care.

Treating all patients with respect and courtesy, maintaining dignity and respecting individual needs and differences, both physical and cultural.

Communication and Working Relationships

a) To build professional rapport with patients and their families, communicate with them in a way that respects their views, autonomy and culture.

b) To communicate effectively with all professionals concerned with the patient’s care.

c) Ensure patient confidentiality is maintained at all times.

d) To report effectively to the team on patient’s progress and performance in relation to the patient goals.
To ensure that up to date written and electronic records and activity data are maintained in accordance with Professional Standards.

Key Responsibilities

a) Supervision and Appraisal - Review and reflect on your own practice through regular participation in professional supervision and appraisal.

b) Assist with the informal supervision of other assistants.

c) Training staff and students - To assist with the induction, training and education of students, volunteers and other staff members.

d) Assist the qualified practitioners to identify and address the training needs of other assistants.

e) Participate in the training of other healthcare assistants and staff.

f) Service delivery - To ensure that clinical areas used for treatment are well maintained and comply with health and safety regulations, ensuring the safe use of equipment and storage of materials.

g) Undertake clerical duties as required.

h) Professional development - To undertake relevant activities to meet the training objectives identified with your supervisor.

i) To register and participate in the relevant modules in order to attain NVQ level 3 or above.

j) Undertake mandatory training.

k) To keep a record of your training and clinical development activities.

l) Clinical governance - Participate in clinical governance and quality improvement projects as allocated by your manager.

m) Personal management - To exercise good personal time management, punctuality and consistent reliable attendance.

n) Research and development - As part of the team, incorporate up-to-date techniques and evidence based practice into your work.

o) To participate in audit and evaluation of the service as requested by your supervisor.
**Main Tasks**

a) To work effectively as a team member in providing and facilitating a high standard of nursing, social and rehabilitative support in the unit or in the community.

b) Under the supervision of a qualified practitioner, participate in planned treatment activities taking account of the fluctuating needs of the patient.

c) To report variances in a patient's condition immediately to a relevant professional.

d) Ensure Patient's physical environment is maintained e.g. Warmth, cleanliness.

e) To undertake nursing tasks under the direction of a qualified practitioner i.e. prompting medication, catheter care, temperature taking, basic wound care, blood sugar monitoring, stoma care.

f) To undertake Therapy tasks under the supervision of a qualified Therapist. This may include supervising exercise programmes, teaching use of equipment, teaching kitchen skill, supervising walking inside and out, stair practice.

g) To undertake further training to gain skills and knowledge in specific clinical areas e.g. phlebotomy.

h) To support and encourage patients to undertake domestic tasks necessary to return/remain at home i.e. laundry, shopping.

i) To encourage patients to return to social activities when appropriate and facilitate them to achieve this.

j) To work with other team members to maintain adequate nutrition.

k) To assist the qualified practitioner with home assessments and goal setting.

l) To instruct in the use of prescribed daily living equipment if necessary and practice its safe use with the patient.

**Organisation Chart**

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Community Nurse Manager
    ↓
  Team Lead
    ↓
Band 6 Nurse / Therapist
    ↓
Band 5 Nurse / Therapist
    ↓
Post Holder
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Flexibility

a) This job description is intended to provide a broad outline of the role. The post holder may be required to carry out other duties commensurate with their banding and competence.

Policies and Procedures

a) The post holder is required to familiarise themselves with all Trust policies and procedures and to comply with these at all times.

Confidentiality and Data Protection

a) 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.

b) The post holder must comply with all Trust information and data protection policies at all times. The work of a NHS Trust is of a confidential nature and any information gained by the post holder in their role must not be communicated to other persons except where required in the recognised course of duty.

Health and Safety

a) Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and must follow these in full at all times, including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment for patients, visitors and colleagues.

Equality and Diversity

a) Sussex Community NHS Trust is working towards equality and has policies relating to the equality of opportunity in employment and service delivery. All staff are expected to comply with these policies.

Use of Technology

a) The Trust is making increased use of computer technology. The majority of employees (both clinical and non-clinical) should expect to use automated information systems in their work in order to improve quality and co-ordination of services, and to enable faster and more certain communication within the Trust. Necessary training will be provided.

No Smoking Policy

a) Sussex Community NHS Trust operates a no-smoking policy, in line with Government legislation. This applies to all staff, visitors and patients. It is a
condition of employment for staff that they do not smoke whilst on duty or in uniform or anywhere on Trust premises. This includes electronic cigarettes.

b) Whilst we do not discriminate against employing smokers, they are expected to adhere to this policy and all prospective employees should be aware of this.

Professional Registration

a) All employees who are required to be a member of a professional body are required to hold relevant registration and must comply with the standards and guidelines of their professional practice, education and conduct and must act at all times within the boundary of the code of conduct.

Infection Prevention and Control

a) Infection Prevention and Control is everybody’s responsibility. All staff, both clinical and non-clinical are required to adhere to the Trust’s Infection Prevention and Control policy and make every effort to maintain high standards of infection prevention and control at all times thereby reducing the burden of Health Care Associated Infections.

Safeguarding Children, Young People and Vulnerable Adults

a) Sussex Community NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Rigorous recruitment checks are carried out and successful applicants may be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

Quality

a) Excellent care at the heart of the community is our Trust vision. To make sure our care meets this high standard all staff must ensure that the three themes of quality care are provided in every encounter they have with our patients. The three themes are safe care, effective care and patient-centred care.