

**Job Description**

<b>Job Title</b>	<b>Health Care Assistant</b>
<b>Department</b>	<b>Nursing Administration</b>
<b>Reports to</b>	<b>Nurse Supervisor</b>
<b>Date</b>	<b>June 2012</b>

**Overall Purpose of Job**

We will provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

The Health Care Assistant's role is to provide technical assistance and supportive patient care to meet the needs of individual patients throughout assigned areas.

**Key Responsibilities and Deliverables**

- Assists with patient activities and care as assigned by the Clinical Nurse Manager/Clinical Co-Coordinator.
- Provides for patients' personal hygiene: Bathes patients, performs oral care, provides skin care for patients with TED hose, SCD, casts, skeletal pins, assists with elimination, cares for the incontinent patient, cares for the patient with a urinary catheter, assists with cleansing enemas, sitz baths, non-sterile douches and provides ostomy care.
- Assists with feeding.
- Ambulates, positions and turns patients, and cares for the patient with altered mobility.
- Assists with patient safety related to age and condition: Assists with patient specific safety precautions, collects, reports and documents data related to patient needs/emergencies and usual patient and family behaviour, and cares for the patient from a correctional environment.
- Maintains patient privacy and confidentiality of information and records at all times.
- Provides and maintains a clean, safe environment, performs and/or assists others to perform proper aseptic technique, isolation procedures and infection control measures.

## **UPMC Beacon Hospital**

- Maintains patient care areas with appropriate supplies.
- Performs or assists others to perform proper aseptic techniques, isolation procedures and infection control measures.
- Adheres to internal controls established for the department.
- Performs related duties as required.
- The timely identification and communication of any issues and complaints to the Clinical Nurse Manager/Clinical Co-Coordinator.
- Demonstrate a confidence/competence in all hospital policies and guidelines.

### **Clinical Responsibilities:**

The post holder will ensure:

- The patient's needs are individually assessed.
- The patient's families/significant others are involved as appropriate.
- Patients are cared for in the optimum clinical environment, adhering to all hospital wide policies and guidelines.
- Full participation in and supervision of patient's meal and special dietary requirements.
- Visiting time policies are adhered to.

### **Personal/Professional Responsibilities:**

The post holder is expected to:

- Attend in a timely manner all mandatory education sessions.
- Ensure their professional and personal persona positively reflects UPMC Beacon Hospital.
- Attend *appropriate* study days/courses.
- Participate in their performance review with their Clinical Nurse Manager.
- Utilises effective time management skills.
- Maintains professional appearance and dress code.
- Complies with guidelines for absence or tardiness.
- Attends staff meetings, reads all work related email and other postings.
- All employees are expected to remain flexible to meet the needs of the hospital, which may include floating to other departments to assist as the patient needs fluctuate.
- Wears Identification Badge when working.

**Person Specification**

<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Leaving Certificate or equivalent.</li> <li>• Completion of an approved course for Health Care Assistants preferred.</li> </ul>
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Previous Health Care experience preferred.</li> </ul>
<p><b>Job Specific Competencies and Knowledge</b></p>	<p><b>Teamwork</b></p> <ul style="list-style-type: none"> <li>• Demonstrate ability to work as part of a multi-disciplinary team.</li> <li>• Demonstrate motivation and a proactive approach to the job.</li> </ul> <p><b>Communication &amp; Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrate effective communication skills including the ability to present information in a clear and concise manner.</li> </ul> <p><b>Planning and Organising</b></p> <ul style="list-style-type: none"> <li>• Demonstrate evidence of effective planning, organising and time management skills.</li> <li>• Demonstrate flexible approach – to internal rotations, rostering e.g. night duty, theatre on call, attitude to work.</li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Demonstrate evidence of recent and relevant experience in an acute hospital setting.</li> </ul> <p><b>Patient/Customer Focus</b></p> <ul style="list-style-type: none"> <li>• Demonstrate a focus on quality.</li> <li>• Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect.</li> </ul>
<p><b>Personal Competencies</b></p>	<ul style="list-style-type: none"> <li>• All posts in UPMC Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager or hospital management.</li> </ul>

**This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.**

Job Description received by employee

\_\_\_\_\_

Signature

\_\_\_\_\_

Date