

Job Description

Job Title	Health Care Assistant
Department	Same Day Surgical Unit
Reports to	Same Day Surgical Unit, Nurse Manager
Date	July 2010

Overall Purpose of Job

The mission of UPMC Beacon Hospital is to 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 support clinical staff (Medical and Nursing) to provide care and assistance to patients to ensure that exceptional patient is delivered.

Key Responsibilities and Deliverables

- Assists with patient activities and care as assigned by the Nurse Manager, Clinical Coordinator or nurse in charge as indicated by the patient's plan of care.
- Assists Unit Assistant and perform role of Unit Assistant as required
- Administer pregnancy tests
- Do blood draws and insert cannulas for the Unit
- Take specimens to the Laboratory
- Carry out ECG's
- Carry out equipment monitoring and ensure service requests are made and take place
- Disconnect fluids as directed by Nursing staff
- Assist with feeding to include addressing catering needs and could include making tea and toast, supervision of patient's meal and special dietary requirements.
- Ambulates, positions and turns patients as well as caring for patients 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 unusual 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 and performs and/or assists others to perform proper aseptic technique, isolation procedures, and infection control measures
- Maintains patient care areas with appropriate supplies
- **Performs techniques and routines in the specialty service area.**
- Performs or assists others to perform proper aseptic techniques, isolation procedures, and infection control measures.
- Adheres to internal controls established for department.
- The timely identification and communication of any issues to the Nurse Manager, Clinical Co-Coordinator or Nurse in charge
- Participate in Unit and hospital communication processes {unit meeting, staff forums and so forth}

The post holder will ensure:

- The patients 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

The post holder will partake in the Total Quality Management processes thereby contributing to:

- **The identification of quality, policy, guideline issues**
- **The evaluation of current practices to best practice**
- **The setting of standards utilising structure, process and outcome**
- **All hospital, regional and national audit processes**
- **The Hospital Wide Accreditation Cycle**
- **Health Promotion initiatives.**

Personal and Professional Responsibilities:

The post holder is expected to

- Attend all mandatory education sessions
- **Maintain a professional portfolio.**

- Attend *appropriate* study days/courses.

Person Specification

Qualifications	<ul style="list-style-type: none"> • Leaving Certificate or equivalent. • Completion of an approved course for health care assistants preferred.
Experience (Amount and Type)	<ul style="list-style-type: none"> • Previous Health Care experience preferred.
Job Specific Competencies and Knowledge	<p>Clinical Competencies</p> <ul style="list-style-type: none"> • Competent to draw blood preferred • Demonstrate competence in the duties outlined in the responsibilities and deliverables above. <p>Teamwork</p> <ul style="list-style-type: none"> • Demonstrate ability to work as part of a multi-disciplinary team. <p>Communication & Interpersonal Skills</p> <ul style="list-style-type: none"> • Demonstrate effective communication skills including the ability to present information in a clear and concise manner. <p>Knowledge</p> <ul style="list-style-type: none"> • Demonstrate evidence of recent and relevant experience in the specialised area and in an acute hospital setting. • Demonstrate knowledge of new developments in specialised area. • Demonstrate knowledge of national strategies where appropriate to nursing care <p>Patient Focus</p> <ul style="list-style-type: none"> • Demonstrate a focus on quality • Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect.
Personal Competencies	<ul style="list-style-type: none"> • All posts in 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 of hospital management.

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