

Job Description

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| Job Title | Healthcare Assistant |
| Department | Emergency Department |
| Reports to | Nurse Manager |
| Date | July 2013 |

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

The role of the Healthcare Assistant is to assist Nursing staff in the delivery of patient care under the direction of the Clinical Coordinator/Registered Nurse.

Healthcare Assistants must report on and off duty to the Clinical Nurse Manager or deputy for each shift.

- To work as a member of the unit team and to establish and maintain the relationships within the team.
- To support qualified staff in the management and execution of clinical practice.
- To promote equality of care and non-discriminatory practice, acknowledging a patient's personal beliefs and identity.
- To ensure that clinical information is passed to the appropriate member of the team.
- To support patients and relatives in adjusting to the changing circumstances caused by illness and injury.

Range of Responsibilities/Duties

- Assist with patient hygiene, physical comfort, eating and drinking and mobility whilst observing and reporting specific changes.
- Assist patients with their hygiene needs e.g. bathing, shaving, cleaning of hair, nails, teeth, dressing, undressing etc.
- Assist Nursing staff with the care of incontinent patients and the promotion of continence care.
- Shave patients preoperatively as directed.
- Take care of patients dentures, glasses, hearing aids and prosthesis.

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- Supervise patients on commodes, in toilets and bathrooms and assist patients with their hygiene needs.
- Assist patients who are confined to bed with their toilet needs.
- Assist in toileting of patients including the giving, removing and emptying of bedpans, urinals, commodes in toilets and in bathrooms.
- Assist patients to dress and pack in preparation for discharge.
- Assist patients with eating and drinking.
- Assist with lifting patients using appropriate equipment in accordance with the Hospital Moving & Handling policy.
- Assist patients with walking and limb exercises as directed.
- Ensure that patients are comfortable in bed or in chair.
- Accompany patients to other departments within the Hospital and outside as appropriate.
- Observe skin condition and report findings to Registered Nurse.
- Respond appropriately to emergency situations. Perform basic life support.
- Assist with the care of unconscious patients.
- Assist in the caring for people who are dying. Assist with last offices and in the preparation of the deceased for transfer to the mortuary.
- Assist in caring for patients that require 1:1 supervision under the direction of the registered Nurse, ensuring their safety needs are met.
- Follow and implement care plans under the direction of a Registered Nurse.
- Assist in the delivery of a high standard of holistic care to patients, promoting their equality and dignity at all times.

Infection Control

- Comply with Hospitals Infection Control Policy e.g. Handwashing, use of personal protective equipment (gloves, aprons, visors).
- Use correct procedures for barrier nursing and strict adherence to Hospital infection control protocol on entering/leaving isolation rooms.
- Maintain a clean environment with due consideration to Health and Safety issues.
- Make unoccupied trolleys when necessary.
- Ensure that linen cupboards and store areas are kept tidy and stocked.
- Assist with the disposal of clinical waste as per hospital guidelines.
- Ensure that used linen is placed into correct laundry bags.
- Assist in the maintenance of ward cleanliness.
- Ensure that sluice rooms are kept clean and tidy.
- Clean drip stands, pumps and other equipment as required.

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General Duties

- Attend to spillages immediately to reduce the risk of accidents/cross contamination.
- Move beds and furniture within unit as requested.
- Ensure patient privacy, dignity and confidentiality.
- Understand the differences between people and have multi-cultural awareness.
- Take accurate messages and answer the telephone in a courteous manner.
- Assist in the maintenance of stock levels of ward items.
- Adhere to Hospital policies and procedures at all times.
- Work co-operatively with other members of the multi-disciplinary team.
- Ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiatives within the area of work.
- Any other appropriate duties which may be required from time to time.

Person Specification

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| Qualifications | <ul style="list-style-type: none">• Leaving Certificate standard. |
| Experience | <ul style="list-style-type: none">• At least 6 months full time Care Assistant experience in a hospital setting. |
| Job Specific Competencies and Knowledge | <ul style="list-style-type: none">• To be of good character. Be polite, empathic and friendly. Have good interpersonal skills.• Be capable of working on own initiative, under supervision, as well as working effectively as part of a team.• Ability to organise own work and ability to relay information.• Must be of a caring nature, sympathetic to the needs of patients.• Basic numeracy and ability to communicate in written and spoken. |
| Personal Competencies | <ul style="list-style-type: none">• 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. |

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