

## **UPMC Beacon Hospital**

### **Job Description**

<b>Job Title</b>	<b>Health Care Assistant</b>
<b>Department</b>	<b>Ward</b>
<b>Reports to</b>	<b>Clinical Nurse Manager</b>
<b>Date</b>	<b>March 2011</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 charge nurse/designee as indicated by the patient's plan of care.
- Provides for patients' personal hygiene: Bathes patients, performs oral care, provides skin care for patient 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 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.
- Performs related duties as required.

### **Clinical Responsibilities:**

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
- Full participation in and supervision of patient's meal and special dietary requirements.
- Visiting time policies are adhered to.

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.

### **Managerial Responsibilities:**

- The timely identification and communication of any issues to the Clinical Nurse Manager/ Clinical Co-Coordinator
- Demonstrate a confidence/competence in all hospital policies and guidelines
- Efficient recording of all necessary documentation.
- Effective managements of complaints.
- Monitoring of all risk management processes.
- Maintaining an effective interdisciplinary communication processes.
- Efficient utilisation of pay and non -pay resources
- Participate in all ward and hospital communication processes {ward meeting/staff forums/ emails}

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

The post holder is expected to

- Attend in a timely manner all mandatory education sessions
- Maintain a professional portfolio.
- Ensure their professional and personal persona positively reflects the profession of nursing and UPMC Beacon Hospital.
- Attend *appropriate* study days/courses.

- Participate in their performance review with their Clinical Nurse Manager.

### **Educational Responsibilities:**

#### **Under the direction of the Clinical Nurse Managers the post holder will:**

- Contribute to the identification of training needs pertinent to the clinical area.
- Identify and contribute to the continual enhancement of learning opportunities in the clinical area.
- Participate in the clinical induction of all new nursing and support staff.
- Develop leadership ability in order to act as an effective role model.
- Assume responsibility for own learning and development needs.

### **Other Duties and Responsibilities**

- Utilizes effective time management skills.
- Maintains professional appearance and dress code.
- Complies with guidelines for absence or tardiness
- Attends staff meetings, reads email and other postings.
- Attends all required in-services.
- 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**

<b>Qualifications</b>	<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>
<b>Experience</b> (Amount and Type)	<ul style="list-style-type: none"> <li>• Previous Health Care experience preferred.</li> </ul>
<b>Job Specific Competencies and Knowledge</b>	<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 an innovative approach to 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> <li>• Demonstrate an understanding of change management</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 the specialised area and in an acute hospital setting.</li> <li>• Demonstrate knowledge of new developments in specialised area.</li> <li>• Demonstrate knowledge of national strategies where appropriate to nursing care</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>
<b>Personal Competencies</b>	<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 of 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**

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**Signature**

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**Date**