

PERSON SPECIFICATION

JOB TITLE:	Band 3 HCSW
-------------------	--------------------

Listed below are the key requirements needed to perform this job, candidates will be assessed against these criteria throughout the selection process. NB – Any criteria in the “Essential” box must apply to all candidates. You must stipulate at which stage of the selection criteria will be assessed, i.e. Application Form (AF) or Selection Process (SP)

	Essential Criteria		Desirable Criteria	
	Criteria	AF / SP	Criteria	AF / SP
Qualifications	SVQ 2 In Healthcare BLS		SVQ3 In Healthcare or working towards. Venepuncture.	
Experience	Minimum 2 Years experience in acute healthcare setting.		Previous experience of delegation and some leadership skills with band 2’s	
Skills and Knowledge	Effective written and verbal communication skills, including language, numeracy, and IT skills		Willingness to undertake further training.	
Personal Attributes	Shows an interest in working with patients, relatives and colleagues within a healthcare setting.		An understanding of the roles and responsibilities of the band 3 nurse.	
Other Requirements	Able to provide support and empathy to patients within their care. Able to work flexible and unsocial hours, including 6, 8 and 12hr shifts		Ability to contribute to quality improvement within the clinical area	

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Senior Healthcare Support Worker Band 3

Department(s): NURSING

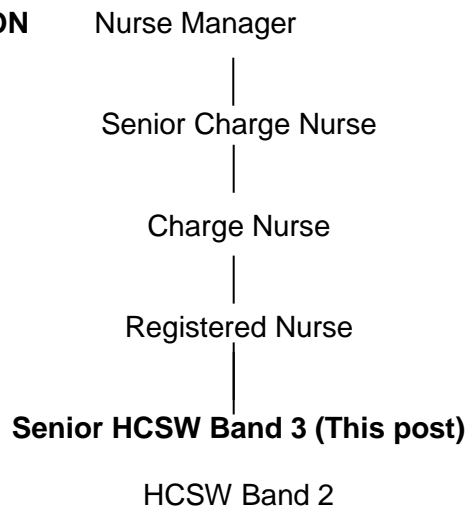
Reports to: Clinical Nurse Manager

Job Holder Reference: 061665

2. JOB PURPOSE

The job exists to provide a multi-skilled worker who supports clinical and non clinical practices on the unit in order to enhance patient focused care.

3. ORGANISATIONAL POSITION



4. SCOPE & RANGE

The job has no budgetary responsibilities other than an awareness of the overall requirements of resource consciousness. There are no line responsibilities.

Provides a level of support to Band 2 unit assistants

5. MAIN DUTIES

Patient Care

Assist RN with the delivery of patient care including hygiene, preventative skin care and incontinence care.

Identify and report changes in patient condition to RN.
Communicate and empathise with patients and their families.
Assist patients with diet and fluids. Responsible for emptying drainage bags, collecting specimens, ward testing and recording on appropriate documentation.
Perform admissions, discharges and transfers of patients under supervision from a registered nurse.
Prepare patients for examination and special procedures.
Work with registered nurses to deliver standards of care set by NHS Quality Improvement Scotland in line with the Strategy for Nursing.

Housekeeping

Daily set up and checking of patient rooms
Maintain unit cleanliness following daily cleaning by housekeeping staff.
Co-ordinate the delivery and distribution of linen for the area.
Co-ordinate the ordering and delivery of stores for the area reporting any concerns to clinical co-ordinator.
Undertake environmental audits as instructed.
Follow policy for cleaning of infected rooms.

Portering

Act as messenger and porter for supplies, specimens, records and equipment or any other required items pertaining to patient care.

Clerical

Undertake and assist with appropriately delegated basic administrative and telephone duties in the absence of the unit co-ordinator.

Procedures

Able to initiate cardiopulmonary resuscitation (CPR) and other emergency procedures as appropriate.
The ability to carry out routine observations e.g. Temperature, Pulse, Blood Pressure, Pulse Oximetry and Respirations.
The ability to perform Blood Glucose monitoring.
The ability to perform Phlebotomy
The ability to obtain a 12 lead ECG
The ability to screen patients for MRSA
The ability to perform ward based urinalysis
The ability to carry out simple wound dressings

Quality

Contributes to the overall Golden Jubilee philosophy of continuous process improvement.
Involved in improving and monitoring customer satisfaction.

Personal Development

Attends study days to acquire new knowledge
Attends mandatory training.
Completes yearly personal work plan.

Infection Control

Have an understanding and comply to infection control policies and procedures.

6. SYSTEMS AND EQUIPMENT

The post holder is responsible for the cleaning and storage of various pieces of sophisticated medical equipment.

Use of manual handling equipment.

Ability to access e-mail communication system through outlook express.

Ability to access intranet.

The post holder will have access to patients notes therefore must comply with the Data Protection Act, Caldicott Guidelines and local policies regarding confidentiality and access to medical records.

Use of patient administration system.

7. DECISIONS AND JUDGEMENTS

Supervised by registered nurses.

Daily routine organised by department.

Uses own initiative and acts within the bands of existing knowledge and skills.

Adopts and develops the concept of customer care and challenges any interaction which fails to deliver a quality service to internal and external customers.

8. COMMUNICATIONS AND RELATIONSHIPS

Communicates with patients, relatives and visitors.

Communicates with relevant departments which service clinical area.

Reports accidents, suggestions and complaints to nurse in charge.

Effective verbal, non verbal and written communication with all members of the multi-disciplinary team within department.

Provides support, empathy, encouragement and basic advice to provide holistic care.

Under the direction of the clinical co-ordinator, communicates with external agencies as appropriate.

9. PHYSICAL DEMANDS OF THE JOB

Working with patients within confined areas.

Frequent re positioning of patients both, conscious or unconscious.

Handling confused and agitated patients.

Moving and handling of heavy patients and/or objects in line with Manual Handling Regulations.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Daily interaction with patients, relatives and members of the public.

Ability to prioritise tasks.

11. EDUCATION, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

SVQ 3

Relevant clinical experience – min 4 years

Basic Computer skills

General level of physical fitness

12. JOB DESCRIPTION AGREEMENT

Job Holder's Signature:

Date:

Head of Department Signature:

Date:

Delivering care through collaboration

NHS Golden Jubilee

Beardmore Street, Clydebank G81 4HX
Telephone: 0141 951 5000



www.nhsgoldenjubilee.co.uk

Chair: Susan Douglas-Scott CBE

Chief Executive: Jann Gardner

Recruitment line: 0800 0283 666

Dear Candidate

POST: Senior Healthcare Support Worker Band 3

HOURS: 37.5 per week

CLOSING DATE: 31 July 2021

NHS Golden Jubilee welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

When providing referees on the application form, please be aware that we require a minimum of two references to cover at least **two years** of previous employment/training history. If there is insufficient space on the application form to list all of your referees, please provide on an additional page. Where possible, please provide us with e-mail addresses for contact. Additionally, you should note that as part of the pre-employment checks a PVG or Disclosure Scotland check will be completed. **It is an offence for barred individuals to apply for regulated work.**

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call.

In the meantime, I wish you success with your application and should you require any further information please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely
Recruitment Assistant

NHS Golden Jubilee

General Information for Candidates



- This information package has been compiled to provide prospective candidates with details of the post and background information about NHS Golden Jubilee (NHSGJ).
- The contents of this package are as follows:-
 - Job Description/person specification
 - Terms and Conditions of Service
 - Application Form
 - Equal Opportunities Monitoring Form
 - Information on Agenda for Change
- The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
- Please note, to ensure that we adhere to our current policy on Equal Opportunities; CV's received with Application Forms will be destroyed prior to Application forms being passed for Short listing.
- NHSGJ operates a No Smoking Policy on all Premises and Grounds and in shared vehicles.
- All offers of employment will be subject to the receipt of two year's satisfactory References, Occupational Health screening and Disclosure Scotland clearance. Please note that it is an offence under the act for barred individuals to apply for regulated work.
- Please submit your completed application through the Jobtrain Recruitment System
- The short listing process will take place shortly after the closing date.
- As a Disability Confident Leader we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the person specification will be guaranteed an interview.
- The organisation has introduced a set of shared values. These values will be measured during our Values Based Competency Interview. Our values are:
 - Valuing dignity and respect
 - A "can do" attitude
 - Leading commitment to quality
 - Understanding our responsibilities
 - Effectively working together

NHS Golden Jubilee

Terms and Conditions of Service

The terms and conditions applicable to this post are those of all NHS Scotland Employees.

1. Superannuation

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employees contributions to the NHS Scheme range from 5.2% to 14.7% of salary (depending on rate of Pensionable Pay) and the employers' contribution equates to 13.5% of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

2. Salary

£21,709 to £23,603 per annum

3. Grade

This post is offered at Band 3.

4. Annual Leave

The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata where applicable)

5. Hours of Duty

37.5 Hours per week

6. Tenure of Employment

This post is offered on a permanent basis

7. Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

NHS Golden Jubilee

Benefits

NHS Superannuation scheme:

New entrants to NHS Golden Jubilee who are aged sixteen but under seventy-five will be enrolled automatically into membership of the NHS Pension Scheme. Employee contributions vary from 5.2% to 14.7% depending on annual pensionable pay. Benefits include a lump sum and pension when you retire, life assurance of 2 years' pay - while you are working, pension and allowances for your spouse and children in the event of your death, and benefits for ill-health retirement.

Our pension scheme is provided by Scottish Public Pensions Agency. This scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards. All benefits including life insurance and family benefits are explained on the SPPA website <http://www.sppa.gov.uk/>

Annual leave entitlement (including public holidays):

35 days' annual leave on appointment

37 days' annual leave after 5 years

41 days' annual leave after 10 years

Free car parking

Continuing professional development opportunities

Discounts at the Golden Jubilee Conference Hotel

Leisure Club membership – Get fit and healthy at the Centre for Health and Wellbeing with a discounted membership rate of £30 per month.

Discounted Room Rates - Rooms rates discounted subject to specific conditions.

Discounted Dining - 20% off food and beverage when dining in the hotel.

Golden Bistro (Hospital Restaurant) - Discounted food in our award winning hospital restaurant.

NHS Staff Benefits

As a staff member in NHS Golden Jubilee, you will have access to a wide variety of offers and discounts from local and national businesses using your NHS ID badge. For more information and to view these discounts, visit www.nhsstaffbenefits.co.uk - new offers are added on a weekly basis.