

Golden Jubilee Foundation

Beardmore Street, Clydebank G81 4HX
Telephone: 0141 951 5000
www.goldenjubileefoundation.org

Agamemnon Street
Clydebank G81 4DY
Scotland
Telephone 0141 951 5000
Fax 0141 951 5500



**Golden Jubilee
Foundation**

Patients at the heart of progress

Chair: Susan Douglas-Scott CBE
Chief Executive: Jann Gardner

Recruitment line: 0800 0283 666

Dear Candidate

POST: 24669
HOURS: Full and Part Time hours available
CLOSING DATE: 29 June 2020

The Golden Jubilee Foundation 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. Unfortunately, due to the volume of applications we receive, we are unable to write to applicants who are not successfully shortlisted for interview. If you have not received an invitation for interview within six weeks of the closing date, please assume on this occasion you have been unsuccessful. We hope this will not deter you from applying again.

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

Yours sincerely

Recruitment Assistant

Golden Jubilee Foundation

Information Pack

For the post of

Healthcare Support Worker - Eye Centre

Full and Part Time hours available

Reference Number: 24669

Closing Date: 29 June 2020



**Golden Jubilee
Foundation**

Patients at the heart of progress



i:value

Valuing dignity and respect
A can do attitude
Leading commitment to quality
Understanding our responsibilities
Effectively working together

Golden Jubilee Foundation

General Information for Candidates

- This information package has been compiled to provide prospective candidates with details of the post and background information about the Golden Jubilee Foundation (GJF).
- 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.
- GJF 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 three 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 email your completed application to:-

recruitment@gjnh.scot.nhs.uk
- When returning your completed application and any associated enclosures by Royal Mail you must ensure that the correct postage cost is paid. We have been informed by the Post Office that they are retaining those which have been underpaid. This has resulted in completed applications not being returned until after the closing date, and not being included for short listing.
- 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

Golden Jubilee Foundation
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 to 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

£18,600 to £20,606 per annum

3. Grade

This post is offered at Band 2.

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

Full and Part Time hours available

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.

Golden Jubilee Foundation

Benefits

NHS Superannuation scheme:

New entrants to the Golden Jubilee Foundation 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 the Golden Jubilee Foundation, 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.

GOLDEN JUBILEE NATIONAL HOSPITAL

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Eye Centre Assistant Band 2

Department(s): Eye Centre (clinic, pre/post op, and theatre)

Job Holder Reference:

No of Job Holders:

2. JOB PURPOSE

To work as part of the multi-disciplinary team to ensure high standards of care to a defined patient group.

To work in a distinct role to support service delivery by assisting in the maintenance of a clean, safe and attractive environment, conducive to patient care.

Work closely with clinical and non-clinical support services to coordinate store supplies, linen services and reporting of general maintenance issues.

Carry out assigned duties to maintain cleanliness, sterility, order and safety within the outpatient and theatre environment, including cleaning tasks not undertaken by housekeeping.

Input of information to theatre's computerised Opera system.

3. ORGANISATIONAL POSITION

Senior Charge Nurse
Charge Nurse
Registered Nursing staff/ODP
Registered Nurse
Senior Nursing assistant
Eye Centre Assistant

4. SCOPE AND RANGE

- The post holder has no direct budgetary responsibility although they will have a responsibility for the delivery of cost effective care.
- Post holder will work cohesively with all members of the multi-disciplinary team to provide person centred and holistic care.
- Flexibility in working which may include weekend and evening clinics

5. MAIN DUTIES/RESPONSIBILITIES

The post holder will work to ensure the delivery of efficient, high quality standards from the range of support services to meet the demands of the Eye Centre.

Main duties are categorised under the following headings:

Administration

- To undertake administrative and clerical duties as required. This will include inputting of real time data into the theatre Opera system
- Completion of Eye Centre audits and environmental checklists
- Undertake and assist with appropriately delegated basic administrative and telephone duties.
- Accurate documentation in line with local and national policies

General Housekeeping (including cleaning and monitoring)

- Have responsibility for maintaining high standards of cleanliness of clinical equipment and the cleanliness and tidiness of clinical and non-clinical areas
- Co-ordinate the delivery and distribution of linen for the area
- Ensure timely disposal of linen and waste as per NHS GJH Linen and Waste policies
- Co-ordinate the ordering and delivery of stores for the area reporting any concerns to the Senior Charge Nurse/Charge Nurse
- Maintain and manage stock levels of all supplies to support the running of the department area in order to promote the effective and efficient use of resources
- Monitor and check communal staff areas are kept clean and tidy at all times including fridges and loading and unloading of dishwashers
- Monitor, maintain and record fridge temperatures
- Act as a messenger and porter for supplies, specimens, records and equipment or any other items pertaining to patient care

6. Legal and Ethical

- Take all measures to ensure the safety of staff, patients and visitors. Report all accidents, incidents and near misses to the Nurse in Charge. Complete relevant forms and take appropriate preventative action.
- Work within the defined policies, procedures, standards and protocols of the department and directorate to ensure the maintenance and delivery of safe working practices whilst simultaneously providing a high quality service for patients and colleagues
- Maintain patient confidentiality at all times.

7. HEALTH AND SAFETY

- Duty of care is exercised, responsible for promoting a safe working environment
- Identifies and reports malfunctioning equipment in a timely manner

- Take responsibility for the care, usage, maintenance and cleaning of specialist equipment and be responsible for reporting faults
- Assist with the safe movement/transfer of equipment and patients, in accordance with the moving and handling policy.
- Utilise appropriate risk assessment tools in order to identify actual and potential risks and implement appropriate interventions and report outcome to the line manager.

8. CLINICAL GOVERNANCE

- Adhere to the Health Care Support Worker Code of Conduct and work within the boundaries of completed competencies as defined by nursing and housekeeping teams
- Be proactive in personal career development plan to maintain skills and develop personal growth via PDR. through training and education.
- Assists with investigations and fact collection in adverse incidents
- Take and record messages correctly maintaining effective communication at all times.
- Maintain effective communication with patients, relatives, carers, and other members of the multidisciplinary team

9. SYSTEMS AND EQUIPMENT

- Telephone system.
- The post holder is responsible for inputting information into Opera. They will comply with the Data Protection Act, Caldicott Guidelines and local policies regarding confidentiality and access to medical records.
- Ability to access e-mail using outlook express.
- Ability to access Sharepoint for organisational policies and procedures.
- Ability to access Internet for evidence based practice guidelines.
- Use of Opera and other hospital systems

Equipment

- Movement of trolleys, chairs
- Movement and storage of linen and scrub trolleys
- Move, clean and store clinical/ medical equipment
- Lifting and moving supplies and provisions

10. DECISIONS AND JUDGEMENT

- Supervised by the registered nurse
- Daily routine will be organised by the senior charge nurse; however, the post holder will be able to organise own workload with regards to maintaining the service delivery for the Eye Centre
- Demonstrate effective assessment, monitoring and ordering of stores

11. COMMUNICATIONS AND RELATIONSHIPS

- Post Holder will have an active role in departmental brief
- Maintain good relationships and an empathic approach to patient's, carers and relatives, referring them to qualified staff for any questions that they have or for any suggestions or complaints, that they may wish to raise.
- Work closely with all members of the multi-professional team including Ophthalmic consultants, Optometrists, Registered nurses, clinical HCSW and administration staff

12. PHYSICAL/ MENTAL AND EMOTIONAL DEMANDS OF THE JOB

- Moving and Handling of heavy patients and/or objects in line with Manual Handling Regulations.
- Occasional exposure to verbal or physical aggression.
- Unpredictable break patterns and shift patterns
- Exposure to blood and body fluids and the application of standard infection control precautions

13. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Dealing with situations that arise for which you have limited experience/knowledge
- Working with varying skill mixes in busy periods while supporting core staff
- Working in a changing environment
- Ability to prioritise tasks appropriately

14. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- Understands the importance of patient confidentiality
- General level of physical fitness
- Effective written, verbal and computer skills
- Completion of HCSW Standards within 3 months of appointment

15. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date:

Recruitment Person Specification

	Essential	Desirable
Qualifications/Training	1. No formal qualification required	6. SVQ Level 2
Experience	2. Working with the public Ability to work as part of a team	7. Previous Housekeeping or duties of caring nature
Skills/Knowledge	3. Effective written and verbal communication Good organisational skills	8. Ability to work under own initiative with supervision from the nurse in charge
Additional job requirements Eg. car driver, unsocial hours	4. Flexibility in working which may include weekend and evening clinics	
Any other additional information	5. Demonstrate behaviour in line with GJNH vision and values.	