



Eileanan Siar  
Western Isles



# Bank Healthcare Assistant

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[wihb.scot.nhs.uk](http://wihb.scot.nhs.uk)

Western Isles Health Board  
**The best at what we do**



## Job Advert



### Healthcare Assistants Staff Bank

Salary £18,600 - £20,606 (pro rata)

Plus Distant Islands Allowance of £1,074 (pro rata)

Hours as Required

We seek to recruit Healthcare Assistants within the Staff bank to work within nursing teams in our Hospitals and Community on the Isles of Uist & Barra.

Applicants should be committed to providing a high standard of care and interact well within a multi-disciplinary team.

The successful candidates will need to achieve the Mandatory Induction Standards for Healthcare Support Workers and comply with the Code of Conduct within three months of full time employment or up to six months for part time workers.

For informal enquiries please contact Mairi Smith, Bank Manager, Tel No: 01851 704704 ext. 2297 or [mairi.smith2@nhs.net](mailto:mairi.smith2@nhs.net).

The successful applicant will be required to register with the PVG (Protecting Vulnerable Groups) Scheme. This post is not eligible for relocation expenses.

**Bòrd SSN nan Eilean Siar**  
Western Isles NHS Board

Job Description

### **JOB IDENTIFICATION**

JOB TITLE: Health Care Assistant (Bank)

DEPARTEMENT:

NUMBER OF POST HOLDERS:

### **1.PURPOSE**

Assist registered nurses by undertaking personal care of patients

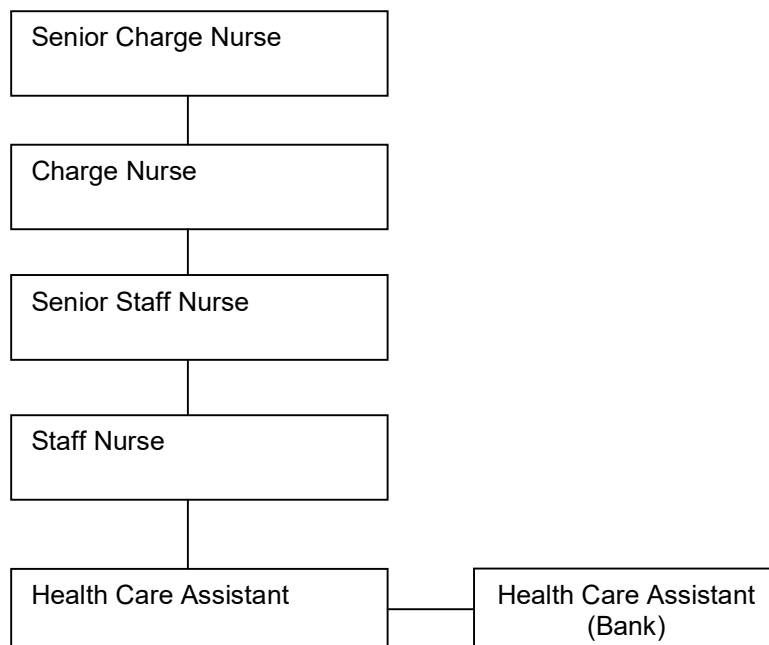
Report changes in a patient's condition to registered nurse

Provides basic level of care

### **2.JOB SUMMARY**

To work under the supervision of and in support of registered nurses in carrying out patient care activities and to feedback information relating to patients. The post holder will be expected to assist with procedures and techniques under the guidance of registered staff.

### **3.ORGANISATIONAL CHART**



#### **4.MAIN DUTIES AND RESPONSIBILITIES**

##### KNOWLEDGE, TRAINING AND EXPERIENCE:

- Have an understanding of ward routines and procedures.
- The ability to assess basic care needs of individual patients.
- Have an understanding of the importance of attending to the personal hygiene needs of patients.
- Have an understanding of infection control standards and procedures.
- Mandatory training in Infection Control; Health and Safety; Fire; Moving and Handling; Basic Life Support; Information Governance.

##### ANALYTICAL AND JUDGEMENTAL SKILLS:

- Have an ability to recognise anomalies in a patient's general condition and report it to a registered nurse.
- Be able to assess the comfort of a patient.
- Instigate emergency procedures by raising the alarm.

##### PLANNING AND ORGANISATIONAL SKILLS:

- Have an ability to prioritise attention to patients.
- Can organise own tasks following instructions from the registered nursing staff as the shift progresses.

##### PHYSICAL SKILLS:

- Be able to provide basic personal care for patients, e.g. washing, dressing, toileting, feeding patients.
- Maintaining accurate fluid balance for patients by monitoring oral intake of fluids and dealing with body fluids.
- To be able to record directed patient observations; including recording blood pressure, temperature, pulse, respiratory rate, oxygen saturation levels, measuring and recording for accurate fluid balance, urine analysis and monitoring of blood glucose levels.
- To act as chaperone, to assist, support or reassure patients undergoing examination.
- Assist with occupational and diversionary therapy.
- Assist registered nursing staff in the admission and discharge of patients.
- Assist the registered staff by collecting specimens or samples as directed.
- Set up equipment for procedures.
- Promote independence of patients

##### COMMUNICATION AND RELATIONSHIP SKILLS:

- Giving and receiving routine information in relation to patient care to several groups. Firstly to the patients themselves, their relatives, where appropriate, other staff and members of the multidisciplinary team, both in verbal and written form.
- Convey patient information to registered staff.
- Answer telephone, take record and convey messages.
- Use tact, reassurance and sensitivity, when required, to overcome barriers to understanding.
- Maintain a calm demeanour at all times.
- Ensures they keep up to date on all communications sent out by leadership or wider organisation.

##### RESPONSIBILITY FOR POLICIES AND SERVICE DEVELOPMENT:

- To follow policy and procedures relevant to own role and comments on policies as appropriate.

#### RESPONSIBILITY FOR FINANCIAL AND PHYSICAL RESOURCES:

- Is able to handle and record patient's belongings in accordance with ward policy.
- Can replenish ward stock of consumables.
- Clean all equipment within the clinical area in accordance with current Standard Operating Procedures and Infection Control policy.
- Report any issues with equipment through the online reporting method; Myquest.

#### RESPONSIBILITY FOR HUMAN RESOURCES:

- To assist new members of staff to settle in to the hospital environment, in accordance to NHS Western Isles policy on Equality and Diversity.

#### RESPONSIBILITY FOR INFORMATION AND RESOURCES:

- Document observations appropriately and relay information timeously to ensure effect care for all patient groups.

#### RESPONSIBILITY FOR RESEARCH AND DEVELOPMENT:

- To participate in surveys and audits as required.
- To support learners in the hospital environment, whether this is work experience, or student nurses or medical students.

#### FREEDOM TO ACT:

- Carries out routine duties in accordance with patient needs and own level of competence.
- To raise concerns regarding the practice of others within the hospital environment via the line management system.

### **5.SUPPORTING EVIDENCE**

#### PHYSICAL DEMANDS OF THE JOB:

- Frequent moving and handling of patients and equipment using mechanical aids.
- Rotational shifts (days and nights).

#### MENTAL EFFORT:

- There is a need to concentrate for long periods of time whilst carrying out clinical procedures and personal care.
- An ability to cope with occasional interruptions to work pattern.

#### EMOTIONAL EFFORT:

- Occasionally to participate in the care of seriously ill, palliative care and end of life care patients.
- Can be involved in the care of patients under distressing situations for example patients with challenging behaviours or patients and relatives in distress.

#### WORKING CONDITIONS:

- Contact with body fluids throughout the shift.
- Possible aggressive behaviour of either patients or visitors.

## **STANDARD ELEMENTS**

### **Confidentiality**

**Comply with all approved NHSWI Policies and Procedures.**

**Comply with NHSWI Communication Strategy and Media Strategy.**

This involves taking the necessary precautions when transmitting information only disclosing it to those who have the right and need to know it.

All personal health information is held under strict legal and ethical obligations of confidentiality.

NHS staff must follow guidance (NHS Code of Practice on Protecting Patient Confidentiality) before disclosing any patient information. All staff must respect confidentiality of all matters that they may learn relating to their employment, other members of staff, patients and their families.

### **Health and Safety:**

**Assist in maintaining own and others' health, safety and security.**

This involves:

- a) Complying with Board health and safety policies, procedures and participating in mandatory training.
- b) Maintaining a safe working environment and reporting any issues of concern as appropriate.

NHS Western Isles attaches the greatest importance to the health and safety of its employees. It is the Board policy to do all that is reasonable to prevent personal injury and hazard to health by protecting staff and others including the public from foreseeable hazards compatible with the provision of proper services to patients. The Board expects its entire staff to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work. More detailed information is given in departmental safety policies where appropriate.

**Ensure own actions support equality, diversity and rights.**

This involves:

- a) Acting in ways consistent with the Board's policies and procedures.
- b) Treating those you come into contact with equitably and with respect.
- c) Recognising the need for aids or adaptations.

**JOB DESCRIPTION AGREEMENT**

I, (Print Name)..... confirm that the job description(s) /person specification(s) attached have been discussed with me and are an accurate and up-to-date account of the duties and responsibilities and skills/qualifications required to undertake the post.

**Job Holder's Signature:**

**Date:**

**Head of Department Signature:**

**Date: 29.09.20**

NHS WESTERN ISLES  
PERSON SPECIFICATION

Job Title: Health Care Assistant (Bank)  
Department:

<b>FACTOR</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Qualifications/Training:		SVQ 2
Experience:		Experience in caring for people
Knowledge and Skills	Numeracy and literacy Willing to learn new skills and participate in training opportunities Able to communicate effectively	IT experience Gaelic speaker
Disposition	Able to work on own or as a part of a team Willing to work across a wide range of wards Flexibility to work rotational shifts e.g. unsocial hours, nights, weekends	Willingness to work in the community setting in the event of a crisis
Equality & Diversity	Ability to challenge discriminatory practice	
Other	Willing to work at short notice	

# About the Western Isles

The Western Isles, also known as the Outer Hebrides, are a chain of islands which lie 55km off the west coast of Scotland. The islands have a population of around twenty-seven thousand people.

Those who enjoy outdoor activities will find that the islands have a lot to offer. Outdoor pursuits such as horse riding, hiking, and fishing are popular, as are water sports such as canoeing, surfing, and kayaking. Further information about outdoor and sporting activities can be found on the Outer Hebrides Tourism Information website.

The local Council website provides information regarding schools, jobs, bus timetables, and opening times of the leisure centre.

The Board works in partnership with Hebridean Housing Partnership (HHP), which means that Key Worker Status will form part of their Housing Allocation Policy. For more information, please visit the HHP website.

If you have any specific queries regarding your move, please do not hesitate to contact your Line Manager, who will do their best to answer them.

## Links

[visitouterhebrides.co.uk](http://visitouterhebrides.co.uk)  
[welovestornoway.com](http://welovestornoway.com)  
[hebrides-news.com](http://hebrides-news.com)  
[hebrideanhousing.co.uk](http://hebrideanhousing.co.uk)  
[cne-siar.gov.uk](http://cne-siar.gov.uk)

# About NHS Western Isles

The Western Isles Health Board employs over one thousand members of staff, excluding GPs and Dentists. There are three main hospitals situated in the Western Isles:

**Stornoway**—Western Isles Hospital (Ospadal nan Eilean Siar)

**Benbecula**—Uist and Barra Hospital (Ospadal Uibhist agus Bharraigh)

**Barra**—St Brendan’s Hospital

There are a number of GP and Dental Practices across the Western Isles. Community nursing services operate out of general practice premises and at community offices in key locations.

There are only two medical practices in Stornoway: the Broadbay Medical Practice on Francis Street (tel 01851 703588) and the Group Practice on Springfield Road (tel 01851 703145). Both have a pharmacy attached to the practice for the dispensing of prescriptions.

Web

[wihb.scot.nhs.uk](http://wihb.scot.nhs.uk)

The latest information about the Board’s response to the COVID-19 pandemic can be found on the Board’s dedicated website.

Web

[coronavirus.wi.nhs.scot](http://coronavirus.wi.nhs.scot)



# Transport Information

The islands are accessible from mainland Scotland by ferry or by plane (please note that both services can be affected in the winter).

There are three airports on the Western Isles: Stornoway Airport, Benbecula Airport, and Barra Airport. The following destinations can be reached from these airports:

**Stornoway Airport**—Benbecula, Edinburgh, Glasgow, Inverness, Manchester

**Benbecula Airport**—Glasgow, Inverness, Stornoway

**Barra Airport**—Glasgow

All flights to and from the Western Isles are operated by Loganair.

If you live in the Highlands and Islands region of Scotland, you can apply for cheaper air travel through the Air Discount Scheme. Further information on the discounts available can be obtained via the Air Discount Scheme website.

There are nine ferry ports operating in the Western Isles. Routes run between the islands, as well as to and from the mainland. All routes are operated by Calmac. Further information on the individual routes, including timetables and prices, can be obtained via the Calmac website.



## Links

Ferry Travel:  
[calmac.co.uk](http://calmac.co.uk)

Air Travel:  
[loganair.co.uk](http://loganair.co.uk)

Car Hire:  
[carhire-hebrides.co.uk](http://carhire-hebrides.co.uk)  
[lewis-car-rental.com](http://lewis-car-rental.com)

Air Discount Scheme:  
[airdiscountscheme.com](http://airdiscountscheme.com)