**Agenda For Change Job Description Template**

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| 1. **JOB IDENTIFICATION**

**Job Title: Healthcare Assistant /Recreational Aide****Responsible to: Ward Sister/Charge Nurse****Department: Department of Medicine of the Elderly, Rehabilitation and Assessment Directorate** **Directorate: Older People & South Services** |
| **2. JOB PURPOSE** |
| * To work as part of the nursing team and to assist in the planning and the delivery of social, leisure/recreational programmes to patients
* Participate and organise under the direction of a qualified nurse, recreational and social activities
* To assist members of the multidisciplinary team in the delivery of patient care.
* To work with ward volunteers to assist them to carry out, social, leisure and recreational activities with this specialist client group.
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| **3. ROLE OF DEPARTMENT** |
| The purpose of the ward is to provide care for Elderly patients |
| **4. ORGANISATIONAL POSITION** |
| Lead Nurse Ward Sister/Charge Nurse B2 Recreational AideTHIS POSTB2/B3 Health Care Support WorkersRegistered NursesBand 5 & 6 |
| **5. SCOPE AND RANGE** |
| Under the supervision of a Registered Nurse provide a high quality, safe and supportive environment in order to care for patients within a Care of the Elderly setting, meeting the identified physical and emotional and social needs. |
| **6. MAIN TASKS, DUTIES AND RESPONSIBILITIES** |
| * Assist patients with all activities of living.
* Assist the Registered Nurse and where appropriate other members of the Clinical Team to deliver patient care
* Assist in the planning implementation and evaluation of patients’ social/leisure interventions
* Share responsibility for key aspects of Housekeeping and stock control demonstrating a good awareness of cost efficiency and safety.
* Demonstrate the ability to assist patients with a range of support / personal care needs. This includes moving and handling, assisting wheelchair use, use of hoists and personal care needs specific to the client group.
* Plan and organise social/leisure programmes for individual patients
* Co-operate with and maintain good relationships with other disciplines that are attending and treating clients to maximise patient care.
* Maintain good relationships and an empathetic approach to patients, carers and relatives and refer them to a registered nurse for any questions they may have on the patient’s condition or for any suggestions or complaints that they wish to raise.
* Work within Divisional policies and procedures to ensure maintenance of safe working practices for patients and colleagues.
* Adhere to ward and unit procedures for the use of supplies and equipment in order to promote the effective and efficient use of resources.
* Participate in personal career development plan to develop and maintain skills and personal growth through training and education.
* Adhere to the organisational Infection control policy and procedures and act as a role model in the maintenance of a safe environment
* Maintain patient confidentiality at all times
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| **7a. EQUIPMENT AND MACHINERY** |
| * Must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees.
* The post holder is expected to have a working knowledge of all equipment used in the area but may not have daily clinical involvement, for example
* **Generic**
* Moving and handling equipment (hoist, Arjo and Oxford)
* Equipment for suctioning
* Fire fighting equipment
* Electric bed frames
* Therapy mattresses
* Clinimatic
* Information Technology Equipment
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| **8. DECISIONS AND JUDGEMENTS** |
| * Exercise the ability to plan and deliver allocated workload.
* Demonstrates the ability to acknowledge changes in patient’s condition and report them to the registered nurse.
* The post holder is responsible to the registered nurse for clinical guidance and management, work review and formal appraisal of performance
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| **9. COMMUNICATIONS AND RELATIONSHIPS** |
| * Promote and develop good relationships with patients, staff and visitors.
* Conduct oneself in such a manner as to uphold and enhance the good standing and reputation of

 The division.* Respect confidential information obtained in the course of duty.
* Communication with other relevant professionals, for example Sister/Charge Nurse for information regarding patients clinical condition /workload issues
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| **10. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
|  The post holder will on an ongoing basis perform the following physical demands during each shift * Moving and handling of patients from self-caring to total dependence.
* Moving and handling of ward equipment. Including wheelchairs and trolleys beds
* Walks/ stands for most of the shift.

The post holder will on an ongoing basis perform the following mental demands during each shift when prioritising patient care/workload in a busy environment* Concentration required when undertaking personal care for patients
* Concentration required when observing patient behaviours, which may be unpredictable

The post holder will be exposed on an ongoing basis to the following emotional demands during each shift* Communicating with distressed, anxious worried patients, relatives and carers
* Regularly caring for patients with a physical disability
* Occasionally caring for patients, relatives and carers after receipt of bad news
* Exposure to verbal and physical aggression

The post holder will be exposed on an ongoing basis to the following working conditionsExposure to body fluids/ faeces, emptying bedpans, urinals emptying of catheter bags regularly throughout each shift |
| **11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** |
| * Managing competing demands on time.
* Ensuring patient safety at all times
* Dealing with verbally and physically abusive patients and members of the public.
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| **12, KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** |
| Ability to fulfil the requirement of the job description including undertaking NiCHE programme. Ability to work with people and as part of a multidisciplinary team.Effective written and verbal communication skills/literacy/ numeracy skillsAbility to carry out assigned tasks effectively in a busy environment.Ability to carry out rolling and individual programmes to assist/ encourage patients to maintain pre-existing hobbies or interests |