**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. |
| **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 POST B2/B3 Health Care Support Workers  Registered Nurses  Band 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 |
| **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 |
| **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 |
| **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 |
| **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 conditions  Exposure 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. |
| **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 skills  Ability 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 |