#### **JOB DESCRIPTION**

Healthcare Assistant

|  |
| --- |
| JOB IDENTIFICATION |
| Job Title: Healthcare Assistant  Responsible to Senior Charge Nurse  Department(s): Gynaecology Services  Directorate: Women, Children & Sexual health services  Operating Division:  Job Reference:  No of Job Holders: 3  Last Update : May 2018 |
|  |

|  |
| --- |
| 2. JOB PURPOSE |
| The Gynaecology Ward has 13 beds. The post holder will also be required to work at clinics within the Gynaecology service.  The post holder will carry out assigned workload involving direct patient care under the direction of a registered nurse within Gynaecology Services.  The post holder will be required to work as part of a multidisciplinary team, within the Gynaecology Department which includes Gynaecology Ward; Gynaecology clinics at Ayrshire Central and Outpatient Gynaecology within AMU. The Post Holder under the supervision of a registered nurse provide specialist gynaecology services for the women of Ayrshire, ensuring the patient’s emotional and mental wellbeing both during and after intimate examination, giving careful and full consideration to confidentiality and health and safety matters. |

|  |
| --- |
| **3. DIMENSIONS** |
| The Gynaecology Ward has 13 beds. The post holder will also be required to work at clinics within the Gynaecology service.  The post holder will work within the Children’s Women’s & Sexual Health Services and be employed by NHS Ayrshire & Arran.  The post holder will carry out assigned workload involving direct patient care under the direction of a registered nurse within Gynaecology Services.  The post holder is required to attain and maintain knowledge and skills for the delivery of the highest quality of care to women in the hospital / outpatient clinics  Undertake Clinical / administrative and clerical support roles to assist Nurses in the delivery of patient care either in the hospital or outpatient setting including liaison of hospital patient discharges from allied health professionals. |

|  |
| --- |
| ORGANISATIONAL POSITION Senior Charge Nurse  Deputy Charge Nurse  Staff Nurse  **Healthcare Assistant (this post)**  Nursing Auxiliary / Housekeeper |

|  |
| --- |
| 5. ROLE OF DEPARTMENT |
| The overall role of Gynaecology Services is to meet the needs of patients requiring gynaecological in patient services, including physical, psychological, social and spiritual needs. This ward provides all the in-patient / outpatient Gynaecological services for patients from Ayrshire & Arran. It encompasses surgical and conservative treatments and the provision of palliative and terminal care for women with any of the gynaecological cancers. This area also provides care for general surgical patients undergoing minor procedures and regularly has a compliment of patients decanted from other specialities due to pressure on beds.  To promote and develop a high standard of nursing care  To promote and implement local and national NHS policies and procedure  Gynaecology Services works to promote a culture of openness and honesty and provide learning and stimulating environment where staff can flourish. |

| 6. KEY RESULT AREAS |
| --- |
| Following an appropriate formal training programme apply knowledge of clinical skills in relation to the role of Healthcare Assistant.  This will involve direct patient care in pregnancy/postnatal including planning, assessment and provision of care with the support of and supervised by a registered midwife thus ensuring delivery of high quality care.  Obtain / collect specimens as required and complete request forms for laboratory testing e.g. venous blood and urine.  Undertake physiological measurements e.g. height, weight, body mass index, blood pressure etc. reporting findings to appropriate midwifery/medical staff as required and record on appropriate documentation.  Document clinical care in patient records that are accurate and legible in accordance with organisational policy and procedure, under the responsibility of the registered practitioner.  Report observed changes in a woman’s physical / psychological needs to appropriate nurse/medical staff and participate in maintaining accurate and up to date records to ensure effective communication.  Prepare all equipment and instrumentation to support the Nurse / Doctor or Allied Health Professional to undertake clinical intervention or examination.  Co-operate with and maintain good relationships with other disciplines that are attending and treating patients to maximise care provision  Demonstrate an empathic approach to women and their families during clinical sessions.  Ensure that infection control (emphasis on hand hygiene) and safety standards are maintained when carrying out tasks.  Report observed changes in a women’s physical / psychological needs and participate in maintaining accurate and up to date records to ensure effective communication.  Maintain confidentiality at all times.  Operate with Directorate Policies and Procedures to ensure maintenance of safe working practices for patients and colleagues.  After appropriate training be able to carry out venepuncture and cannulation  Participate in personal career development Plan to maintain skills and develop personal growth through training and education.  **Administration and Clerical**    As designated by the registered practitioner to be responsible for communicating all discharges from hospital. Ability to maximise the use of Information Technology to benefit personal development and patient care  Undertake regular audits to support the safe running of the department as designated by line manager  **Managing Resources**  Demonstrates economy in the use of supplies  Demonstrates an awareness of stock control systems and how they should be used  Actively participates in the care, cleaning and maintenance of department stock/equipment  Actively undertakes general housekeeping to ensure a safe welcoming environment for colleagues, patients and visitors  Demonstrates an understanding of adherence to health and safety policies and procedures  **Educational**  Actively participates in the in-service opportunities available  Acts as a trustworthy loyal member of staff at all times  Demonstrates commitment to speciality  Actively participates in department meetings  Maintain responsibility for own personal development under supervision and guidance of registered nurses. |

| 7a. EQUIPMENT AND MACHINERY |
| --- |
| The post holder will be competent in the use of hoists, wheelchairs, sliding sheets etc used on a frequent basis, which are required for the safe and effective moving and handling of patients  Arjo Rapsody bath and chair  Pressure relieving mattresses  Electric beds  The post holder will be expected to have a working knowledge of machinery setting relevant to their position within the department e.g.  Colposcope(providing binocular vision of the uterine cervix and surrounding tissues)  Coagulator (providing a high temperature treatment of abnormal cervical epithelium)  Diathermy excision (providing cutting and coagulating diathermy for the removal of abnormal cervical epithelium)  Laservac smoke evacuation system (for the removal of harmful plume of smoke produced when using equipment named next.  Hysteroscope (a combination of pieces of equipment used in the visual examination of the uterine cavity)  Cervical biopsy instrumentation  IUCD insertion and removal instrumentation  Cusco vaginal speculae (for visualisation of uterine cervix)  Lithotomy position electronic examination couches. |
| **7b. SYSTEMS** |
| Daily maintenance of patient records, which includes updating fluid balance charts, NEWS chart  Frequent ordering of supplies for the department using a paper based stock control system |

|  |
| --- |
| 8. ASSIGNMENT AND REVIEW OF WORK |
| Workload is demand led and generated by clinical activity and the needs of the service as directed by departmental manager or deputy.  Review of work is directly by Departmental manager or deputy via personal contact subject to clinical presentations and delegated patient care.  Further review takes place regularly on a daily basis, at departmental meetings, Turas review and on a formal basis when required. |

|  |
| --- |
| **9. DECISIONS AND JUDGEMENTS** |
| Works under the direction of a Registered Nurse.  Plans and implements appropriate patient care ensuring Senior Charge Nurse or deputy is kept informed e.g. following clinical pathway and clinical guidelines to determine and carry out initial investigations.  Plans and manages order of some tasks within overall routine. |

|  |
| --- |
| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| A high proportion of the job entails physical work and the post holder will require moving and handling skills  The post holder must be able to work within confined spaces  The post holder must be able to adapt to a variable shift pattern (day/night)  Prioritising workload  Dealing with relatives, coping with challenging behaviour and high levels of public expectations  Coping with the physical and psychological needs of cancer patients and their families. These can be young women with complex needs facing, at best an uncertain future.  Assisting registered nurses in caring for patients decanted to the ward from other specialities, mainly Medical patients who may require maximum assistance with mobilising, eating, drinking, washing, toileting etc. |

|  |
| --- |
| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| The main purpose of communication would be regarding the patients’ condition or issues relating to patient care  Establishment and maintenance of effective communication with patients, relatives and all members of the multidisciplinary team ensuring the needs of the patient are met  Demonstrate empathy, sensitivity, support and reassurance when communicating with patients, relatives and staff, and be polite and courteous at all times |

| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| --- |
| **Physical Skills / demands**  Requires to have overall general fitness and good health  Combination of standing , walking and sitting for the majority of shifts  Moving and handling of equipment, supplies and rotating stock.  Assists positioning of patients for examination / procedure  Distribution of patient meals throughout the day.  Keyboard skills to facilitate documentation  **Mental demands**  In a busy clinical department :  Focused attention required when carrying out procedures e.g. venepuncture, bladder scanning  Focused attention required to enter data on to computer systems.  Potential interruptions from staff who may have demands on the post holder’s time.  **Emotional demands**  Stressful situation  High levels of public expectations  Emergency situations  On a daily basis exposure to distressed/angry/upset relatives  On a daily basis exposure to caring for acute/chronic/terminally ill patients  Potential exposure to violent and aggressive behaviours  **Working conditions**  Daily exposure to body fluids e.g. blood ,urine ,vomit and other potentially infectious material  Occasional exposure to verbal aggression from patients and / or relatives |

|  |
| --- |
| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| SVQ11 in healthcare , Venepuncture and cannulation skills and completion of CHS19 module or equivalent  Ability to undertake bladder scanning  Ability to work with people as part of a multidisciplinary team.  Effective written and verbal communications.  Ability to carry out assigned tasks effectively in a very busy environment. |

|  |  |
| --- | --- |
| **14. 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:  Head of Department Signature: | Date:  Date: |