

1. JOB DESCRIPTION

Job Title: Health Care Assistant

Department(s): Maternity Services

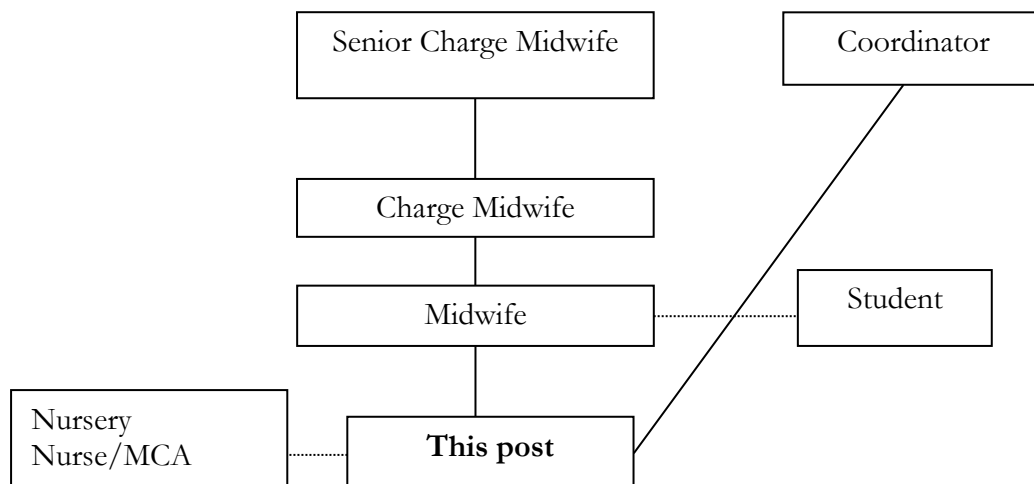
CAJE ID: NM.0084

No of Job Holders:

2. JOB PURPOSE

As a member of the multidisciplinary team the post holder will provide clinical/administrative support to maternity staff to ensure safe effective women and baby centred care. Ensure compliance with NHS Policy and procedures and supports the multi disciplinary team.

3. ORGANISATIONAL POSITION



4. SCOPE AND RANGE

Act as information resources for women and their families both in hospital and community environment.

To provide a high quality, safe and supportive environment for mothers, babies and their families.

To identify physical and psychosocial needs.

To provide administrative support to maternity staff.

5. MAIN DUTIES/RESPONSIBILITIES

- Provide support to staff.
- Assist with the admission, transfer and discharge of women and babies.
- Assist with the preparation and serving of patient's meals.
- Assist with feeding, bathing and general hygiene of women and their babies.
- Assist with documentation of maternity care plans i.e. fluid balance, weight, and urinalysis.
- Clean and prepare clinical and non clinical equipment.
- Prepare case notes for admission.
- Answer internal/external telephone calls and deal with all appropriate enquiries using their initiative and expertise and transfer others to appropriate personnel.
- Undertake general administrative duties within ward/department area.
- Assist midwifery staff with clinical procedures.
- Assist in the recording of patient vital signs and report results to midwifery staff.
- Work within NHS Lanarkshire policies and procedures to ensure maintenance of safe working practices for staff, women, babies and their families.
- Participate in personal career development planning to maintain skills and develop personal growth through training and education.
- Required to undertake Healthcare Support Worker Standards.

6. EQUIPMENT & MACHINERY

The Healthcare support worker requires to have knowledge of cleaning and maintenance of all equipment used in the area

Highly Specialised

Cardiotocograph Machine
(fetal heart monitor)
Neonatal Resuscitaire
Birthing Beds
Birthing Pools
Ventouse Machine
Neonatal Incubators
Neonatal Hot Cot
Neonatal Bilibeds
Delivery Packs
Fetal Blood Sampling Packs
Perineal Repair Packs
Forcep Delivery Pack
Baby Tagging System
Hand Held Doptone

Specialised

Theatre Table

Light Source
Portable Neonatal Scales
Neonatal Scales
Sterilising Equipment
Breast Pumps
Bottle Warmer

Generic

Electronic beds

IT Equipment
Portable Entonox
Portable Oxygen
Portable Suction
BP Monitors
Flowtron Boots
Thermometers
Manual Handling
equipment

7. SYSTEMS

Patient Management System
Pneumatic Tube System
NHS Intranet
MIDAS
Badger
Datix
Maternity Care Plans
Baby Tagging Security System
Clinical Incident Reporting System
Control Book System
Personal Development Plans
Learn Pro system

8. DECISIONS & JUDGEMENTS

Provide guidance and support to women in clinical/community areas.

Provide support to mothers and their baby's.

Prioritise workload in support of and supervised by midwifery staff.

Post holder required to use initiative when providing patient care under the advice and guidance of maternity staff.

9. COMMUNICATIONS & RELATIONSHIPS

The post holder will communicate (verbal and written) factual information on a regular basis with the patient, relative, carer and multidisciplinary team involved in the provision of care.

Communicate with other relevant departments/agencies within and outwith NHS Lanarkshire.

10. DEMANDS OF THE JOB (physical, mental, emotional)

Physical Skills/Demands

IT skills including data entry.

Manual handling of women and their babies (including women with epidural analgesia).

Lifting and transporting portable equipment.

Awkward positions adopted when assisting labouring and breastfeeding women.

Stand/ walk/sit for majority of shift

Mental Demands

Concentration whilst undertaking clinical/administrative tasks.

Communication with distressed and anxious parents and their relatives.

Prioritise and organise workload under direct supervision of midwives.

Emotional Demands

Caring for patients following receipt of bad news

Dealing with and communicating with distressed and anxious parents and their relatives.

Working Conditions

Frequent exposure to body fluids e.g. blood, urine, vomit, liquor and faeces.

Frequent exposure to anaesthetic gases including Entonox.

Occasional exposure to violence and aggression.

Maintenance of personal safety and that of others.

11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

To provide high quality, safe and supportive care in a dynamic environment of competing demands in support of and supervised by maternity staff.

12. KNOWLEDGE, TRAINING AND/OR EXPERIENCE REQUIRED TO DO THE JOB

Knowledge of personal care and related procedures or previous volunteer or work experience in a health, education or social environment.

Required to undertake on the job training and induction

Undertake mandatory HCSW standards

Ability to work with people and as part of a multidisciplinary team.

Effective written and verbal communication skills

Ability to carry out assigned tasks effectively in a busy environment.

Working knowledge of basic information technology.

Job Description Agreement

Job Holder's Signature

Print Name

Date

Head of Department Signature

Print Name

Date