



UNIVERSAL
COMPLEX CARE

Health Care Assistant

Job Description

Job Description: Health care Assistant

Job Title:

Health Care Assistant.

Responsible to:

The Lead Nurses / RM Managers

Role Summary:

To assist the Lead nurse and RM team in the service and delivery of the care management of Universal Complex Care Clients

The following list serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform different tasks as necessitated by the development of this role as the practice develops, and the overall business objectives of the practice change.

Main tasks of job:

Communication

- 1) Communicate effectively with other team members.
- 2) Communicate effectively with Clients recognising their needs for alternative methods of communication.

Personal and people development:

- 1) Take responsibility for own developmental learning and performance, including participating in supervision.
- 2) Take responsibility for maintaining a record of own personal development.
- 3) Work with management on any new training requirements.
- 4) To recognise and understand the roles and responsibilities of individuals working within the team of the Client
- 5) Be aware of the legal issues pertinent to the role of a basic HCA (band 2)

Health, safety and Security:

- 1) Use the personal security systems within the workplace according to practice guidelines.
- 2) Identify the risks involved in work activities and undertake them in a way that manages the risks.
- 3) Use appropriate infection control procedures and maintain work areas in Client's house so that they are clean, safe and free from hazards reporting of any potential risks identified, including:
 - a) hand washing;
 - b) universal hygiene procedures;
 - c) segregation and disposal of waste materials;
 - d) dealing with any emergency procedures for Clients
 - e) Assist Clients and colleagues in adopting sound infection control measures.
- 4) Understand and apply the principles of Care standards
- 5) Ensure safe storage and drugs within area of responsibility.
- 6) Know the general principles of first aid and resuscitation to be able to undertake initial actions as appropriate.
- 7) Be aware of statutory child health procedures and statutory local guidance and referral criteria.
- 8) Know the health and safety policies and procedures within the workplace, including fire procedures, maintaining documentation, monitoring and maintaining of equipment and furniture within your area of responsibility.
- 9) Use the I Pad safely for recording daily logs
- 10) Be able to identify the risks to health and chemical hazards within the working environment according to the Control of Substances Hazardous to Health.

Service improvement:

- 1) Be aware of and, if appropriate, assist in making improvement
- 2) Work with colleagues in the team on the development of current and new services and other initiatives.
- 3) Participate in team meetings and supervisions

Quality:

- 1) Alert other team members to issues of quality and risk in the care of Clients.
- 2) Ensure own actions are consistent with clinical governance systems.
- 3) Practice in accordance with agreed standards of care.
- 4) Enable patients to access appropriate professionals in the team.
- 5) Ensure stock items under your control are ordered and available in the Client's home
- 6) Know how clinical governance affects the HCA role and bring to the attention of the Lead Nurse /RM any specific risk situation.
- 7) Know the practice's policies, especially the whistle-blowing policy, available in the practice staff handbook.
- 8) Be able to manage your own time effectively.

Equality and Diversity:

- 1) Act in ways that recognise the importance of people's rights, interpreting them in a way that is consistent with the procedures set out in the Equality and Diversity policy.
- 2) Respect the privacy, dignity, needs and beliefs of Clients and carers.
- 3) Understand basic legal and communication issues regarding child abuse, family violence, vulnerable adults, substance abuse and addictive behaviour.(Safeguarding)

Clinical Skills – Health and wellbeing

- 1) Undertake, record and follow guidelines for the tasks for which you have received appropriate training.
- 2) Measuring and recording following physiological measurements in routine presentations
 - a) blood pressure;
 - b) pulse rate and rhythm;
 - c) temperature;
 - d) height and weight - body mass index;
- 3) Prepare and maintain environments and equipment before, during and after patient care interventions.
- 4) Assist in raising awareness of health and well-being, and how it can be promoted.
- 5) Give accurate and appropriate information to patients and groups within own competence
- 6) Support and monitor Clients during your shift

Information processes:

- 1) Record information and activities undertaken with Clients in an accurate and timely fashion using manual or computer systems as appropriate.
- 2) Maintain confidentiality of information relating to Clients , relatives, staff and the Company
- 3) Take the necessary precautions when transmitting information

Job description approved by: **Date:**

Employee Signed: **Date:**

Employer Signed: **Date:**