

HOLY CROSS HOSPITAL

JOB DESCRIPTION AND CANDIDATE PROFILE

Job title:	Health Care Assistant (Grade 1)
Responsible to:	Sister (Registered Nurse) in Charge / Sister Superior
Accountable to:	Sister Trustee
Key working relationships:	Sister Superior, all nursing staff and convent staff assistants, and medical staff.

The post holder will also be expected to continue their professional development and give consideration to completing NVQ at appropriate level.

1. OVERALL OBJECTIVE OF JOB ROLE

The health care assistant assists with all aspects and delivery of nursing care to the frail, elderly and infirm sisters in the Convent at Holy Cross Hospital, in support of and under the direction of the nurse in charge.

2. MAIN DUTIES AND RESPONSIBILITIES

2.1. Clinical

Observe the condition of the sisters reporting any changes or concerns to nurse in charge.

Work with sisters and the multi-disciplinary team to achieve realistic and achievable goals.

Provide care interventions as directed in line with the needs and goals of the sisters.

Maintain up to date care plans maintaining the sisters confidentiality in line with Holy Cross Convent policies on documentation and confidentiality.

Comply with recommendations from risk assessments to minimise risks.

Escort sisters on outings.

2.2. Professional Development

Be committed to further development of own clinical skills and knowledge actively seeking learning opportunities as appropriate.

Attend relevant in house training sessions.

Undertake relevant NVQ qualification.

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2.3. General

Maintain the principles of the Data Protection Act of 1998 both within and outside of the hospital environment.

Receive and direct visitors and deal with telephone enquiries in a helpful and friendly manner, taking relevant effective action.

Monitor the use of stock items, ordering stock as directed.

Reading and being familiar with Marie Theresa House policies and procedures.

Any other reasonable duties consistent with grade and responsibility as requested by the director of nursing, clinical development manager or senior nurse on duty.

3. HEALTH AND SAFETY

Work at all times within the scope of the Health and Safety at Work Act of 1974 and the hospital policy for reporting of accidents, incidents, hazards and risk management.

Maintain and protect the safety, confidentiality and dignity of sisters.

Assist in keeping the ward environment clean, safe and tidy.

Clean and maintain equipment.

Take an active role in the prevention and control of infection.

Understand and work within the guidelines of the Patient Safety, Medicines and Healthcare Products Regulatory Agency.

This job description represents an outline of the main components of the job and is not intended to be exhaustive. It may, with consultation be subject to additions and amendment as the need arises.

In addition to the duties and responsibilities listed the post holder is required to perform other duties as might reasonably be required.

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This job description has been agreed between the post holder and the person to whom he/she is accountable.

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Post holder

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Print name

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Date

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Sister (Registered Nurse) in Charge / Sister Superior

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Print name

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Date

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PERSON SPECIFICATION AND COMPETENCY PROFILE

HEALTH CARE ASSISTANT

Qualifications and Knowledge Required	
Essential Requirements	Desirable Requirements
	NVQ level 2 in care or equivalent

Skills and Experience Required	
Essential Requirements	Desirable Requirements
	Experience in working in a care environment
	Experience in caring for individuals with severe disabilities

Key Competency Areas
1. Sensitivity to others needs
2. Adaptability / flexibility
3. Communication - verbal and written
4. Relationship building / teamwork
5. Willingness to learn