NurseOnCall Hospital Support Services

Health Care Assistant Job Description

Job Title: Health Care Assistant
Grade: Health Care Assistant

REQUIREMENTS

- Be capable of working on own initiative / under supervision / as well as working effectively as part of a team.
- Ability to organise own work & ability to relay information
- To have FETAC level 5 Healthcare Support Certificate
- Have good interpersonal skills and show interest in all aspects of patient care.

MAIN ROLE, DUTIES AND RESPONSIBILITIES

Clinical Duties and Responsibilities

The Health Care Assistant will be an integral member of the Health Care Assistant & Nurses Aides team. She/He will report to and work under the supervision and direction of the nursing staff in relation to all duties. She/He will undertake the duties outlined in accordance with policies and procedures of the hospital or healthcare setting where they are assigned. The role of the Health Care Assistant is to assist Nursing staff in the delivery of patient care under the direction of the Clinical Nurse Manager / Registered Nurse / Person in Charge in the hospital or healthcare setting where they are assigned.

The Health Care Assistant is accountable for their actions in the delivery of direct and indirect patient care and must not undertake any duty, which they are not competent to carry out.

Aims and Objectives

- To work as a member of the ward team and to establish and maintain the relationships within the team
- To support qualified staff in the management and execution of clinical practice
- To promote equality of care and non-discriminatory practice, acknowledging a patient's personal beliefs and identity
- To ensure that clinical information is passed to the appropriate member of the team

Range of Responsibilities / Duties

- Assist with patient hygiene, physical comfort, eating and drinking and mobility whilst observing and reporting specific changes
• Assist patients with their hygiene needs e.g. bathing, shaving, cleaning of hair, nails, teeth, dressing, undressing etc.
• Assist Nursing staff with the care of incontinent patients and the promotion of continence care.
• Take care of patients dentures, glasses, hearing aids and prosthesis.
• Supervise patients on commodes, in toilets and bathrooms and assist patients with their hygiene needs.
• Assist patients who are confined to bed with their toilet needs.
• Assist in toileting of patients including the giving, removing and emptying of bedpans, urinals, commodes in toilets and in bathrooms.
• Assist patients to dress and pack in preparation for discharge.
• Assist and support patients during mealtimes and outside of catering hours.
• Assist patients with eating and drinking.
• Ensure that individual patients dietary needs are adhered to including special diets and supplementary drinks under the direction of Nursing staff.
• Assist with lifting patients using appropriate equipment in accordance with the Hospital Moving & Handling policy.
• Assist patients with walking and limb exercises as directed.
• Ensure that patients are comfortable in bed or in chair.
• Accompany patients to other departments within hospitals and outside as appropriate.
• Observe skin condition and report findings to Registered Nurse.
• Assist in the caring for people who are dying. Assist with last offices and in the preparation of the deceased for transfer to the mortuary.
• Assist in caring for patients that require one to one supervision under the direction of the registered Nurse, ensuring their safety needs are met.
• Follow and implement care plans under the direction of a Registered Nurse.
• Assist in the delivery of a high standard of holistic care to patients, promoting their equality and dignity at all times.

Observations

• Observe and report changes in patient’s conditions to the Registered Nurse.
• Report to a Registered Nurse any complaints of pain or any signs of distressed expressed by the patient.
• Health Care Assistant will not take patients temperature, pulse, respiration rate or blood pressure unless trained to do so.
• Health Care Assistant will record patients intake and output.

Infection Control

• Comply with Hospitals Infection Control Policy e.g. Hand washing, isolation room procedures, use of personal protective equipment (gloves, aprons, visors).
• Use correct procedures for barrier nursing and strict adherence to Hospital infection control protocol on entering / leaving isolation rooms.
• Maintain a clean environment with due consideration to Health and Safety issues.
- Wash and disinfect mattresses / fire blankets / commodes / bedpans / receptacles / patient pillows / leg rests / bed cradles / catheter stands / NG tube stands / suction equipment and receptacles in accordance to Hospital Infection control policy
- Make occupied and unoccupied beds
- Ensure that linen cupboards and store areas are kept tidy and stocked
- Assist with the disposal of clinical waste as per hospital guidelines
- Ensure that used linen is placed into correct laundry bags and securely tied
- Assist in the maintenance of ward cleanliness as per local standards.
- Ensure that sluice rooms are kept clean and tidy
- Ensure that patients' wash basins are cleaned daily as per infection control guidelines
- Change ward curtains as required.

**General Duties**

- Attend to spillages immediately to reduce the risk of accidents / cross contamination
- Move beds and furniture within wards as requested
- Ensure orientation of new patients to the ward environment
- Ensure patient privacy, dignity and confidentiality
- Understand the differences between people and have multi-cultural awareness
- Take accurate messages and answer the telephone in a courteous manner
- Assist in the maintenance of stock levels of ward items
- Adhere to Hospital policies and procedures at all times
- Work co-operatively with other members of the multi-disciplinary team
- Ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiatives within the area of work
- Any other appropriate duties which may be required from time to time.

**Health Care Assistant Code of Conduct**

As a Health Care Assistant whilst working on the ward you are professionally accountable to the qualified Nurse in Charge of the ward/department.

- Each Health Care Assistant should work under the direction of a qualified member of staff at all times
- Each Health Care Assistant should report back to a qualified member of staff
- Each Health Care Assistant should act in such a manner as to safeguard the interests and well being of patients and clients
- Each Health Care Assistant should convey the wishes of patients and clients to the qualified nurse in charge
- Each Health Care Assistant should improve and maintain their competencies and personal development
- Each Health Care Assistant should recognise and respect the uniqueness and dignity of each patient and client irrespective of their ethnic origin, religious beliefs, sexual orientation and personal attributes
- Each Health Care Assistant should maintain patient confidentiality at all times and in accordance with the Data Protection Act
- Each Health Care Assistant should work in a collaborative and co-operative manner with members of the interdisciplinary team
- Each Health Care Assistant should comply with the guidelines, policies and standards that apply to their role and area of work
- Each Health Care Assistant should be aware of the limitations of their role
- Each Health Care Assistant must avoid receiving gifts or favours from patients / Health Care Assistant which might compromise their professional relationship with the patient / Health Care Assistant.