

JOB DESCRIPTION: ZEST LEAD CARE ASSISTANT
REPORTS TO: ZEST LEAD NURSE/TEAM LEADER
ACCOUNTABLE TO: DIRECTOR OF PATIENT SERVICES
QUALIFICATIONS: NVQ III DIRECT CARE OR EQUIVALENT
BASED AT: ST ELIZABETH HOSPICE



JOB SUMMARY

To work within the multi-professional team, providing physical, psycho-social and spiritual care to young adult patients accessing the Zest Service. To lead delegated aspects of care under the supervision of the Zest Registered Nurses. To supervise, assess and support care assistants providing young adult care within the Zest service. To uphold person-centred care and actively engage in the co-production of Zest services. To work within the St Elizabeth Hospice 'One Team' nursing care model, with the flexibility to be allocated to work in other clinical areas in response to needs of the service.

CLINICAL RESPONSIBILITIES

- To be competent and confident in the provision of complex care of young adults accessing the Zest service.
- To share responsibility and assist in the assessment, planning, implementation and evaluation of agreed components of care, under the supervision of a registered nurse.
- To support the admission and discharge of young adults during short break weekends.
- To assist in meeting the patients' and families' holistic needs, recognising and respecting religious and cultural beliefs.
- To initiate and support both planned and spontaneous delivery of inclusive activities during short breaks, Zest days and groups.
- To carry out and document risk assessments under the supervision of the Registered Nurse e.g. for outings and activities.
- To be responsible for over-seeing the planned care of allocated young adults under the supervision of the Registered Nurse. This may include at times e.g. taking out a young adult into the community with another care assistant.
- To be able to follow emergency care plans independently in the event of a sudden change or sudden deterioration.
- To be able to administer medication under direction of the Registered Nurse or when following emergency care plans during an outing.
- To confidently use the equipment or aids necessary for the care of the young adults, following assessment and training and to report any faults promptly to the appropriate person.
- To promote and role model person-centred care, including ensuring all young adults have a one page profile.
- To communicate effectively with patients, families and other members of the multi-professional team.
- To record explicit care plans, revising and updating in the light of evaluation and maintain other patient documentation under the supervision of a Registered Nurse.
- To undertake clinical/administrative tasks relevant to the efficient and effective management of the clinical area.
- To assist with meal preparation as required.
- To ensure care is provided using a developmentally appropriate and enablement approach, encouraging independence where possible.
- To participate in the development of clinical standards within the total quality framework of the Hospice.

MANAGEMENT RESPONSIBILITIES

- To supervise and support the Zest Care Assistants.
- To support the induction and development needs of Zest Care Assistants.
- To provide effective communication to ensure continuity of patient care, including being able to provide handovers to other care assistants and volunteers.
- To allocate tasks to other HCAs, volunteers and students under the supervision of a registered nurse.
- To plan and manage outings during short breaks to ensure the safe and smooth provision.
- To monitor petty cash for short breaks.

PERSONNEL RESPONSIBILITIES

- To recognise indications of staff stress and to facilitate staff support.
- To take on a mentor role to new staff as requested.
- To support the completion of care assistant's competencies during care shifts, providing encouragement and support, feeding back progress as appropriate.
- To participate in professional placements and lay person visits to the Zest service.

EDUCATIONAL RESPONSIBILITIES

- To maintain an awareness of research and relevant findings and in conjunction with the multi-disciplinary team, work towards this being applied to practice.
- To take advantage of training and study opportunities.
- To participate in education programs as requested.

PERSONAL DEVELOPMENT

- To identify with the Zest Lead Nurse/Team Leader, a personal development plan in line with Hospice objectives and personal need.
- To engage in 1:1 meetings and supervision as appropriate.

ORGANISATIONAL RESPONSIBILITIES

- To ensure effective use of resources.
- To uphold the Hospice and individual team values at all times.
- To work at all times within the policies of the Hospice.
- To play an active part in the development and maintenance of good relationships with all who have business with the Hospice.
- To respect at all times the confidentiality of information covering patients, staff and volunteers.
- To promote the Hospice philosophy of care towards patients, relatives and visitors.
- To be willing to support other clinical areas as needed as part of the 'one team' model of nursing care, including the In-patient Unit and Community.

Because of the special nature of the Hospice and its work you may on occasion be asked to undertake other duties to help maintain our high standard of care.

THIS JOB DESCRIPTION IS NOT NECESSARILY EXHAUSTIVE AND MAY BE SUBJECT TO REVIEW BY THE HEAD OF INCLUSION AND DEVELOPMENT IN CONJUNCTION WITH THE POSTHOLDER.

**PERSON SPECIFICATION
ZEST LEAD CARE ASSISTANT**

Requirement	Essential/Desirable	Measurements
Qualifications & Training		
Good standard of education in numeracy and literacy	Essential	Application
NVQ level III in direct care	Essential	Application
Evidence of complex care competency training with transferable skills	Essential	Application
Leadership training	Desirable	Application
Knowledge & Experience		
Minimum of two years of experience working as a carer/care assistant	Essential	Application/ Interview
Community/ palliative care/learning disabilities/inpatient setting experience	Essential	Application/ Interview
Experience of working with young adults	Essential	Application/ Interview
Ability to plan, deliver and evaluate appropriate care package	Essential	Application/ Interview
Ability to assess patient needs	Essential	Application/ Interview
Demonstrable experience of team working	Essential	Application/ Interview
Leadership or Supervision experience	Desirable	Application/ Interview
Ability to supervise and support volunteers	Essential	Application/ Interview
Experience of working using a person-centred approach	Desirable	Application/interview
Experience of using a co-production Approach	Desirable	Application/interview
Specific Skills		
Effective communicator – ability to establish and maintain communication with patients, their families and colleagues	Essential	Application/ Interview
Ability to plan and deliver inclusive activities	Desirable	Application/ Interview
Ability to undertake routine assessments and deliver care to meet individual needs	Essential	Application/ Interview

IT literate – ability to use Microsoft packages and Outlook or willingness to undertake training	Essential	Application/ Interview
Full driving license	Desirable	Application
Personal Qualities		
Be willing and able to develop own knowledge and skills and to contribute to the development of others.	Essential	Interview
Ability to withstand sensitive and potentially stressful situations	Essential	Interview
Energetic and enthusiastic	Essential	Interview
Flexible	Essential	Interview
Can do attitude	Essential	Interview
Positive approach to change	Essential	Interview
Fully vaccinated against covid	Desirable	Application

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