

JOB DESCRIPTION:
REPORTS TO:
ACCOUNTABLE TO:
BASED AT:

IPU HEALTHCARE ASSISTANT
IPU TEAM LEADER
DIRECTOR OF CARE
ST ELIZABETH HOSPICE



JOB SUMMARY

To work at all times under the supervision of a Registered Nurse in order to provide individualised care to patients and families whilst respecting patient choice.

CLINICAL RESPONSIBILITIES

To carry out agreed tasks involving direct patient care and activities within the clinical area, in accordance with the patient care plan.

- To assist in physical care involving all hygiene, elimination, eating and drinking, mobilisation, rest, sleep and comfort needs.
- To assist in meeting the patient's and his/her family's spiritual and psychological needs, recognising and respecting religious and cultural beliefs.
- To respect the patients' need for social interaction or solitude; recognising the importance of work and recreation.
- To assist in providing support and comfort for the dying patient and his/her family.
- To assist in effective verbal and written communication between patients, families and members of the multi-disciplinary team.
- To participate in the development of clinical standards within the total quality framework of the Hospice and participate in clinical audit.
- To undertake clerical/administrative tasks relevant to the efficient and effective management of the clinical area, as requested.
- To provide assistance to the Occupational Therapists and Physiotherapists as planned and as required.
- To promote quality of life and offer activities as appropriate.
- To work in Community Care Unit and with the Community HCA Team as required.
- To have an understanding of safeguarding principles and be able to apply these within everyday practice and intervention/within your role.

PERSONNEL RESPONSIBILITIES

- To recognise indications of staff stress and seek help, as appropriate.
- To take on a mentor role to new staff as requested.
- To participate in professional placements and lay person visits to the IPU as requested.
- To recognise the value of volunteer contribution and play an active part in their support & development where appropriate.

EDUCATIONAL RESPONSIBILITIES

- To complete Hospice Competencies and to take advantage of training and study opportunities when possible.
- To participate in education programmes as required.

PERSONAL DEVELOPMENT

- To identify with the Registered Nurses a personal development plan in line with Hospice objectives and personal need.

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.

Because of the special nature of the Hospice and its work, the post holder 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 DIRECTOR OF CARE IN CONJUNCTION WITH THE POST HOLDER.



**PERSON SPECIFICATION
IPU HEALTHCARE ASSISTANT**

Requirement	Essential/Desirable
<p>Qualifications & Training</p> <ul style="list-style-type: none"> • Good standard of education in numeracy and literacy • NVQ level II in direct care or Care Certificate (be prepared to complete if do not possess) • NVQ level III in direct care 	<p>Essential Essential Desirable</p>
<p>Knowledge & Experience</p> <ul style="list-style-type: none"> • Experience of working within a multi-disciplinary team • Community/palliative care experience • Ability to plan, deliver and evaluation appropriate care package • Ability to assess patient needs • Demonstrable experience of team working • To have an understanding of safeguarding principles and be able to apply these within everyday practice and intervention/within your role 	<p>Essential Essential Essential Essential Essential Essential</p>
<p>Specific Skills</p> <ul style="list-style-type: none"> • Effective communicator – ability to establish and maintain communication with patients, their families and colleagues • Ability to undertake routine assessments and deliver care to meet individual needs • IT literate – ability to use Microsoft packages and Outlook or willingness to undertake training 	<p>Essential Essential Essential</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Be willing and able to develop own knowledge and skills and to contribute to the development of others • Ability to withstand sensitive and potentially stressful situations • Energetic and enthusiastic • Can do attitude 	<p>Essential Essential Essential Essential</p>