

st elizabeth hospice

Job title:	IPU Healthcare Assistant
Reports to:	IPU Ward Manager
Department:	IPU
Based at:	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.

Safeguarding responsibilities:

- To demonstrate a commitment to keeping adults and young people safe
- To report any disclosure made to you to the appropriate person
- To report any safeguarding concerns in the workplace to the appropriate person
- To maintain an awareness of the hospice's policies in relation to safeguarding

Key responsibilities:

- To carry out agreed tasks involving direct patient care and activities within the clinical area, in accordance with the patient care plan.
- To provide personal care involving all hygiene, elimination, eating and drinking, mobilisation, rest, sleep and comfort needs.
- Reports on patients' condition to registered staff.
- To assist in meeting the patient's and their family's spiritual and psychological needs, recognising and respecting religious and cultural beliefs.
- 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 provide assistance to the Occupational Therapists and Physiotherapists as planned and as required.
- To promote quality of life and offer activities as appropriate
- To have an understanding of safeguarding principles and to be able to apply these within everyday practice and intervention within your role
- Report any clinical incidents in accordance with the incident management policy.
- Work effectively with other members of the multiprofessional team so that care is coordinated.
- To deliver care in accordance with agreed policies and procedures.
- Records patient information.
- Contribute to fostering a learning and patient safety culture on the Inpatient Unit for all staff as well as students and visitors.
- Ensure adherence with relevant Infection Prevention and Control policies and procedures, raising any risks to the IPC group / Ward Manager.

Responsibilities for all staff:

- Act as a positive ambassador for St Elizabeth Hospice

- Where the postholder is a member of a professional body, comply to the professional standards set by that body. Ensure registration is current and practice continuous professional development.
- Because of the special nature of the hospice and its work, the postholder may on occasion be asked to undertake other duties to help maintain our high standards of care and engagement.

This job description is not necessarily exhaustive and may be subject to review by the line manager in conjunction with the postholder.

Person specification:

Requirement	Essential	Desirable
Qualifications & training	Good standard of education in numeracy and literacy.	Care Certificate or level 2 certificate in health and social care (or willing to undertake) NVQ level III in direct care.
Knowledge & experience	Experience of working within a multi-disciplinary team. Demonstrate experience of team working.	Community/palliative care experience. To have an understanding of safeguarding principles and to be able to apply these within everyday practice and intervention within your role.
Specific skills	Effective communicator – ability to establish and maintain communication with patients, their families and colleagues. IT literate.	
Personal qualities	Demonstrable experience of team working. Be willing and able to develop own knowledge and deliver care across all Hospice settings. Ability to withstand sensitive and potentially stressful situations. Be adaptable, flexible, responsive & positive to change and service development.	