JOB DESCRIPTION: HEALTH CARE ASSISTANT - IPU

REPORTS TO: IN-PATIENT UNIT MANAGER
ACCOUNTABLE TO: DIRECTOR OF PATIENT SERVICES
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, 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.

1. To assist in physical care involving all hygiene, elimination, eating and drinking, mobilisation, rest, sleep and comfort needs.
2. To assist in meeting the patient’s and his/her family’s spiritual and psychological needs, recognising and respecting religious and cultural beliefs.
3. To respect the patients’ need for social interaction or solitude, recognising the importance of work and recreation.
4. To assist in providing support and comfort for the dying patient and his/her family.
5. To assist in effective verbal and written communication between patients, families and members of the multi-disciplinary team.
6. To participate in the development of clinical standards within the total quality framework of the Hospice and participate in clinical audit.
7. To undertake clerical/administrative tasks relevant to the efficient and effective management of the clinical area, as requested.
8. To provide assistance to the Occupational Therapists and Physiotherapists as planned and as required.
9. To promote quality of life and offer activities as appropriate.
10. To work in Day Unit and with the Community HCA Team as required.

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

EDUCATIONAL RESPONSIBILITIES
1. To complete Hospice Competencies and to take advantage of training and study opportunities when possible.
2. To participate in education programmes as required.
PERSONAL DEVELOPMENT
1. To identify with the IPU Senior Nurses a personal development plan in line with Hospice objectives and personal need.

ORGANISATIONAL
1. To ensure effective use of resources.
2. To work at all times within the policies of the Hospice.
3. To play an active part in the development and maintenance of good relationships with all who have business with the Hospice.
4. To respect at all times the confidentiality of information covering patients, staff and volunteers.
5. To promote the Hospice philosophy of care towards patients, relatives and visitors.

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 standard of care.

THIS JOB DESCRIPTION IS NOT NECESSARILY EXHAUSTIVE AND MAY BE SUBJECT TO REVIEW BY THE DIRECTOR OF PATIENT SERVICES IN CONJUNCTION WITH THE POSTHOLDER.