

## **JOB DESCRIPTION**

<b>Job Title:</b>	Healthcare Assistant Ward Units
<b>Responsible to:</b>	Ward Manager
<b>Accountable to:</b>	Chief Executive
<b>Overall objective:</b>	To work as part of the Ward team delivering a high standard of care to all service users. Works under the supervision of a Registered General Nurse to undertake designated duties, having the required competencies and skills.

### **Main duties and responsibilities:-**

- To assist with all aspects of patient care, immediately reporting any change in the patient's condition or ability to the nurse in charge.
- This includes – Personal hygiene and dressing, assisting patients with bathing, showering, oral hygiene and elimination requirements. Nutrition, assisting patients at meal times and serving meals. Mobility, assisting patients to mobilise in the ward area and accompany patients to other hospital departments on and off site. Environmental, showing patients to their rooms and explaining facilities and geography of the room and ward.
- To maintain a high standard of tidiness and cleanliness within each patient's room, ensuring all items are accessible in accordance with the patient's wishes.
- To assist with the preparation of rooms for patient admission, ensuring all furniture and equipment is clean and functioning. Report any problems to the nurse in charge.
- To assist patients with preparations for discharge, accompanying the patient to their transport as requested.
- Ensure a high standard of cleanliness and tidiness with the ward environment, including bathrooms and showers, clinical rooms, storage areas and linen rooms.
- Undertake checks on emergency equipment as required.
- To assist with the annual inventory, ordering and storage of stock, advising the nurse in charge as necessary.
- Maintain and store all ward equipment in a safe, clean condition in accordance with instructions.
- Communicate effectively with all users of the service being courteous and respectful at all times. Ensure all messages, queries, suggestions and complaints are communicated accurately and promptly to the nurse in charge.
- Maintain patient confidentiality at all times.
- To fulfil additional duties as requested by nurse in charge.

### **Working under the direct supervision of a Registered General Nurse:**

- Undertake patient observations - temperature, pulse, blood pressure, respirations and oxygen saturations.
- Carry out patient Urinalysis, height, weight and BMI measurement.

- Undertake MRSA screening testing and reporting as required.
- As requested undertake ECG recordings.
- As requested, undertake venepuncture duties.

### General Duties

- Read, understand and adhere to all Ulster Independent Clinic policies and procedures.
- Comply with the Ulster Independent Equal Opportunities Policy at all times.
- Attend all mandatory in-service training and lectures and any other training applicable to the role.
- Attend meetings as required.
- Actively participate and contribute to the continuous improvement of the service in own work area.
- Carry out all duties & responsibilities in accordance with Health & Safety policies and statutory regulations.
- Communicate effectively with all users of service, being courteous and respectful at all times.
- Participate in annual performance review and maintain own personal development file.
- Is responsible for own professional development and maintenance of knowledge and skills according to professional guidelines.
- Adhere to and abide by professional code at all times (where relevant).

***The above is not an exhaustive list of duties and should be regarded as providing guidelines in which the individual works. This job description is subject to review in light of changing circumstances and operational requirements.***

## Personnel Specification

### Notes to applicants:

You must clearly demonstrate on your application form how you meet the required criteria, as failure to do so may result in you not being shortlisted.

Shortlisting will be carried out on the basis of the essential criteria set out below, using the information provided by you on your application form. Please note UIC reserves the right to use any desirable criteria outlined at shortlisting.

CATEGORY	ESSENTIAL	DESIRABLE
<b>Experience</b>	<p>2 years experience of working as a Healthcare Assistant/Nursing Auxiliary.</p> <p>Competent venepuncture skills</p> <p>Competent in carrying out patient observations – temperature, pulse, blood pressure, respirations and oxygen saturations – manual and electronic</p> <ul style="list-style-type: none"> <li>• Urinalysis, height, weight and BMI measurement</li> <li>• MRSA screening testing and reporting</li> <li>• ECG recording</li> </ul> <p>Administration experience.</p> <p>Proficient in the use of computers</p>	<p>Recent experience of working as Healthcare Assistant/Nursing Auxiliary in a Ward Unit.</p> <p>Proficient and experience in using Computerised Management System (CMS) or similar Patient Management System.</p>
<b>Education/ Qualifications / Training</b>	<p>Numerate and literate.</p> <p>NVQ Level 3 (or equivalent) in a health and social care related subject.</p>	<p>GCSE (or equivalent) Grades A to C in English Language and Mathematics.</p> <p>Have completed recent training relevant to the position (e.g. First Aid, Manual Handling or Basic Life Support).</p>

<p><b>Other</b></p>	<p>The post holder will be required to be flexible in their working pattern to meet service needs e.g. shifts.</p> <p>Satisfactory completion of the following checks:</p> <ul style="list-style-type: none"> <li>• References</li> <li>• Satisfactory *ACCESSNI clearance</li> <li>• **Evidence of right to live and work in UK</li> <li>• Health screening</li> <li>• Qualification checks</li> </ul>	
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**Competencies:**

- Teamworking
- Patient focus
- Effective communication and interpersonal skills
- Good planning and organisational skills

**Information for Applicants**

Please refer to our website for the following policies in relation to your application:

<https://www.ulsterindependentclinic.com/careers>

- Policy on the Recruitment of Ex-Offenders
- Criminal Records Information Policy
- Fair Processing Notice for Candidates and Applicants
- Policy on handling & storage of information

\*Applicants can obtain information about AccessNI at the following website address:

<https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

\*AccessNI Code of Practice at the following website address:

<https://www.nidirect.gov.uk/publications/accessni-code-practice>

\*AccessNI Privacy Notice at the following website address:

<https://www.justice-ni.gov.uk/publications/ani-privacy>

\*\*You must have the legal right to work in the UK and in line with its legal obligations Ulster Independent Clinic will carry out Right to Work documentation checks prior to appointment. This will include checking documentation for those with Settled or Pre Settled status under the EU Settlement Scheme. Please note that whilst we welcome all applications regardless of national origin we do not hold a UK Home Office Sponsor Licence and we are therefore unable to sponsor applicants under the new UK Home Office points based immigration process.