

JOB DESCRIPTION

POST: Health Care Assistant (HCA)
REPORTS TO: Senior Staff Nurse
ACCOUNTABLE TO: Head of Healthcare and Nursing

JOB PURPOSE:

Provide high quality holistic care to students, working within one's own scope of practice. While under the supervision of a registered nurse, participate in planned treatment activities taking account of the fluctuating needs of the student and report variances in a student's condition immediately to the relevant professional. Be flexible and adaptable so as to be able to work in different areas, with different nurses, at short notice; and be able to work without direct supervision. Develop and maintain relationships with staff and students, as a professional role model, and maintain excellent communication, both written and verbal.

RESPONSIBILITIES:

Treloar Trust provides specialist education, nursing, care and therapy for students with physical disabilities, with learning disabilities or difficulties. The post holder will work to ensure the most appropriate nursing, personal and social care for all students.

Clinical

- Work within own scope of practice, recognising professional limitations
- Work closely with nurses, and be receptive to their direction and guidance
- Develop and maintain competence in a range of delegated clinical skills (to include gastrostomy care, medication administration via a variety of routes, nebulisers, using pain tools, tracheostomy care, suction, phlebotomy, monitoring of diabetes, injections)
- Complete clinical observations (temperature, pulse, respiratory rate and oxygen saturations) for all students on a planned basis, such as when attending the GP clinic, and twice annually to give a baseline, with an understanding knowledge of when to raise a concern
- Support the nurses to monitor students who become unwell, and promptly report concerns and findings to a registered nurse
- Support the multidisciplinary team to provide students with individualised care and support in accordance with their care plan, and in line with Treloar's policies and procedures
- Encourage students' independence and self-advocacy, through promoting self-care
- Where required, assist students with their personal care, moving and positioning and other individual needs
- Take responsibility for administering and checking in of some medications and feed
- Promote a culture of reporting, and learning from incidents, completing relevant forms, document incidents collating photos and evidence as necessary
- Maintain accurate, timely and detailed records using electronic systems
- Respond to emergency situations as they arise, deliver the necessary emergency treatment or first aid, and seek nursing support promptly
- Support nurses in emergency situations, by printing or collecting equipment as directed
- Ensure the dignity and privacy of the student is maintained at all times
- Under the direction of a registered nurse, complete audits for areas of competence (medications/medication safes)

Communication

- Enhanced communication skills with appropriate knowledge of when and what to communicate with nurses
- Communicate in a sensitive and professional manner with students, taking into account potential barriers to, and aids for, communication
- Supporting students to use alternative assistive communication (AAC)
- Demonstrate enhanced communication skills with students, parents or guardians, taking into account mental capacity, and any support needed for decision making to enable the students to participate in decisions regarding their health
- Promote and maintain good relationships with all staff, and external health care professionals
- Promote good health, using Health Centre information boards for relevant promotions
- Attend departmental meetings and be actively involved in the implementation of departmental policies and changes to working practices
- Challenge poor practice in a timely and professional manner

Organisational

- Adhere to and operate within Trust and National guidelines and procedures for safeguarding of children and vulnerable adults
- Be responsible for the safe use of equipment, following risk assessments, care plans and clinical guidelines, promptly reporting unsafe or broken equipment
- Proactively seek clinical supervision, and be a receptive learner, engaging with the annual performance development review
- Be aware of and comply with GDPR
- Be proficient at IT (Microsoft word, emails) or seek further training
- Take responsibility for keeping training (including mandatory training) up to date
- Undertake flexible working hours, negotiated to meet the needs of the department
- Maintain a professional, safe and tidy environment following infection, prevention and control and uniform policies
- Actively participate in the performance development review programme, and clinical supervision
- To be aware of and comply with Treloar Trust, departmental and national guidelines

Other duties

- Comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person
- Undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager
- A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post, and may be reviewed in the light of changing demands.

Supporting Information

The post holder will need to demonstrate that they are able to work under the following conditions.

Physical Effort

- To be able to support student whilst transferring, for example from chair to bed, with or without manual handling equipment

- To be able to attend rapidly to a medical emergency anywhere on site

Mental Effort

- To be able to prioritise workload and direct others to balance student related needs in accordance with departmental standards
- To maintain periods of concentration when working with students
- To be able to change to the rapidly changing needs and priorities of a busy department

Emotional Effort

- To work with students with physical disabilities, and chronic and life limiting conditions
- To work with parents under stress
- To work with students who display challenging behaviour
- To work in potentially distressing and highly emotional situations

Working Conditions

- To be able to work in an environment where there is frequent exposure to bodily fluids
- To be resilient within a busy and demanding workplace
- To take responsibility, as a member of the night staff team, for the care and security of all residential students overnight.

August 2023

Person Specification - Health Care Assistant (HCA)

Essential	Desirable
Education 1. Good general education to include GCSE English & Maths at level C or above 2. NVQ Level 3 in Health Studies or Health and Social Care or Health Care Clinical Diploma (or equivalent)	First aid qualification
Experience 1. Experience of working in a care setting 2. Experience of working with people with disabilities 3. Experienced in working without direct supervision 4. Experienced in working alongside other health care professionals	Experience of supporting young people with disability or life limiting conditions Experienced in supporting colleagues and junior staff in a care setting
Knowledge and Skills 1. Recent proven competence in a range of clinical skills (medications, gastrostomy care, suction etc.) 2. Knowledge of professional limitations 3. Computer literacy 4. Knowledge of confidentiality and handling sensitive personal information	An understanding of the nurse's role
Personal Qualities 1. Reliable and punctual 2. Physically able to undertake the duties required 3. Ability to work in a stressful unpredictable environment 4. A commitment to promoting and safeguarding the welfare of students	
Personal Circumstances 1. Willing to escort students to hospital (on occasion) 2. Ability to work as part of a shift pattern in agreement with the senior Health Centre team	
TRELOAR TRUST IS COMMITTED TO SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS All successful candidates will be subject to a DBS Check along with other relevant employment checks	

BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE TRUST'S EQUAL OPPORTUNITIES POLICY

If you have not heard from us within 3 weeks of the closing date please assume you have been unsuccessful.