

Post:	Healthcare Assistant
Salary:	£8.21 p/hr
Hours	Negotiable
Responsible to:	Sister / Charge Nurse
Accountable to:	Registered Hospice Manager
Location:	The post holder will be based at our Inpatient Unit, Newport
Key Working Relationships:	Clinical Nurse Specialists in Palliative Care Inpatient Unit Nursing Team Other Clinical Staff at Inpatient Unit
Job Summary:	To care for patients with palliative care needs. To provide support, personal and respite care for patients and their families at the Inpatient Unit.

Key Tasks:

1. To work in accordance with the policies and procedures of St. David's Hospice Care and HIW (Healthcare Inspectorate Wales).
2. To maintain confidentiality at all times.
3. To ensure patients' comfort and dignity at all times.
4. To work alongside patients and nurses, whilst also recognising their need for privacy.
5. To perform basic nursing procedures in accordance with St David's Care Plan and document all intervention.
6. To report any changes in the patient's condition to the nurse in charge of the shift.
7. To help with patient's personal hygiene and toilet needs as appropriate.
8. To maintain a safe environment for self, patients and carers at all times.
9. To be familiar with the Care Decisions Tool for the last days of life.

General Responsibilities:

1. To recognise and accept the limits of personal knowledge and responsibility.
2. To be aware of ones own responsibilities towards Health and Safety Regulations.
3. To verbally report any accident or untoward incident as soon as possible followed by written details.
4. To be aware of hospice policies and procedures.
5. To undertake any training identified as necessary by SDHC.
6. To participate in clinical supervision.
7. To observe a No Smoking policy whilst on duty.
8. To observe a No Sleeping on Duty policy.
9. To contact the nurse in charge in the event of any problems occurring during the shift or if their condition causes concern or if the patient dies.
10. Ensure a verbal handover from clinical team prior to shift commencement.
11. To be aware of the risk assessment for each patient and act accordingly.

OTHER INFORMATION:

- Health and Safety:** To ensure that the agreed procedures are carried out and be aware of the responsibilities placed on employees under the Health and Safety at Work Act. To maintain a safe environment for employees and visitors.
- Data Protection:** If you are required to do so, process and/or use information held on a computer or word processor in a fair and lawful way. To hold data only for specific registered purposes and not to disclose it in any way incompatible with such a purpose. To disclose data to authorised persons or organisations as instructed.
- Equal Opportunities:** It is the aim of St David's Hospice Care (SDHC) to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, colour, nationality or ethnic origins, or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, SDHC has an Equal Opportunities Policy and it is for each employee to contribute to its success.
- No Smoking Policy:** SDHC operates a No Smoking policy.
- Conditions of Service:** In accordance with SDHC Employment Manual.
- Confidentiality:** All information concerning patients/clients and staff must be treated as strictly confidential at all times.

**This job description is not exhaustive and is
subject to change as indicated by the needs of SDHC.**

Essential:

- Possess a Diploma / NVQ level 3 in Health & Social Care or equivalent
- Excellent communication, listening and interpersonal skills
- Experience of working with palliative care patients
- Demonstrate desire to further development of palliative care skills
- To have an open, caring and inclusive manner
- Can understand the principles and values of care
- Can maintain safety at work
- Has an understanding and awareness of safeguarding requirements

Desirable:

- Palliative Care nursing experience
- Experience in working in a hospice environment

IMPORTANT INFORMATION

This post involves working with vulnerable adults and is therefore defined as exempted employment under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Amendment Order 1975. This means that 'spent' convictions, which need not normally be declared for other types of employment, must be declared by applicants for the post.

The successful candidate will be required to complete a Disclosure Application for submission to the Disclosure Barring Service (DBS) for an Enhanced Disclosure check.

St. David's complies fully with the DBS Code of Practice and the Data Protection Act 1998 regarding Disclosure information. Further information can be obtained from the HR Department.