

Weldmar Hospicecare

Job Description and Person Specification

Job Title:	Health Care Assistant
Location:	Inpatient Unit, Dorchester
Hours of work:	30 hours per week
Grade:	Clinical Band 3
Reports to:	Staff Nurse or Sister Lead
Responsible for:	N/A

Job Context

Weldmar Hospicecare is an independent charity that provides specialist end of life care to patients and those that are important to them throughout Dorset. This care is given in the comfort of patients own homes by Weldmar Community Nurses, via Day Services held across the county or as inpatients at our hospice in Dorchester. Our team of dedicated staff and volunteers ensure that we can continue to support patients through one of life's most difficult journeys. We work closely with other health care providers including the NHS to ensure that our patients receive the highest possible care.

We do receive some funding from the NHS but the majority of our income is generated by our fundraising and retail teams, which plays a vital part in securing income to fund our care, both now and in the future.

Our Inpatient Unit is a 14 bedded palliative care unit caring for patients in the last year of life. The unit has a multidisciplinary team approach to patient care with an emphasis on providing high standards of care.



Job Purpose

To work as member of the nursing team with supervision from a Registered Nurse and contribute to maintaining the inpatient unit as an environment conducive to providing high standards of palliative care.

Scope and Limits of Authority

- Always act within the limits of your competence, reporting to a Registered Nurse if unsure
- Work within relevant policies, protocols and standards
- There will be no direct budget responsibility but must have an awareness of cost implications and make effective use of resources

Job tasks

Clinical Care Responsibility

Acts as an assistant in the delivery of high quality care to patients, including:

- Observing and reporting any significant changes in a patient's physical or psychological condition
- Assists with patient personal care including bathing and toileting, urinary catheters, ileostomy and colostomy care.
- Delivering patient nursing care as delegated by the RN, including dressing of minor wounds
- Provides emotional support allowing time for patients and family/carers to talk, using listening and empathic skills
- Providing death and bereavement care and family support.
- Participates in patient reporting and documenting of care
- Ensure patient area environment and equipment is clean, tidy and in working order
- Develops and complies individual patient care pathways with guidance of RN
- Supports admission procedures, including taking patient details
- Undertakes specific observation and monitoring tasks as delegated by RN, and reports back, including blood sugar levels, blood pressure, temperatures, CSU samples and sending samples for testing
- Applies relevant standard to care nursing practice, reporting all incidents, errors, falls and accidents
- Attends monthly nurse team meetings (when on duty) for updating of all aspects of clinical and the Charity's information, and for support of colleagues. Also attends meetings called by the Chief Executive Officer



- Maintains a safe environment within the hospice, and to ensure that all equipment is clean, safe and maintained in goof the Charity's policies, procedures and competencies

Development of Knowledge and Skills

- Attend mandatory training provided by the hospice
- Attend appropriate in-house and external education sessions, conferences and seminars in order to develop understanding of palliative care
- Attending and adhere to standards as set by appropriate course (eg NVQ, Diploma in care, apprenticeship programme) – if applicable
- Participates in individual performance review and appraisal giving and receiving feedback about clinical practice and developmental needs
- Participates in clinical supervision (optional)
- Undertakes induction and mentoring support to new care staff
- Participates in and reports back from delegated corporate projects (eg Clinical Governance Working Groups)
- Participates in agreed audit or relevant research
- Reports all acquired knowledge from training and education sessions back to the multidisciplinary team at in house education sessions or by way of written reports

Wellbeing

- Maintain own physical health in order to fulfil the physical effort demanded of the care role
- Self - awareness to maintain own and others emotional wellbeing and seek support and guidance from colleagues and peers as required
- Resilience to handle the emotional impact of working within death and dying



PERSON SPECIFICATION

Qualifications and Knowledge

- Some knowledge of care requirements and understanding of patient's personal needs
- Obtained or working towards the Care Certificate (within Probationary period)
- Some understanding of the emotional needs of patients and their families
- Understanding of importance of confidentiality
- Basic literacy and numeric skills
- Possess or willing to work towards Diploma in Care Level 3
- Developed knowledge of a range of patient care requirements within a specialist healthcare environment and ability to apply this within own work, including care plans
- Understanding of the physical, emotional, psychological and spiritual needs of patients and their families/carers
- Knowledge equivalent to NVQ/QCF level III (either gained through qualification or several years effective experience)

Experience

- Experience of working within healthcare setting
- Experience and understanding of team working
- Experience of working in palliative care or a related specialist area (desirable)

Skills and Abilities

- Good interpersonal skills, including empathy and open-minded approach to patients
- Ability to understand the importance of boundaries in relationships with patients and their families
- Emotionally able to work within the field of palliative care
- Flexible approach to changing workload and unpredictable requirements, and adaptable to change
- Willingness to and interest in acquiring new skills
- Ability to write simple notes and maintain required records
- Commitment to team working and willingness to assist and support colleagues flexibly
- Demonstrable interpersonal skills, including listening, negotiating, communication of ideas
- Ability to contribute to corporate change and development projects with confidence in own contribution
- Good written communication skills
- Ability to induct and mentor newer members of staff
- Ability to undertake work without direct supervision



Other Requirements

- Commitment to the values and ethos of Weldmar Hospicecare
- Act as an advocate and ambassador for the Charity
- Commitment to and understanding of equality and diversity and how this translates into good practice
- Understands and conforms to Weldmar Hospicecare infection prevention and health and safety policies and actively promotes best practice at all times.
- Commitment to own continued professional and personal development
- Ability to travel which requires a full valid driving licence and business insurance (if applicable)

