

Title	JD- Healthcare Assistant	Core Standard	C8 & C9
Date Issued	July 2007	Review Date	April 2011
Policy Number	RS-068	Author	S. Brown
Version	B	Ratified By	K. Lloyd
Reviewed	July 2009	Reviewed By	N. Weerasooriya

### **Job Description**

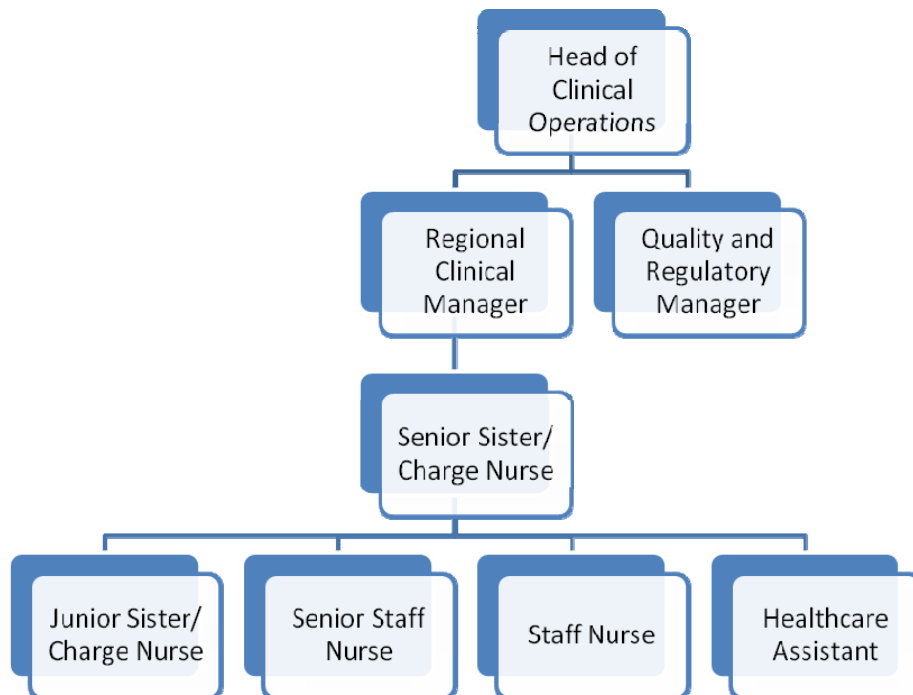
**Job Title** – Healthcare Assistant  
**Reporting to** – Sister/Charge Nurse

#### **Job Summary**

Under supervision deliver a high standard of holistic care and service to the patients. This includes working in line with:

- The philosophies of company
- The Renal Association recommended standards
- The Clinic Policies and Procedures

#### **Departmental Structure**



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**Key Responsibilities** (not in order of priority)

<b>CLINICAL</b>
<ul style="list-style-type: none"> <li>➤ Promote patient focused care.</li> <li>➤ Assist the patient in activities of daily living, promoting patient comfort.</li> <li>➤ Assist in the emergency resuscitation of patients.</li> <li>➤ Assist with patient admissions and discharges.</li> <li>➤ Maintain a clean and safe environment for patients.</li> <li>➤ Maintain housekeeping duties</li> <li>➤ To help provide clinical cover if required within other Renal Services units</li> <li>➤ Participate in collaborative work/education collaborative programmes established with the referring trusts, this will occasionally involve working at trusts sites</li> </ul>

<b>COMMUNICATION</b>
<ul style="list-style-type: none"> <li>➤ Within the scope of the role, work collaboratively with the multi-disciplinary team.</li> <li>➤ Promote and demonstrate effective communication at all times with patients, users and providers to the service.</li> <li>➤ Record and report information onto patient administration systems.</li> <li>➤ Undertake specific organisational and administrative duties as required.</li> <li>➤ Report adverse incidents</li> <li>➤ Facilitate the building of therapeutic relationships with patients, carers and other health professionals, to support patients and carers through the various phases of chronic illness, including the terminal stage.</li> <li>➤ To maintain safe practice in a safe environment, participating in the development of procedures to minimise the risks associated with the use of hazardous chemicals and exposure to blood inherent in the dialysis process.</li> <li>➤ To demonstrate an understanding of the principles and underpinning knowledge required in gaining access for dialysis.</li> <li>➤ To maintain a safe environment and to consider personal safety when handling and disposing of sharps i.e. prevent needle stick injury.</li> <li>➤ Under supervision use the dialysis machines required to dialyse patients. To be able to prepare, use and clean said equipment.</li> <li>➤ Good communication and liaison within the multi-disciplinary team to enable co-ordinated care.</li> <li>➤ To participate rotational organisational role programme, including stores ordering, and preparing forms and bottles for monthly blood collection.</li> </ul>

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### EDUCATIONAL/PERSONAL DEVELOPMENT

- Support carers, and other support workers in the delivery of care.
- Participate in ward or department projects, including audit and quality initiatives pertinent to the role.
- Participate in and contribute to updating orientation and induction programmes within your area.
- To demonstrate an understanding for the appropriate monitoring and intervention of dialysis complications.
- Participate in performance reviews
- Undertake mandatory training and any other relevant training at the request of the line manager
- To have knowledge of the basic principles of haemodialysis

### OTHER

- Participate in appropriate training activities and encourage and support staff development and training.
- Adhere to company policies and procedures, e.g. Health and Safety at Work, Equal Opportunities, and No Smoking.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff must comply with the requirements of the Data Protection Act 1998

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**Criminal Records Check**

The successful candidate will be required to undergo a Standard/Enhanced Disclosure check by the Criminal Records Bureau and to sign a declaration regarding criminal record information and fitness to practice.

*To undertake any other projects or duties commensurate with the grade of the post and as agreed with the Regional Clinical Manager.*

*This job description is intended as a general guide to the post but it may change in line with the needs of the department, or at the request of the line manager.*

**JOB DESCRIPTION AGREEMENT**

Job Holders name: .....  
(print)

Job Holders signature: ..... Date: .....

**Line Manager**

Name (print) .....

Signature: ..... Date: .....

Title: .....

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## PERSON SPECIFICATION – HEALTHCARE ASSISTANT

<b>QUALIFICATIONS AND EXPERIENCE</b>	
Essential	Desirable
<ul style="list-style-type: none"> <li>➤ NVQ level 2 in healthcare or working towards one</li> <li>➤ Experience of working in a hospital setting caring for chronic and acute patients</li> </ul>	<ul style="list-style-type: none"> <li>➤ NVQ 3 in Renal Care</li> </ul>

<b>SKILLS AND KNOWLEDGE</b>	
Essential	Desirable
<ul style="list-style-type: none"> <li>➤ Good communication skills</li> <li>➤ Excellent written verbal and written English</li> <li>➤ Ability to adapt to change within the working situation</li> <li>➤ Good Computer skills</li> </ul>	<ul style="list-style-type: none"> <li>➤ Advance Computer skills</li> </ul>

<b>PERSONAL QUALITIES</b>
<ul style="list-style-type: none"> <li>➤ Good interpersonal skills</li> <li>➤ Good interpersonal skills.</li> <li>➤ Friendly and outgoing</li> <li>➤ Flexible</li> <li>➤ Able to work as part of a team</li> </ul>