



Job Description

Title of Job:	Health Care Assistant
Reporting to:	Clinical Nurse Manager
Accountability:	Health Care Assistants are accountable for their actions in the delivery of patient care and must not undertake any duty related to Resident/Patient care for which he/she is not trained.

JOB SUMMARY

The HealthCare Assistant forms an integral part of the healthcare team providing optimum quality care in collaboration with the Nursing staff to meet the holistic healthcare needs of the Residents at Leopardstown Park Hospital. Healthcare Assistants work under the supervision and direction of qualified Nursing personnel within agreed practice standards and protocols.

Key responsibilities include:

Clinical tasks include assisting the registered Nurses by carrying out assigned and delegated tasks involving direct Resident/Patient care and all activities of daily living.

Assisting the registered Nurse in duties associated with the day to day management of the ward and healthcare environment.

Assisting the healthcare team in the positioning and safety management of patients during specific examinations such as ECG's, Phlebotomy etc.

Be sensitive to patients of different backgrounds and be able to listen and communicate well with our Residents / Patients.

To report to the Nurse in Charge any verbal concerns or complaints raised by the Residents / Patients or visitors.

Requirements:

- Care Skills (FETAC Level 5) Healthcare Support Certificate.
- Irish Leaving Certificate or equivalent.
- Ability to communicate effectively at all levels.
- Team player
- Understanding of the importance of respecting Residents/ Patients and their families.
- Understanding of the importance of confidentiality.

Desirable:

- Previous experience of working in a healthcare environment with experience of working in an elderly care environment.
- Achieved Cambridge English exam level B2 or higher.

1.0 RESPONSIBILITIES

1.1 DIRECT RESIDENT/ PATIENT CARE (Activities of Living)

1.1.1 Hygiene:

- (a) Assist Residents/ Patients with hygiene needs in accordance with individual preference and ensuring Resident /Patient dignity is respected.
- (b) Assist with bed bathing, showering, skin care, perineal care, hair care, oral care, eye care, and foot care.
- (c) Observe condition of skin and report any areas of redness or skin abrasions to Nursing staff.
- (d) Assist Residents/Patients with dressing and grooming in accordance with individual preference, shave Residents/ Patients where necessary.
- (e) Assist with the last offices and preparation of the deceased for transfer to the mortuary with a Registered Nurse.
- (f) To assist in the cleaning of the ward/area as the need arises.

1.1.2 Elimination

- (a) Assist Residents/ Patients with the use of commodes, bedpans, urinals and toilets.
- (b) Empty urinary catheter bags as scheduled.
- (c) Record output on fluid balance sheet.
- (d) Record Bowel movements in the appropriate documentation when required.

1.1.3 Nutrition

- (a) Provide help and support to Residents/ Patients during meal times.
- (b) Ensure individual Residents/ Patients dietary needs are adhered to, including special diets and supplementary drinks, under the direction of the Nursing Staff and dieticians.
- (c) Record fluid intake on fluid balance sheet.as required.
- (d) Serve snacks for Residents/ Patients outside of normal catering hours.
- (e) Record Resident/Patient weight if required as part of their nutritional assessment and or ongoing treatment.

1.1.4 Mobilisation:

- (a) Reposition Resident/ Patients in chairs, beds and cots and ensure their comfort and safety.
- (b) Assist Residents/Patients with walking and limb exercises.
- (c) Safe transfer of Residents/Patients to and from bed to chair.
- (d) Accompany Residents/Patients to other departments within the hospital and outside as appropriate.

1.1.5 Admission of Residents/ Patient's to the floor:

- (a) Receive Residents/Patients to the clinical area with courtesy.
- (b) Orientate new Residents/Patients to the clinical area and hospital environment.
- (c) Demonstrate use of call bell, telephone, television. Make sure call bell is within reach of Resident/Patient.

- (d) Discuss care/security of dentures, glasses and hearing aids with Resident/Patient
- (e) Assist in checking patients property and valuables on admission, discharge and death.

1.1.6 One to One Supervision of Residents/ Patients who require extra supervision as requested.

2.2 INDIRECT DUTIES

2.2.1 Infection Control

- a) Carry out basic hand hygiene as per hospital policy.
- b) Use personal protective equipment when required and dispose of as per hospital policy.
- c) Use correct procedure for dealing with spillages.
- d) Handle and sort linen according to different categories.
- e) Ensure that sharps boxes are locked when $\frac{3}{4}$ full to prevent sharps injuries.
- f) Use correct procedures for the cleaning and disinfection of equipment.
- g) Be aware of how infection is transmitted and take all necessary precautions to prevent transmission of infection.
- h) Wear disposable gloves as appropriate. Dispose of as per policy.

2.2.2 On Resident's/ Patient's transfer / discharge

- (a) Ensure Resident/Patient has all belongings packed and valuables returned.
- (b) Check wardrobes and bedside lockers.
- (c) Strip bed of bedclothes and place in linen skip.
- (d) Wash and disinfect beds and redress in preparation for the next patient.
- (e) Wash and disinfect bedside lockers, and wardrobes, following Resident's/Patient's discharge in preparation for the next Resident/Patient.

2.2.3 General Duties

- (a) Wash all Resident/Patient basins daily, and drip stands, trolleys, fans, feeding pumps and other equipment as required in line with infection control guidelines.
- (b) Know how to use and maintain all relevant equipment e.g. beds, hoist, ambubag, bath, bed pan washer, monkey poles, bed cages and any other equipment appropriate to your area of practice.
- (c) Keep the general working environment to include communal areas, corridors, bathrooms, toilets, utility room, linen rooms and other ancillary rooms and storage areas clean and tidy at all times.
- (d) Remove and empty bedpans, urinals, catheter jugs and emesis bowls.
- (e) Clean used bedpans and place in bedpan washer.
- (f) Wash commodes thoroughly after use.
- (g) Wash bedpan and urinal rack daily.
- (h) Wash sluice bowls, taps and work tops thoroughly daily.
- (i) Distribute sputum and denture cartons to patients as required.
- (j) Clean and tidy medication fridge weekly.
- (k) Re-stock paper towels.
- (l) Deliver and collect messages from other departments as required.

- (m) Maintain stock levels as instructed by the unit managers. Store new items on receipt.
- (n) Move beds and furniture as required.
- (o) Store cleaning and disinfection agents in line with Health and Safety regulations and be aware of risks when using.
- (p) Any other duties that may be reasonably requested by your line manager

2.2.5 Communication:

- (a) Health Care Assistants are requested to report on and off duty to the Clinical Nurse Manager or Nurse in Charge for each shift.
- (b) Report to Nursing staff any complaints of pain or distress expressed by Residents/Patients.
- (c) Report to Nursing staff any accident, incident or unusual occurrence.
- (d) Answer telephone with courtesy and refer Resident/Patient related queries to Nursing staff
- (e) Answer Resident/Patient call bells and liaise with nursing staff and be able to listen and communicate well with Residents/Patients.

2.2.6 Professional Responsibilities

- (a) Ensure that mandatory training is up to date (Fire, manual handling, CPR, chemical and waste management etc.)
- (b) Attend study days and training sessions as required.
- (c) Identify deficits in knowledge and request assistance with acquiring necessary information.
- (d) To abide by all Policies and Procedures that contribute and assist the Healthcare Assistant to perform to the standards expected in Leopardstown Park Hospital.
- (e) To respect the rights of service users including privacy and dignity.

The duties and responsibilities of the post will be in accordance with the policies and practices of Leopardstown Park Hospital, which the Hospital will amend from time to time. It is the individuals responsibility to keep up to date with these and other policy documents.

JOB REVISION

This job description will be subject to review in the light of changing circumstances and may include other duties such as transfer to ward duties, or other departments, flexibility with rosters and responsibilities as may be determined in consultation with you.

This is to confirm that I have received and read a copy of my Job Description.

Name/Signed: _____ **Date:** _____

Line Manager: _____ **Date:** _____

Please sign both copies; retaining one and returning the other to the HR Department.