**Job Description**

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| **Role:** | Healthcare Assistant |
| **Accountable to:** | Head of Department and/or Senior Sister |
| **Location:** | The Dean Neurological Centre |
| **Date reviewed:** | June 2024 |

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| **Job Purpose** | | | |
| To provide a proactive and flexible range of healthcare support to the clinical team and Residents within The Dean Neurological Centre whilst driving best practice and ensuring compliance with company procedures, documented policy and employment legislation.  To strive for efficiency, whilst continuously improving the delivery of healthcare services in collaboration and teamwork with colleagues, qualified staff and managers. | | | |
| **Responsibilities** | | | |
| Your day-to-day will include unit handovers, analysing behaviours and adapting care accordingly with colleagues, updating resident records, and providing overall care and support, which will include providing personal care to residents from all ages, backgrounds and genders. You will be flexible and work a variety of shifts including weekends and bank holidays.   * Assisting with daily living activities, e.g. feeding, showering and toilet assistance * Utilising equipment to move residents when necessary. * Help the resident to keep a standard of cleanliness and help tidy resident’s bedrooms. * Taking the resident’s vital signs and having the knowledge of the NEWS chart and escalating all concerns to the nurse. * Adhering to cleanliness of the workplace and updating cleaning schedules daily. * Communicating with residents’ families and external visitors and colleagues. * Taking resident to their external appointments and home visits * Working alongside nurses and assisting others when required. * Adhering to professional standards and ensuring record keeping is accurate and to a professional standard. * Escalating any concerns to nurses and documenting all care interventions. * Adhering to your role of a keyworker. * All care is provided by working as a team. * Being responsive to our residents needs and requests/compliments/concerns in a timely manner * Once trained and competent, provide tracheostomy and ventilator care as required.   **Training**  To remain compliant in all mandatory training, as appropriate for the role, which may change at times and on request.  To take every reasonable opportunity for maintaining, developing and acquiring competencies and skills for self-development.  **Health and Safety**  To work, at all times in a safe and responsible manner by demonstrating a knowledge and understanding of all Health and Safety policies and the implementation of safety measures including, but not limited to:   * Fire regulations * COSHH Regulations * Moving and Handling   **Information Governance and Confidentiality**  To comply with all information governance policies and procedures. Ensure all records are contemporaneous, handled in adherence to principles of confidentiality and security, information quality and records management.  To follow team processes for documentation and reporting and adhere to all information related policies and procedures, e.g. social media.  **Infection, Prevention and Control**  All staff must be aware and maintain up to date knowledge of infection prevention and control policies, practices and guidelines appropriate for their duties and must follow these at all times to maintain a safe environment for residents, visitors and staff.  **Safe Working**  To work and adhere with all company policies and procedures. This will include reporting incidents, complaints, compliments, and raising concerns. Utilising the Freedom to Speak Up framework as appropriate.  **Safeguarding Children and Vulnerable Adults**  To identify and report abuse, whether known, suspected, witnessed or otherwise. To be familiar with and follow all relevant policies and procedures relating to safeguarding. | | | |
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| The neurological care needs of the residents at The Dean may present with challenging situations, which may heighten the physical, sensory and emotional demands of the role.  To be responsive to requests from residents, visitors, family members and external professionals as appropriate, liaising with senior team members where necessary. Expectations of family and friends can contribute to challenging situations. Communication at all times must be respectful and confidentiality maintained as appropriate. | | | |
| **Demonstration of Elysium Values (KITE)** | | | |
| K- Kindness | To champion kindness, compassion and dignity within the workplace.  Establishing and maintaining good working relationships with all staff, visitors, and service users. | | |
| I- Integrity | To demonstrate integrity by being honest and doing the right thing to improve the experience of care for our residents and care for those they work alongside. | | |
| T- Teamwork | To work with colleagues as a team to deliver great care and outcomes. Helping to create a positive culture within The Dean Neurological Centre. | | |
| E- Excellence | To demonstrate excellence, best practice and continued commitment to learning. | | |
| *The above job description is a summary of the main responsibilities of the postholder, and not an exhaustive list of duties to be undertaken. The duties may be redefined in accordance with the demands of the service. Any redefinition will be subject to discussion between yourself and your manager and be within your level of competence.* | | | |
| **Declaration: I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the functions as outlined.** | | | |
| **Employee Name:** | | **Signature:** | **Date:** |
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