

Herriot Hospice Homecare Job description

Job title: Herriot Healthcare Assistant

Responsible to: Head of Services

Location: Hambleton and Richmondshire

Job Purpose:

Healthcare Assistants (HCAs) ensure the provision of competent and compassionate care to terminally ill patients who have been referred by the District and Staff Nursing Team, supporting those who have chosen to remain in their own homes.

Healthcare Assistants are responsible for managing their time and activities to ensure that they meet the needs of each patient and both record and feedback as appropriate any changes in-patient needs.

Key Responsibilities

1. To receive the details of allocated visits and undertake visits without direct supervision to provide the support and care set out in each patients care plan.
2. To provide personal care to each patient with palliative care needs, following the care plan, but adapting appropriately to the needs of the patient as they present at each visit, maintaining patient choice, confidentiality and dignity
3. To report back promptly to the Service Office any changes in the patient's clinical condition, and to the Registered Manager or Assistant Head of Services any changes in the patient or carer needs which may require recording in the patient's log. To ensure all accidents, incidents or near misses, safeguarding or other concerns are reported according to the relevant policy as soon as possible.
4. To ensure that accurate, clear and concise information regarding the patient and care provided is recorded in the patient notes for all visits.
5. To provide assistant to patients as necessary to make choices about their self-care and ensure that these choices are respected.
6. To provide emotional support to patient and carers, allowing sufficient time for discussion of concerns.
7. To communicate effectively and sensitively with patients' families and carers, members of the Palliative care team and other health professionals.

8. To ensure health and safety policies and procedures are followed at all time, meeting the requirements of COSHH regulations and the Health and Safety at work act as well as requirements for infection prevention and control
9. To contribute to the training of new Healthcare Assistants
10. To attend meetings, supervision and debriefing sessions, education and training to maintain and develop practice, skills and knowledge and participate fully in appraisal processes.

The job description is a guide to the range of responsibilities. These may change and develop to meet service needs and objectives and or the development of the post holder.

Herriot Health Care Assistant

Person specification

Essential Education and Qualifications	NVQ Level 2 in Health and Social Care NVQ Level 3 or willingness to work towards it
Essential Experience	Previous experience of working as a Health Care Assistant Previous experience of working in the community
Essential Knowledge Skill	Commitment to providing care to terminal ill people in their own homes Interest in palliative care Good listening skills Good communication and interpersonal skills Understanding of Safeguarding Understanding of boundaries and confidentiality Team working skills Understanding of infection prevention and control Understanding of health and safety Understanding of the importance of accurate recording and record keeping Self-motivated and able to deal with problems or seek solutions Understanding of strategies for resolving conflict
Essential Attributes	Self-awareness and ability to recognise signs of stress and use coping strategies Able to deal with situations and people sensitively Flexible and adaptable in attitude to work Able to travel around rural area to undertake visits without relying on public transport. Understanding of importance of good personal presentation Commitment and interest in learning an personal development