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| Job Title | Healthcare assistant |
| Equivalent band | Band 3 |
| Area | Outpatients |
| Accountable To | Director Of Nursing/ Matron |
| Reports To | Clinical Service Manager, Nurse in Charge |
| Direct Reports |  |
| Hours | Full Time 37.5 Per Week Mon – Fri /Sat |
| Key Working Relationships: | Patients and Relatives  Ward Staff  Allied Health Professional  Hotel Services  Front of House  Stores  Catering  Medical Teams  Governance Team  Infection Control Team  Heads Of Departments. |

**JOB SUMMARY**

1. Provides day-to-day clinical and administrative assistance to the Pre Assessment department.
2. Perform phlebotomy, vitals signs, perform ECG, preform MRSA swab taking.
3. To assist in the maintenance of a safe, clean and comfortable outpatient environment.

**ROLE AND RESPONSIBILITIES**

**CLINICAL**

1. Perform basic clinical tasks: Vital signs, ECG, MRSA swabs, taking of urine samples
2. Assists with the ordering and maintaining of inventories of stock, as required supporting day-to-day outpatient department clinical and administrative operations.
3. Provide day-to-day administrative support for the pre assessment department
4. Assist in maintaining the cleanliness and serviceability of outpatient department facilities and equipment; arranges for maintenance and repair as needed as per hospital policy.
5. Perform miscellaneous job-related duties as assigned.
6. To assist the registered nurse in welcoming and orientating patients to the outpatient department.
7. To assist patients with limited mobility as required.
8. To escort patients to other departments within the Hospital e.g. Imaging, physiotherapy if required
9. To contribute to the well being of the patient, ensuring his/her comfort and dignity is maintained at all times and relating to them in a compassionate, informative and professional manner.
10. To ensure that all duties are carried out safely and to the highest possible standard under the supervision of the qualified nursing staff, and in accordance with current quality initiatives within the area of work.
11. To act as a chaperone as required by clinicians

**General**

1. To be aware of the responsibilities of all employees to maintain a healthy and safe environment for patients, relatives and staff.
2. To be able to initiate emergency procedures as appropriate e.g. fire, security, cardiac/ respiratory arrest
3. To assist the qualified nursing staff in the implementation of hospital policies and procedures.
4. To be aware of his/her boundaries of work to prevent harm to the patient, understand the term ‘Duty of Care’ and to always act in the best interests of the patient/client.
5. To maintain confidentiality at all times.
6. Be aware of personal responsibilities with regard to the Hospital polices and procedures and relevant EC directives and comply with them.
7. To attend relevant departmental and other meetings as required.

**Education**

1. To complete the Hospital and department specific induction and orientation program.
2. To not use any equipment or undertake any task or element of care until he/she has been assessed as competent by an appropriately trained registered nurse
3. To identify own developmental needs and identify how these might be met in order to keep up to date with current practice.
4. Attend lectures and informal teaching sessions relevant to area of work.
5. To comply with any training requirements stipulated by the hospital.

*This job description is intended as a guide to the general scope of duties and is not restrictive or definitive in any way and may be subject to review.*