**JOB DETAILS:**

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| **Job Title** | **HEALTH CARE SUPPORT WORKER** |
| **Pay Band** | HOSPICE BAND 2  £22,720 |
| **Hours of Work and Nature of Contract** | 15 hours per week |
| **Base** | INPATIENT UNIT AND DAY THERAPY SERVICES, ST KENTIGERN HOSPICE |

**ORGANISATIONAL ARRANGEMENTS:**

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| **Accountable to:** | MATRON |
| **Reports to:** | WARD SISTER |

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| **AIMS:**   1. To respect, empower and work in partnership with others, ensuring the delivery of high quality care. 2. Work independently within your role, planning care alongside registered Nurses. 3. Assist registered nurses in carrying out care. 4. Prioritise care appropriately, observe and report accurately on patient’s general conditions, ensuring that all information is communicated by taking part in discussion and recording relevant information. 5. Mentor and be a role model to new members of the team. 6. To be part of the team, share the planning, implementation and evaluation of the care of patients, and support for families. 7. To maintain a high standard of nursing care, and participate in making improvements to working practice. 8. To help ensure a safe working environment, be aware of the Safety at Work Policy and work within its guidelines. Carry out risk assessments as required. 9. Help promote good working relationships within the team, offering peer support and encouraging supportive practice.   **CLINICAL DUTIES:**   1. Work within the hospice team to promote holistic care of patients and families. 2. Help assess the individual needs of the patient and the family. 3. Be responsible and accountable for own performance and standard of care given. 4. Communicate relevant information to the rest of the team concerning patient and family, respecting confidentiality. 5. Participate in discussion on patient care during ward report and at multidisciplinary team meetings. 6. Be involved in the support of bereaved relatives when appropriate. 7. To work flexibly if required across day therapies and the inpatient unit.   **PERSONAL DEVELOPMENT:**   1. Be aware of clinical developments within your and attend relevant study opportunities. 2. Written appraisal by staff nurse or Ward Sister (minimum once yearly). 3. Use opportunities to consolidate learned skills. 4. Identifyspecific needs to widen knowledge and experience as appropriate 5. Develop competencies relevant to your role as identified in annual appraisal.   **GENERAL REQUIREMENTS:**  *This post is subject to the Terms and Conditions of employment of the Hospice as specified in the staff handbook.*  **Health Practitioner**  As an individual working within a health care environment, you are expected to maintain high standards of care and practice as required in professional guidelines and relevant codes of conduct.  **Competence**  You are responsible for limiting your actions to those that you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager.  **Risk Management**  It is a standard element of the role and responsibility of all staff of the Hospice that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards. It is a requirement that you adhere to St Kentigern Hospice Policies, Procedures, Protocols and guidelines at all times.  **Health and Safety Requirements of the Hospice**  All employees of the Hospice have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Hospice to meet its own legal duties and to report any hazardous situations or defective equipment.  **Data Protection and Confidentiality**  The post holder must treat all information, whether corporate, staff or patient information, in a discreet, secure and confidential manner in accordance with the provisions of the current data protection legislation and organisational policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under statutory legislation and the hospice’s disciplinary policy. This duty of confidence continues after the post holder leaves the organisation.  **Records Management**  As an employee of the hospice, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. The post holder should consult the IG Lead if they have any doubt as to the correct management of records with which they work.  **Professional Reputation**  All employees are expected to behave at all times in a manner which upholds and promotes the professional reputation of the hospice  This job description is an outline of the role and function; it is not intended to describe all specific tasks.  The post is subject to an enhanced disclosure check with the Disclosure and Barring Service (DBS) |

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| **JOB DESCRIPTION: Health Care Support Workers**  JOB TITLE: Health Care Support Worker  LINE MANAGER: Ward Sister/Matron  PAY BAND: 2  LOCATION: In-Patient Unit St Kentigern  DATE PREPARED: 11/09/2024  PREPARED BY: Victoria Grimster  Matron  EMPLOYEE’S SIGNATURE: …………………………………………………  DATE: ………………………………………………… |

**PERSON SPECIFICATION**

Health Care Support Worker

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|  | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **QUALIFICATIONS** | • CQF / NVQ Level 2 |  | Application form/CV/interview |
| **EXPERIENCE** |  | • Implementing evidenced based practice   * Experience of working with people with life limiting conditions | Application form/ interview |
| **KNOWLEDGE AND SKILLS** | • Good verbal and written communication skills  • Able to document clearly and accurately  • Ability to adapt to changing workload, basic IT skills |  | Application form/CV/interview |
| **PERSONAL QUALITIES**  ***(Demonstrable)*** | • Patient, kind and work as part of a large multidisciplinary team  • Able to work under pressure  • Enthusiastic and motivated | • Welsh speaker | Application form / Interview |
| **OTHER RELEVANT REQUIREMENTS** |  |  | Application form / Interview |