



Job Title: Health Care Assistant

Salary: £23,166 per year pro rata for part time equates to £11.88 per hour), plus shift enhancements*

* Work on a Saturday: Time and one third – 1.33

Work on a Sunday or Bank Holiday: Time and two thirds – 1.66

Work after 8pm-8am: Time and one third – 1.33

Location: Maidenhead

Hours: 23 – 37.5 hours per week, minimum of 2 long shifts, including weekends and nights on a rota.

Reports to: Inpatient Unit (IPU) Sister

Purpose of Job:

To assist in the delivery of the Inpatient service to enable provision of care for patients requiring palliative or end of life care.

Main Tasks

1. To ensure that the Inpatient service delivers an excellent standard of care to patients and their families
2. To offer timely and individual direct care based on patient need
3. To monitor patients for symptoms and provide non pharmacological relief where possible, referring for senior advice when required
4. To communicate fully and effectively with patients, their families and professional colleagues to ensure a safe and needs led care pathway
5. To work as a member of the multidisciplinary team to ensure a co-ordinated and defined management plan/plan of care for each patient
6. To maintain accurate healthcare records, written and computer based, liaising with community colleagues and in line with Thames Hospice organisational policy and professional requirements
7. To support and work with the IPU Sisters and Staff Nurses to develop and maintain effective communication links with members of the multi-disciplinary team
8. To work with other team members to ensure Inpatient services is well stocked and tidy
9. To report accidents, incidents and complaints in area of responsibility as per procedure, participating in investigations as required
10. To work to the processes for role boundaries and patient confidentiality
11. To maintain personal and professional development

A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post. It will be reviewed as appropriate with the post holder.

In this role you will be expected to rotate roles supporting the Day Therapies Service and Hospice at Home service working in the community, as required by your line manager or the Head of Inpatient Services.

We are committed to being an equal opportunities organisation. We are committed to promoting equal opportunities and preventing discrimination. This policy applies to both our service delivery and to our own employment practices.

You will be willing and able to demonstrate commitment to Thames Hospice Equal Opportunities Policy.



Compassion

Compassion for everyone in a safe and caring environment.



Ambition

The desire and determination to serve everyone in our community.



Respect

Respect for everyone's dignity.



Excellence

Committed to excellence in everything we do.

Our Values are the essence of our culture and inspire our behaviour.

PERSON SPECIFICATION

All criteria are essential unless otherwise stated

1. Specialist Knowledge and Experience

- 1.1 Evidence of experience as a Health Care Assistant
- 1.2 Evidence of caring for patients at the end of life
- 1.3 Evidence of sound decision making with scope of practice
- 1.4 Able to develop and maintain effective relationships with colleagues
- 1.5 Willing to complete the Care Certificate qualification once in post (if not done so already)
- 1.6 Demonstrable skills in written and spoken English that are adequate to enable effective communication about relevant topics with patients and colleagues, including accurately documenting patient records
- 1.7 Willingness and ability to demonstrate commitment to Thames Hospice Values

2. Team working

- 2.1 Experienced in maintaining effective relationships with colleagues
- 2.2 Ability to quickly build a rapport and establish professional relationships with others, based on trust and understanding
- 2.3 Understands own scope of practice and how that relates to the wider team

3. Organisation

Ability to organise own workload and to prioritise care needs of a patient

4. Communication

- 4.1 Experience of communicating effectively with all members of the multidisciplinary team, both verbally and in writing
- 4.2 Experience of communicating effectively with patients, carers and families

5. Analytical

Experience of using multi-professional records to fully and accurately document patient care and interactions

6. Personal drive, commitment and resilience

- 6.1 Enthusiastic, committed and able to use initiative, ensuring delivery of objectives
- 6.2 Commitment to ensuring the patient is central to all decisions about, and the provision of, care
- 6.3 Able to remain calm and in control when under pressure and have knowledge of when to refer for senior advice

7. IT skills

- 7.1 Ability to use Microsoft Office including Word, Excel and Outlook
- 7.2 Knowledge of the workings of databases

Special conditions

- Appointment is subject to an Enhanced Disclosure and Barring Service check including Barred Lists
- Must attend all Thames Hospice Mandatory Training as required for role
- Post holder immunised for Covid-19, Hepatitis B, MMR, Tuberculosis and Chickenpox