

Job Requirements

Job Ref No: OCL024



Job Title	Reporting to	Responsible for
Healthcare Assistant	Deputy Manager Operating Department or Deputy Ward Manager (dependent upon work area)	-

This is an outline job description, intended to give the post holder an appreciation of the role and the range of duties to be undertaken. It does not attempt to detail every activity. Specific tasks and objectives will be agreed with the post holder at regular intervals.

Health Care Assistants will be allocated to either the Wards or Operating Department where they will be given training to become competent in all areas of the role in that area. However the role can be flexible and allows for rotation between the Wards and Operating Department where the HCA can gain experience and knowledge and become competent in both areas.

Job Purpose

Working with the multi-disciplinary team the post holder will be responsible for assisting the trained Operating Department/Ward practitioners to maintain and improve high standards of care within the operating department/wards, and to carry out assigned tasks unsupervised in support of a registered practitioner.

Principle Duties and Responsibilities - OPERATING DEPARTMENT/TREATMENT AREA

1. Key Responsibilities

- 1.1. To help check and prepare the operating department environment and equipment prior to use, between clients and at the end of the list.
- 1.2. To assist with the transporting, loading and unloading of the sterile services trolley ensuring the tracking system is maintained.
- 1.3. To assist with the care, support and observations of the client during the peri/post operative period and report findings to the Registered Practitioners.
- 1.4. To help to maintain stock levels, including storing, replenishing and ordering.
- 1.5. To assist with the cleaning of the environment and equipment

2. Additional Responsibilities

- 2.1. To assist in the safe movement of clients throughout the operating department.
- 2.2. To assist with the positioning of the client before, after and during the surgical procedure as necessary.
- 2.3. To assist the surgical team during surgical procedures.
- 2.4. To understand, assist and use equipment within the operating department.
- 2.5. To understand and implement the basic principles of asepsis.
- 2.6. To undertake counts of swabs, instruments and needles in conjunction with another trained member of the surgical team

Principle Duties and Responsibilities - WARDS

1. Key Responsibilities

- 1.1. To check and prepare the ward environment and equipment prior to use, between clients and at the end of the list
- 1.2. To help to maintain stock levels, including storing, replenishing and ordering
- 1.3. To assist with the cleaning of the environment and equipment.
- 1.4. To prepare clients for treatment and complete the pre-operative care plan in the clients notes.
- 1.5. To assist with the care, support and observations of the client before and after treatment, report findings to the Registered Practitioners.
- 1.6. To assist in the preparation and serving of refreshments.
- 1.7. To escort clients as necessary ensuring the effective communication of client information to other staff involved in the care of the client.
- 1.8. To assist and or chaperone (when needed) a nurse/doctor during intimate examinations/minor procedures.
- 1.9. To remove and dispose of waste as per bpas policies and procedures

General Duties and Responsibilities

1. Key Responsibilities

- 1.1. To complete and sign off relevant documentation.
- 1.2. To deliver high standards of client care throughout the **bpas** unit.
- 1.3. To promote the safety and well-being of clients at all times.
- 1.4. To have an understanding of clients' individual needs and to maintain a helpful, courteous approach to clients, visitors and colleagues.
- 1.5. To maintain and respect the privacy, dignity and confidentiality of clients at all times.
- 1.6. To provide comfort, support and reassurance to clients in times of anxiety or distress.
- 1.7. To assist with emergency procedures including resuscitation as required.
- 1.8. To undertake or participate in audit processes

2. Educational Responsibilities

- 2.1. To assist in providing an environment conducive to learning in which staff are able to develop
- 2.2. To maintain an up to date knowledge of appropriate clinical practice

3. General

- 3.1. To maintain the professional image of **bpas** at all times when engaged in **bpas** business
- 3.2. To treat all information as confidential and adhere to the obligations of the Data Protection Act
- 3.3. Comply with the policies of the organisation including **bpas** health & safety
- 3.4. Adhere to **bpas** Infection Control Policies and make every effort to maintain high standards of Infection Control at all times (recognising that Infection Control is everyone's responsibility, whether clinical or non-clinical)
- 3.5. To take responsibility to safeguard young people and to protect vulnerable adults.
- 3.6. To demonstrate personal commitment and contribution to effective teamwork across the full range of **bpas** activities including the maintenance of effective liaison with internal and external key people and organisations
- 3.7. To be committed to equality of opportunity and valuing diversity and ensure this is integrated into all activity
- 3.8. To actively and continuously review all work related activities and suggest areas for improvement

3.9. To undertake any other tasks which are commensurate with the level and responsibilities of the post

	Agreed by Manager / Employer	Agreed by Job holder
Signature		
Print Name		
Date		

Date of last review: May 2010

Person Specification

(‘Desirable’ Criteria are marked in Italics)

Education / Qualifications / Training

- Min of 4 GCSE’s or equivalent
- Willingness to undertake local training to enable working within all areas of the unit
- *Qualification in Healthcare*

Experience

- *Experience of working in healthcare*

Knowledge

- Aware of limitations in knowledge and competence.
- *Knowledge of working in healthcare*

Skills

- Good interpersonal skills
- Good communication skills both verbal and written
- Positive attitude to change
- Willingness to learn
- *IT skills*

Disposition / Temperament

- Willingness to work as a team member
- Able to work under pressure
- Non-judgmental
- Able to maintain strict confidentiality

Physical Characteristics

- Physically fit to undertake manual handling tasks
- Tidy appearance and a commitment to comply with personal appearance and uniform policy

General

- Willingness to undertake Hepatitis B vaccinations
- Able to travel to other sites, and work additional hours as necessary
- Commitment to a woman’s right to choose abortion