

**JOB DESCRIPTION & PERSON SPECIFICATION**

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| **Clinical Staff** |  | **Non-Clinical Staff** |  | **Volunteers** |  | **Flexi-Bank Staff** |  |

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| **ROLE:**  | Health Care Assistant (HCA) for the Integrated Palliative and End of Life Care Service |
| **REPORTS TO:** | Team Leader |
| **PAY BAND:** | 2 or 3 Dependent on QCF qualification  |
| **Location** | Hospice Isle of Man & Community |

**PURPOSE OF ROLE:**

To provide high standards of palliative care and support for patients and those who matter to them across all clinical settings (this includes within Hospice and in the community setting; including nursing and residential homes, therefore elements of this role will include lone working)

The HCA will provide safe, competent patient care under the guidance of registered healthcare professionals, utilising Hospice Standard Operating Procedures (SOPs) guidelines and policies.

To maintain records in relation to patient-related activity whilst maintaining confidentiality and adhering to the Health Care Assistant Code of Conduct

**KEY DUTIES: To:**

* Work under the guidance of the registered healthcare professional either directly or indirectly within Hospice or in the community
* Communicate effectively with patients,‟ those who matter to them and professionals
* Support patients and those who matter to them to cope with their emotional and psychological and spiritual wellbeing
* Act within the limits of your competence and authority
* Contribute to the effectiveness of teams by participating in multi -disciplinary team working to support individuals both in the hospice and the community
* Assist with patients’ personal hygiene, and promote their privacy and dignity
* Work with registered health professionals to plan and deliver rehabilitation programmes for patients.
* Observe patients’ general condition for signs and symptoms in line with their care plan
* Keep accurate records using EMIS in relation to patient care
* Ensure moving and handling guidelines are followed and training is up-to-date
* Assist in aseptic and non-aseptic nursing procedures
* Liaise with the primary health care team and other professionals involved in the care of the patient and those who matter to them
* Maintain full and accurate clinical records in line with Hospice isle of Man policies and procedures
* To report effectively to the team on patient’s progress and performance in relation to the patient goals.
* Seek guidance from senior staff as necessary

The service provides care 24/7, 365 days per year and clinical roles are rostered to provide this coverage. Whilst rosters are written in advance there may be times in which the job holder would be initially requested to change a scheduled rota at short notice in order to sustain quality safe patient care.

**Person Specification: What we need you to bring**

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| **Qualifications:** | **Is it essential or desirable** | **How we will assess** |
| Foundation level GCSE in Maths & English  | **E** | **A & D** |
| A Level II QCF in Health and Social Care or willing to work towards | **D** | **D** |
| **Experience:** |
| Experience of working in a health or social care setting | **D** | **A & I** |
| Knowledge and experience in the delivery of patient care | **D** | **A & I** |
| Experience and knowledge in palliative care | **D** | **A & I** |
| **Skills/Competencies:** |
| Ability to communicate effectively and in a sensitive manner | **E** | **A & I** |
| Basic computer skills | **E** | **A & I** |
| Has an empathy and understanding of issues encountered by patients with palliative care needs | **D** | **I** |
| Able to work within a team | **E** | **A & I** |
| **Personal Qualities/Behaviours:** |
| Understanding responsibility and accountability | **E** | **I** |
| Kind Compassionate and Approachable | **E** | **I** |
| Flexible approach to working patterns | **E** | **I** |
| Professional role model | **E** | **A & I** |
| Uses own initiative and possesses a responsible attitude |  |  |
| **Other:** |
| A commitment to the vision, values and objectives of Hospice Isle of Man’s Strategy. | **E** | **I** |
| Punctual with a good attendance record | **E** | **A** |
| Motivation to learn | **E** | **A & I** |
| A commitment towards quality in the organisation | **E** | **I** |
| Full Clean Driving Licence and access to own vehicle | **D** | **D** |
| A Full Enhanced DBS (Disclosure and Barring Service) Check will be required for this role | **E** | **D** |

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| **How we will assess you** |
| **A** Application & CV | **I** During your interview | **D** When you produce  your documents | **T** Test to assess your  practical competence |