



Marie Curie Job Description

Job Title	Healthcare Assistant - Rapid Response
Department	Marie Curie Nursing Service
Location	Grampian, Scotland
Reports to	Clinical Nurse Manager
Accountable to	Regional Manager

Job Purpose/Summary

The Rapid Response Team is a community based palliative care service whose aim is to respond quickly to support patients and their carers within their own homes and prevent inappropriate admissions to secondary care. This service works in collaboration with the NHS, social services and providers of end of life care in the community.

The Rapid Response Healthcare Assistant will undertake a broad range of duties relating to the care of patients with palliative care needs as supervised by a registered practitioner and will work within the care plan, written by the District/Named Nurse, to provide skilled nursing care, treatment, advice and support to patients affected by a terminal illness, and their carers.

Key Relationships

- Marie Curie Nurses - Rapid Response
- Regional Manager and Clinical Nurse Manager
- GP's, District/Named Nurses
- Out Of Hours services and 1st Contact practitioners
- Ambulance services
- Palliative service Co-ordinators

Accountabilities (Duties and Responsibilities)

Main tasks:

- To work under the direction of the registered nurse
- To work to the District/Named nurses care plan, maintain accurate documentation of care delivered and hand over care given appropriately.
- To demonstrate the ability to undertake a baseline assessment; reporting and/or documenting any changes in the patients physical condition
- Deliver safe clinical care to patients; reporting and/or documenting any changes in the patients clinical condition
- Able to work in partnership with patients and carers in care provision and delivery.

- To establish and maintain communication with patients, carers and health professionals in a professional manner
- To assist patients in the performance of the activities of daily living they would perform for themselves if able
- To undertake delegated clinical tasks and procedures which are specific to the immediate care environment
- Able to support the overall physical and psychological well-being of the patient and carer.
- Assist patients with regular oral medication where the patient is self-medicating
- Monitor the administration of medication via syringe drivers and undertake first line troubleshooting when problems occur
- Give support and information to carers when a patient has died
- Care for the body after death and support family members/ carers after death.
- Participate in audits, surveys or other clinical governance activities as requested
- Practice in accordance with Marie Curie's health and safety policies, adhere to fire regulations and maintain own personal safety accordingly
- Participate in own personal development through Marie Curie's Induction and PPRD programme

General

In addition to the specific duties and responsibilities outlined in this job description, all Marie Curie employees should be aware of their specific responsibilities towards the following:

- Marie Curie is committed to encouraging volunteering throughout the organisation and as such the post holder will be expected to support and respect volunteers, and may be asked to work alongside or supervise a volunteer as part of their role whilst working at Marie Curie.
- Marie Curie operates a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in **any** Charity premises, grounds or vehicles or when on Marie Curie business outside the office.
- Adhere to all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety.
- Adhere to all information governance, privacy and security policies, standards, guidelines and procedures; practise and promote secure behaviours.
- Adhere to all Marie Curie policies and procedures at all times
- Actively promote and support the safeguarding of vulnerable adults, young people and children, observing and adhering to Marie Curie policies on safeguarding
- Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute.
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.
- Demonstrate a commitment to ongoing registration requirements or any national professional or occupational standards associated with the role.
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.
- For designated roles, the post holder will be responsible for health & safety, information governance, business continuity planning and/or risk management. (These responsibilities will be notified on appointment).

This job description is not exhaustive. It merely acts as a guide and may be amended



Marie Curie Person Specification

to meet the changing requirements of the charity at any time after discussion with the post holder.

Job title: Healthcare Assistant – Rapid Response

Criteria	Essential	Desirable	How assessed
Skills/Abilities	<ul style="list-style-type: none"> ➤ Has an empathy and understanding of issues encountered by patients with palliative care needs. ➤ Ability to plan own work. ➤ Ability to respond to changes in patient conditions. ➤ Ability to work within a team. ➤ Good Communication skills. ➤ Ability to prioritise a patient's care needs. ➤ Ability to work without direct supervision in a patient's home. 	<ul style="list-style-type: none"> ➤ Ability to use a smart device e.g. android tablet 	Application form Interview
Knowledge	<ul style="list-style-type: none"> ➤ Knowledge of care giving. 		Application form
Qualifications/ Education/ Training	<ul style="list-style-type: none"> ➤ S/NVQ 3, or willing to work towards S/NVQ3/ Marie Curie Competences for HCAs 		Interview Certificates
Experience	<ul style="list-style-type: none"> ➤ Recent relevant experience of working in a nursing setting. ➤ Experience in caring for dying patients. ➤ Experience of working as part of a team. 	<ul style="list-style-type: none"> ➤ Experience of working in a specialist palliative care setting ➤ Experience of working in the community setting 	Application form Interview
Other requirements	<ul style="list-style-type: none"> ➤ Hold a current and valid driving licence & have access to a vehicle ➤ Flexible approach to working patterns. ➤ Willingness to undertake work during 		Interview

	<p>the evening or at night</p> <ul style="list-style-type: none">➤ Able to use own initiative.➤ Motivated to learn.➤ Possesses a responsible and mature attitude to work.		
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Where appropriate, reasonable adjustments to these criteria will be considered to accommodate personal circumstances such as disabilities



Marie Curie Terms & Conditions

Job title	Healthcare Assistant - Rapid Response
Salary scale	MCNS Pay Scale
Annual leave entitlement	33 days (including 10 bank holidays)
Notice period	One Month (after first six months service)
Working hours	96 hours per month
Disclosure Check	Enhanced with barred

Healthcare Assistant – Rapid response				
Location	Day (except bank holidays) 7.00 am to 9.00 pm	Night 9.00 pm to 7.00 am (Mon to Sat)	Weekend nights (9.00 pm Sat to 7.00 am Sun, 9.00 pm Sun to 7.00 am Mon)	Bank holidays (9.00 pm day before BH to 7.00 am day after BH)
National	£9.71	Day rate + 20 %	Day rate + 30%	
Fringe	£10.17			
London	£11.13			

Special Conditions: Bank staff are required to work a minimum of 450 hours per annum. Contracted hours staff - any hours worked for concurrent employer must not exceed 26 per week, for health & safety reasons– Working Time Regulations)

Due to administration costs borne by the charity, we regret that only short-listed candidates will be contacted. If you have not heard from us within four weeks of the below closing date, please assume that your application has been unsuccessful.

Other benefits

- Continued access to NHS pension Scheme (if eligible).
- Travel Allowance - Paid Mileage: £0.45 per mile
- Access to Clinical Supervision Group.
- Access to CommuniCare Lone Worker Safety System.
- A mobile phone is provided – for work related calls only
- Training and education programme.