



Marie Curie Job Description

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| Job title | Healthcare Assistant |
| Department | Marie Curie Nursing Service |
| Location | Greater Glasgow and Clyde |
| Reports to | Clinical Nurse Manager |
| Accountable To | Regional Manager |

Job Purpose/Summary

To undertake a broad range of nursing support activities and duties relating to the care of patients with end of life care needs, in the place where they live, usually in their own homes.

Key relationships

- Regional Manager
- Clinical Nurse Manager
- Senior Nurse
- District/Named Nurse

Accountabilities (Duties & Responsibilities)

Clinical tasks

- Provides care for named patients with end of life care needs usually in their own homes in accordance with the patient's care plan as defined by the District Nurse, with minimum direct supervision.
- Establishes and maintains effective communications with patients, carers and health professionals in a professional manner.
- Is alert to, and recognises changes in patients' symptoms and conditions and notifies other health care professionals as necessary.
- Administer medication in accordance with Marie Curie policy and procedure where you have undertaken relevant training.
- Monitors the administration of medication via syringe drivers and undertakes first line troubleshooting when problems occur.
- Undertake simple dressings as prescribed in the care plan whilst maintaining best practice in the management and control of infection.
- In line with Marie Curie documentation policy, updates patient records ensuring entries are accurate, relevant, legible and timely and communicates care provided appropriately.
- Provides emotional and practical support to patient's carers or family members.
- Cares for the body after death and supports family members/carers appropriately.
- Assists with continence care to include catheter care, changing urinary drainage bags, stoma appliances and incontinence garments.
- Undertakes delegated clinical tasks and procedures linked to Marie Curie Competences for HCA's which are specific to the immediate care environment.
- Participates in audits, surveys or other clinical governance activities as requested.
- Uses resources economically and efficiently.

Personal & social care tasks

- Assists with washing, bathing, showering, hair and oral care .
- Assists with dressing and undressing .
- Applies lotions and creams appropriately during the provision of skin care.
- Assists with nutritional requirements including the preparation of light meals and drink according to dietary requirements and choice.
- Assists with toileting, which may include the use of bedpan, commode or lavatory.
- Provides a social contact and encourages appropriate involvement of family.

General tasks

- Maintains IT competency in order to make full use of mobile phones, e-mail, the internet and on-line training.
- Contributes to the health safety and well-being of patients, carers and self by being aware of and adhering to the Marie Curie policies and guidelines including but not limited to Health and safety at Work; Fire Precautions and Regulations; Security of Lone Worker; Infection Control and Protection of Vulnerable Adults.
- Maintains own conduct in accordance with Marie Curie's Code of Conduct for HCA's.
- Undertakes training and demonstrates competence in a range of nursing activities and tasks in support of patient care and the Marie Curie Nursing Service.
- Participates in the Marie Curie performance appraisal scheme, identifying personal achievements, objectives and development needs.
- Participates in team meetings and contributes to clinical supervision sessions on a regular basis.
- Acts as a role model and provides support to new and less experienced staff to the Marie Curie Nursing Service.

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 work with Charity to maintain 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).



Care and support
through terminal illness

Marie Curie Person Specification

Tasks required by the role include but are not limited to patient handling, frequent standing, sitting, going up and down stairs, kneeling and crouching to attend to patient needs (including in an emergency) and handling.

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

Job title:

Healthcare Assistant

| Criteria | Essential | Desirable | How assessed |
|--|---|---|----------------------------|
| Skills/abilities | <ul style="list-style-type: none"> 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 patients care needs Ability to work without direct supervision in a patients home Uses own initiative Motivated to learn Maintains a mature attitude Possesses a responsible attitude Able to use a mobile phone, text messaging, e-mail, on-line training and the internet. | <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 Has an empathy and understanding of issues encountered by patients with palliative care needs | | Application form/interview |
| Qualifications, training and education | <ul style="list-style-type: none"> S/NVQ Level 2 or 3 (or equivalent Certificate/Diploma) or willing to work towards this or the Marie Curie HCA Development Programme | <ul style="list-style-type: none"> Basic Food Hygiene Certificate | Application form/interview |
| Experience | <ul style="list-style-type: none"> Recent experience of caring for patients including the ability to: Recognise and report changes in the condition of the patient; Accurately document care given in patient documentation; Communicate basic information about care to carers and families. 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 and have access to a vehicle which includes business insurance In areas/services where there is the use of a pool car, hold a current and valid manual driving licence Ability to travel to varying work locations during unsocial hours Access to email and the internet Flexible approach to working patterns Willingness to undertake work during the day and at night | | Interview |

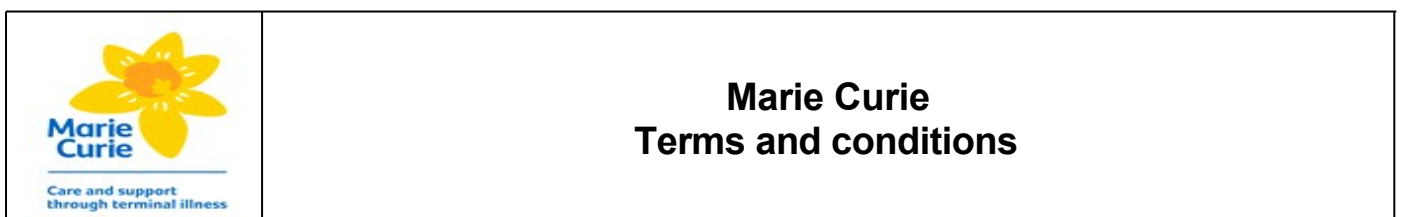
Where appropriate, reasonable adjustments to these criteria will be considered to accommodate personal circumstances such as disabilities or practical local geographic nuances (e.g. areas where driving is not the usual mode of transport)

Please read if you are a Registered Nurse applying for a Healthcare Assistant post: We must draw to your attention the NMC's guidance regarding situations where Registered Nurses are employed in support roles (i.e. Healthcare Assistant). The NMC emphasise that all Registered Nurses remain

professionally accountable to them, even when employed in a support role. The NMC point out that there are several implications for Registered Nurses who work in such support roles, in relation to:

- Ongoing personal professional accountability
- Scope of indemnity insurance
- Achieving PREP requirements
- Continuing education and skills development
- A minimum number of 450 practice hours

Please consider these implications before applying for this role. If you require further information please contact your HR Department or the NMC.



Job title

Healthcare Assistant

Salary Scale

MCNS Pay Scale

Version 11.05.15

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|----------------------------|--|
| Enhancements | Yes |
| Annual leave entitlement | 25 days per year plus bank holidays (pro-rata for part time) |
| Notice period | One month (after six months service) |
| Working Hours: | As and when |
| Disclosure Check | Enhanced with barred |
| Special Conditions: | 'As & When' staff are required to work a minimum of 450 hours per annum. For Contracted hours staff, any hours worked for concurrent employer must not exceed 26 per week, for health & safety reasons – Working Time Regulations. |

| Health Care Assistant | | | |
|------------------------------|---|---|---|
| Location | Day hourly rate 7.00 am to 9.00 pm | Night hourly rate 9.00 pm to 7.00 am | Weekend night and Bank Holiday hourly rate |
| National | £9.71 | Day rate + 20 % | Day rate + 30% |
| London | £11.13 | Day rate + 20 % | Day rate + 30% |
| Fringe | £10.17 | Day rate + 20 % | Day rate + 30% |

Other benefits

- Night / Day shifts.
- Continued access to NHS pension Scheme (if eligible).
- Marie Curie Group Personal Pension Scheme
- 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.