



Marie Curie Job Description

Job title	Healthcare Assistant – As and When
Department	Marie Curie Nursing Service
Location	Lanarkshire, Scotland
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.

Key relationships

- Regional Manager
- Clinical Nurse Manager
- Senior Nurse
- District/Named Nurse
- Lead nurse – Hospice
- Ward Sisters - Hospice

Accountabilities (Duties & Responsibilities)

Clinical tasks

- Provides care for named patients with end of life care needs either in their own homes in accordance with the patient's care plan as defined by the District Nurse, with minimum direct supervision or in the hospice in accordance with the patients care plan and direct supervision and support from the registered nurse.
- 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 in the community or named nurse within the hospice as necessary.
- Assist with medication in accordance with Marie Curie policy and procedure where you have undertaken relevant training (applicable to community only)
- Monitors the administration of medication via syringe drivers and undertakes first line troubleshooting when problems occur (applicable to community only)
- 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.
- 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.
- Cares for the body after death and supports family members/carers appropriately.

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.

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.
- Acts as a role model and provides support to new and less experienced staff to the Marie Curie Nursing Service and the hospice

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. This also applies to e-cigarettes.
- 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 to meet the changing requirements of the charity at any time after discussion with the post holder.



Marie Curie Person Specification

Job title: Healthcare Assistant – Flexi Bank

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 Other relevant training 	<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 cover (community only) In areas/services where there is the use of a pool car, hold a current and valid manual driving licence (community only) Ability to travel to varying work locations during unsocial hours (community only) 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:

Version 5 - 3 October 2018

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.



Marie Curie Terms & Conditions

Job title	Healthcare Assistant - Bank
Salary scale	Marie Curie Nursing Service
Salary	See table below
Enhancements	Yes
Annual leave entitlement	25 days per year plus 10 bank holidays (pro-rata for part time) accrued for hours worked
Notice period	One month
Working Hours:	As and When
Disclosure Check	Enhanced with Adult barred
Special Conditions:	No guaranteed hours, but will be offered work flexibly as service demands

Healthcare 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 and 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 (community only)
- A mobile phone is provided – for work related calls only (community only)
- Training and education programme