

JOB DESCRIPTION

Job Title	Health Care Assistant
Department	Day Surgery and Short Stay Ward
Line Manager	Ward Sister/Junior Ward Sister
Location	Fortius Surgical Centre, 18-20 Bentinck Street, London, W1U 2EU
Contract type	Permanent Full-time/part-time, covering a flexible shift pattern.
Salary	Circa £23,000 pa, dependent on experience

Job Overview

Our new dedicated orthopaedic surgical centre opened in November 2016. We have a busy day surgery and one-night stay ward specialising in elective orthopaedic and pain procedures. This is an opportunity to join a state-of-the-art facility in London's West End. The ward can accommodate 12 patients undergoing non-complex elective orthopaedic surgery. The post holder will need to deliver a high standard of individualised nursing care in a fast-paced unit to patients and their relatives.

The ward has 5 en-suite rooms and 7 patient pod areas

Purpose of Job

- Support registered nurses in the assessment of care and participate without direct supervision in the planning, implementation and evaluation of nursing care for patients admitted to the Ambulatory Surgical centre.

Dimensions

- Prioritise own workload after the Registered Nurse has prescribed the care required by each patient
- Work within the boundaries of his/her existing knowledge and skills at all times.

Principal Accountabilities

1. Assist with admission, post-operative care and discharge of patients.
2. Manage the clinical observations on patients, recording and reporting any abnormalities or change in patients' condition and escorting when appropriate.
3. Accurately test urine and record results.
4. Accurately measure height, weight and body mass index for all patients.
5. Perform ECG on patient on request of staff nurse.
6. Assist with preparing and serving refreshments and beverages.
7. Liaise effectively with nursing staff, multi-disciplinary teams and other allied health professionals.
8. Make appropriate and objective written entries in patient records, keeping them accurate and up to date.
9. Share responsibility for the cleanliness and the day-to-day maintenance of the ward.
10. Assist the ward administrator with preparing patients notes from admission and filing of notes on discharge.

11. Be committed to working flexibly within a dynamic environment, responding to the changing needs of the service.
12. Contribute to the evaluation of complaints, incidents and accidents.
13. Work within and be aware of the organisations clinical policies and guidelines.
14. Assist with laundry deliveries to the ward, ensuring linen is stored and disposed of correctly.
15. Undertaking any other duties as required by the line manager

Main Contacts

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| <input type="checkbox"/> Ward Sister/Charge Nurse | <input type="checkbox"/> Ward Staff | <input type="checkbox"/> Lead Nurse |
| <input type="checkbox"/> Theatre Staff | <input type="checkbox"/> Medical Secretaries | <input type="checkbox"/> Physiotherapists |
| <input type="checkbox"/> Front of House Staff | <input type="checkbox"/> Consultants | <input type="checkbox"/> Other medical staff |
| <input type="checkbox"/> Recovery Staff | <input type="checkbox"/> Porters | <input type="checkbox"/> Housekeeping |
| <input type="checkbox"/> Patients, relatives and carers. | <input type="checkbox"/> Ward Administrator | |

Decisions and Impact

- Be able to manage and prioritise own workload without direct supervision.
- Work within own level of competence, recognise own limitations and know when to ask for help and guidance.
- Escalate concerns to a senior member of staff.

Complexity

- Assisting the registered nurse in an ever-changing environment while continuing to meet the demands of a responsive nursing service.
- Focus on patient care with some guidance but without direct supervision.

Equality & Diversity

All Fortius employees must have respect for every individual, treating everyone with dignity, courtesy, fairness and consideration, and welcoming and accepting differences between people. It is the responsibility of every employee to work towards the elimination of all discrimination and prejudice.

Health & Safety

All Fortius employees have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable Fortius to meet its own legal duties.

Infection Control

It is the responsibility of all staff to recognise their role in maintaining a safe environment for patients, visitors and staff to minimise the risk of avoidable Healthcare Associated Infection. Employees are responsible for ensuring that they are fully aware of the Fortius Infection Prevention and Control policies.

Quality Governance

All Fortius employees must adhere to Fortius policies and procedures and seek advice on these when in doubt as to their scope and applicability.

Employees are specifically reminded that they must respect the confidentiality of all information they have access to during their employment including personal data.

This job description is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this description will be subject to review.

Values

All Fortius staff are expected to display and aspire to the Fortius Values.

Making it Happen

Be proactive in keeping the service under review, making recommendations and implementing changes to continuously improve the patient journey

Stronger

Work in partnership with the multi –disciplinary team to challenge and influence clinical and managerial decision making

Personalised Service

Deliver a patient centred specialist nursing service for patients admitted to the ward, provide patients with information regarding their care and treatment

Person Specification

Qualifications/ Knowledge / Skills/ Experience	Essential	Desirable
Minimum of 3 years previous HCA experience ideally in NHS/private healthcare sector	X	
Basic level of English language demonstrated through effective written and verbal communication skills	X	
NVQ 3 in Healthcare (or equivalent)	X	
Previous experience in working in a day case/ambulatory care unit		X
Competent in clinical procedures and observations relating to this role	X	
Able to work in a team but use their own initiative	X	
Fluent communicator (written and verbal) and good interpersonal skills	X	
Good organisational skills and ability to multi-task	X	
Flexible, helpful and caring	X	
Good IT skills	X	