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**Hospice at Home**

**Healthcare Assistant Job Description (Nights)**

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| **Post Title:** | Healthcare Assistant – Hospice at Home (Nights) |
| **Band :** | 3 |
| **Reports to:** | Matron for Community Services / Sister - Hospice at Home |
| **Purpose of the post:** | Through the provision of home care the primary objective of the H@H service is to provide care for patients over the age of 18 in the last 6 weeks of life and those closest to them, to support them to stay at home and promote the highest possible quality of life.  The provision of nursing care will:-   1. Enable patients to remain at home when home is their preferred place of care/death. 2. Support the avoidance of unnecessary and unwanted admissions to hospital or hospice, particularly in the last few days of life. 3. Be an addition to other statutory and voluntary services, and any other groups or individuals involved in the care of the patient.   The Healthcare Assistant will support the H@H Sister by undertaking various tasks and checks in order to ensure that high standards of care are delivered and effective liaison and communication with key professionals involved in the patient’s care are maintained  Individuals will need to demonstrate the ability to work alone and as part of a multi-disciplinary team. They will need to be flexible both in terms of their approach to the variety of tasks they will need to undertake and in terms of working hours. |

**Organisation Position**

Director of Care

Matron for Community Services

Sister - Hospice at Home

**Postholder**

**PRINCIPAL RESPONSIBILITIES**

* To provide nursing care in the patient’s home, enhancing and supporting care that is already provided by community services.
* To provide basic nursing care and in addition interventions deemed appropriate and supported by training.
* To be flexible and understanding to the needs of the patient and their family/carers.
* To liaise with senior staff after each shift in order to update them about the patient’s condition
* To comply with the lone worker policy

**PATIENT AND FAMILY CARE**

* To demonstrate a high standard of nursing care.
* To have an understanding of and be able to work within the philosophy of palliative and terminal care.
* To give practical help and advice to the bereaved.
* To work in close liaison with all professionals including the community and Primary Health Care Team - reporting directly to the Sisters.
* At all times maintain confidentiality with regard to patients, relatives/carers and other staff.
* Ensuring the holistic – physical, psychological, emotional, spiritual and social needs of patients and their families, carers are met.
* Ensuring that clear, precise documentation is carried out at all times with regard to patient care informing Sisters of any significant changes in the patient’s condition and any relevant factors significant to the patient care plan.
* Attending to the comfort of the patients eg positioning in bed or chair
* Bathing patients in bed or bathroom
* Care of patient’s hair, mouth, teeth, nails and pressure areas
* Giving and removing bed pans and urinals
* Assisting patients to use the commode, armchair or toilet
* Undertaking simple dressings
* Assisting in the administration of simple medicines
* Be trained in verification of death
* Observing and reporting changes in patient’s condition and behaviour
* Help in achieving a relaxed and informal situation so that the patients and their relatives feel there is adequate time to discuss their problems

**PERSONAL**

* To maintain vigilance throughout the shift
* To attend all mandatory training sessions such as fire lecture, manual handling and CPR lectures.
* To act at all times in accordance with all relevant policies and procedures of Severn Hospice.
* To report accidents/incidents/potential risks to the Sisters / Manager-on-call ASAP
* At all times act as an ambassador for the Severn Hospice to patients, relatives, carers, colleagues and members of the public.
* To attend such courses/lectures/in-service training as indicated by needs of the service and own personal developments as identified

Responsibilities and duties may include other tasks as determined by the Matron for Community Services.

This job description is intended as a guide to the range of duties covered and should not be regarded as inflexible. There is a mutual obligation to modify the description when changes in the work situation occur

**Supplementary Information and Requirements**

All new Hospice employees are on a three months probationary period.

A DBS Disclosure will be requested in the event of an individual being offered the post.

**Health and Safety**

In accordance with the Hospice’s Health & Safety Policy all employed persons while at work are required by Section 7 of the Health & Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

**Appraisal**

All employees are required to participate in the Hospice’s appraisal process (permanent contracts only).

*Last updated March 2018 (BR / GT)*

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| **Person Specification : Healthcare Assistant – Hospice at Home Night Service** | **Essential** | **Desirable** |
| **Qualifications / Training**  Level of education necessary  Professional and post basic qualifications  Specialised training required for post | GCSE or equivalent  Willingness to undertake relevant training | NVQ level 3 in health care |
| Experience Length, type and level of post related work  experience required (additional or alternative to qualifications above) | Experience in palliative care  Experience in community care  Working within or in partnership with multi-professional team | Experience working in more than one type of care settings e.g. hospice, hospital, care home and within a patients home  At least two years recent experience in care work which includes care for people at end of life |
| Skills & Knowledge Range and level of skills  Depth and extent of knowledge required | Excellent interpersonal and communication skills  Basic nursing skills  Good listening skill  IT skills | Examples of extended practice / skill set  Understanding of palliative care philosophy |
| Aptitudes & Attributes Required | Happy to work alone  Calm and reassuring manner  Able to take instruction and document events during shift  Sensitive  Emotionally strong  Good sense of humour |  |
| Other Requirements | Enhanced DBS disclosure  Prepared to work flexible hours  Willingness to undergo further training as required  Car owner / driver  Willing to travel within a 25 mile radius |  |