**Health Care Assistant**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Health Care Assistant**  *(Grade Code: 6075)* |
| **Campaign Reference** | **OLHC201843** |
| **Closing Date** | 4pm Friday 21st December 2018 |
| **Location of Post** | Our Lady’s Hospital Navan |
| **Organisational Area** | Ireland East Hospital Group |
| **Reporting Relationship** | The post holder will report to the Staff Nurse, Clinical Nurse Manager, Director of Nursing |
| **Purpose of the Post** | The Healthcare Assistant will assist Nursing Staff in the care of patients and undertake other duties, communicate with the nursing staff which has been delegated to him/her by the nurse-in-charge of the ward. On each working rota the Care Attendant will work under the supervision and discretion of nursing staff. In relation to duties and responsibilities associate with direct patient care, nursing staff will decide in respect of each patient the work which will be undertaken by the attendants.  A panel may be formed as a result of this campaign for HCA from which current and future, permanent vacancies of full or part-time duration may be filled in Our Lady’s Hospital Navan. |
| **Principal Duties and Responsibilities** | **The Health Care Assistant will:**  **Hygiene**   1. Bath, shower, shave, dress and undress patients. 2. Assist with care of the unconscious patient 3. Assist with care of the incontinent patient 4. Assist patients who are confined to bed with their toilet needs. 5. Assist in toileting of patients including the giving, removing and emptying of bedpans, urinals, commodes and the use of bedpan washer disinfector. 6. Supervise patients on commodes, in toilets and bathrooms and assist patients with their hygiene needs.   **Nutrition**   1. Give help and support to patients during meal times. 2. Feed patients who may require assistance. 3. Ensure individual patients dietary needs are adhered to including special diets and supplementary drinks under the direction of the nursing staff.   **Mobilisation**   1. Assist Nursing Staff to turn and re-position patients. 2. Assist patients with walking and limb exercises as directed. 3. Ensure patients are comfortable in beds or on chairs.   **General Duties**   1. Distribute sputum and denture cartons to patients as required. 2. Escort patients within and in some circumstances outside the hospital. 3. Remain with patients who require supervision. 4. Deal with patient’s personal property as per hospital policy. 5. Take care of patient’s dentures, glasses and hearing aids. 6. Assist with the Last Offices and in the preparation of the deceased for transfer to the mortuary. 7. Receive visitors to the ward with courtesy. 8. Answer telephones and locate appropriate personnel when necessary. 9. Assist patients to make telephone calls. 10. Report to nursing staff any complaints of pain, distress etc. expressed by patients. 11. Answer call bells and report requests to nursing staff. Check bells are in working order and are within reach of patients. 12. Wash and disinfect beds, lockers and wardrobes following discharge of patients and as required. 13. Clean and assemble equipment as required e.g. trolleys, drip stands etc as per Hospital Policy. 14. Assist with the disposal of clinical waste and clean procedure trolleys after use. 15. Make occupied and unoccupied beds and trollies. 16. Move beds and furniture within wards. 17. Attend to spillages immediately to reduce risk of accidents. 18. Ensure linen cupboard and store areas are kept tidy and stocked. 19. Ensure correct laundry bags are used, tied, and labelled. 20. Assist patients to dress and pack in preparation for discharge. 21. Assist in keeping ward area, day rooms and ancillary rooms tidy. 22. Carry out errands as requested. 23. Report broken items in need of repair to Clinical Nurse Manger 2 /Ward Co-ordinator. 24. Report to nursing staff any requests from patients or relatives. 25. Record and documenting vital signs where the appropriate FETAC module has been completed.   **Undertake the following duties at the request of Staff Nurse**   1. Distribute meals and drinks 2. Prepare special drinks. 3. Make tea/coffee and light refreshments. 4. Sort, check and remove soiled linen. 5. Dust and light cleaning. 6. Move beds and ward furniture. 7. Clean equipment 8. Prepare trays etc. for nursing procedures. 9. Assist patients to make telephone calls. 10. Make telephone calls. 11. Stock-take and stock maintenance.   **Other responsibilities**   1. Be familiar and comply with the hospital policies in relation to Health & Safety, Fire Major Disaster, Infection Control, Hygiene Policy, Waste Disposal, including disposal of soiled linen, Smoking Policy and Patient Charter. 2. Report all incidents and accidents involving self, patients or visitors to Clinical Nurse Manager 2/Ward Co-ordinator. 3. Assist with emergency first aid as directed. 4. Attend in-service instruction as required. 5. Such other appropriate tasks as directed by the Nursing Management. |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the closing date for receipt of applications:**  **A**   * The relevant health Skills FETAC Level 5 Qualification to include the following modules:   Care Skills  Care Support  Infection Prevention and Control  Communication  Work Experience  Health and Safety  Activity of Living Patient Care  Palliative Care Support  **And**  **B**   * Candidates must have the personal competence and capacity to properly discharge the duties of the role.   **Health**  A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  **Character**  Each candidate for and any person holding the office must be of good character  **Age**  Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age. |
| **Essential Skills/Competencies and/or knowledge** | **Knowledge:**   * Demonstrate knowledge of the service * Demonstrate knowledge of health & Safety * Demonstrate experience of working with other people * Demonstrate experience working with others in a care setting   **Communication and Interpersonal Skills:**   * Demonstrate good communications skills * Demonstrate good interpersonal skills * Demonstrate providing and maintaining a good working relationship with all grades of staff * Demonstrate ability to initiate and participate in recreational activities for clients * Demonstrate basic management skills to maintain a clean and tidy environment   **Teamwork:**   * Demonstrate the ability to be a team player * Successfully engaged with the service user key workers and other various members of the multidisciplinary team.   **Planning and Organising:**   * Demonstrate good organisational ability with practical competence   **Patient Focus:**   * Demonstrate the ability to maintain confidentiality |
| **Shortlisting** | Applicants may be shortlisted for interview based on information supplied in the application form at the closing date or in other specified assessment documentation. Criteria for short listing are based on the requirements of the post as outlined in the post specific requirements, duties, skills, competencies and/or knowledge section of this job specification and the information supplied in the competency based application form if used. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  Codes of practice are published by the CPSA and are available on [www.hse.ie/eng/staff/jobs](http://www.hse.ie/eng/staff/jobs) in the document posted with each vacancy entitled “Code of Practice, information for candidates” or on [www.cpsa.ie](http://www.cpsa.ie). |

**Health Care Assistant**

**Terms and Conditions of Employment**

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| **Tenure** | The appointment is permanent, whole time. This post is pensionable.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004. |
| **Remuneration** | The salary scale from 01/10/2018 for Healthcare Assistant post is:  €27,373 €29,015 €30,301 €30,984 €31,732 €32,500 €32,968  €33,767 €34,588 |
| **Working Week** | The standard working week applying to the post is: 39 Hours |
| **Annual Leave** | The annual leave associated with the post is: 23 Days |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Probation** | Every permanent appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **HIQA**  **Standards/Infection Control** | Appointees must have a working knowledge of HIQA Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. |
| **Training** | The HSE is committed to education and life long learning which enables staff to improve their performance and professional competence. In this regard the HSE encourages and supports staff to seek opportunities for their own development. In addition the HSE provides education and training opportunities for staff on a regional basis. The HSE’s Education/Training Guidelines sets out the range of support available for staff undertaking further education. |
| **Protection of Persons Reporting Child Abuse Act 1998** | This post is one of those designated in accordance with Section 2 of the Protection of Persons Reporting Child Abuse Act 1998. You will remain a designated officer for the duration of your appointment in this post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. Such officer will on receiving a report of child abuse formally notify the Principal Social Worker in the community care area in which the child is living. An information pack containing more specific details will be issued on appointment to the post. |
| **Confidentiality** | In the course of your employment you may be access to, or hear information concerning, the medical or personal affairs of patients and/or staff, or other health service business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In unauthorised person can obtain access to them and must be left in safe custody when no longer required. |
| **Please note the following General Conditions:** | * Employee must attend fire lectures and drills periodically and must observe fire orders. * All accidents with the department must be reported immediately in line with the Safety, Health and Welfare at Work Act, 1989 and all staff must comply with all safety regulations. * In line with the Public Health (Tobacco) Acts 2002 & 2004, smoking within buildings of the Health Service Executive is not permitted. * The Health Service Executive is not responsible for the loss or theft of personal belongings. |
|  | **The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.**  **This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.** |
|  | The Health Service Executive is committed to a policy of equal opportunity, and welcomes applications for persons with disabilities. |