

POSITION DESCRIPTION HEALTH CARE ASSISTANT



Position Title:	Health Care Assistant
Reporting to:	Inpatient Nurse Lead
Reporting To:	Director of Nursing
Date:	September 2022
Hours of Work:	Rostered Shift Work
Functional Relationships:	SLMT Nursing Staff Medical staff All Support Staff Volunteers Clerical staff Visitors Director of Nursing
Purpose:	Work in association with the Registered Nurse (RN) to provide holistic nursing care to Arohanui Hospice patients and their families/whanau.

POSITION RESPONSIBILITIES

Attend to patients care needs under the direction and delegation of a Registered Nurse

- Patients receive nursing care that is thorough and sensitive to their needs, this includes assistance with activities of daily living e.g. assistance with personal cares, including mouth cares and IDC management, assistance with mobilising
- Assist the RN in caring for patients in the last days of life
- Reports back to a RN any concerns regarding patient care and patient safety
- Applies the principles of cultural awareness to all interaction with patients and family/whānau
- Seeks guidance and clarification from an appropriate team member when uncertain about own role or responsibilities
- Assists (second check) in the checking of oral, and subcutaneous medications with the RN if second RN or pharmacist is not available

- Assists in care of patients who are attending daystay as requested by Day stay Co coordinator
- When required assists team by answering phones and taking messages, and supports the reception afterhours (monitoring visitors)
- Records information as authorised in a legible and accurate manner
- Aware of all legal responsibilities and legislation relating to position
- Assists RNs during clinical meetings, by being first line response to patient need
- Assist RN in community team should a need arise
- Completes tasks identified on the IPU task list
- HCAs are expected to attend where possible, housekeeping, bereavement, resource, and debrief meetings

General housekeeping and safe care environment maintained

- Patient rooms and work areas are kept clean and tidy at all times.
- Any hazards to patients, visitors or staff are identified and reported promptly to the registered nurse.
- Nursing staff are assisted in attending to such domestic tasks as bed making, room preparation and the serving and assisting patients with their meals and any other reasonable requests.
- Minimise infection risk by correctly applying infection control principles
- Supports the housekeeper in the management of laundry and linen services.
- Responds immediately to unexpected patient event, e.g. falls and seeks immediate assistance
- Informs the appropriate team member of faulty equipment or shortages of supplies
- Assisting in inpatient unit environmental checks

Displays a patient and family focused customer service

- Greets patients and their families in a courteous manner showing respect at all times
- Receives and directs visitors as necessary

- Maintains confidentiality
- Takes messages and acts on requests
- Responsive to the needs of the patient and/or family as able

Health and Safety

- Is aware of the need for a personal and organisation wide commitment to Health and Safety policies and procedures
- Has experience in maintaining safe workplace practices and is physically able to operate safety equipment and materials utilised within this environment.
- Has knowledge of and is able to apply Arohanui Hospice emergency procedures, location of safety equipment and materials
- Is aware of and can identify hazards to which they may be exposed and/or may create. Ensure all hazards are identified and reported.
- Take responsibility for the health and safety of yourself and others, in partnership with the organisation

Treaty of Waitangi

- Has knowledge and understanding of the Treaty of Waitangi and its application to ensuring culturally responsive health care practices or a willingness to do so

Education and training

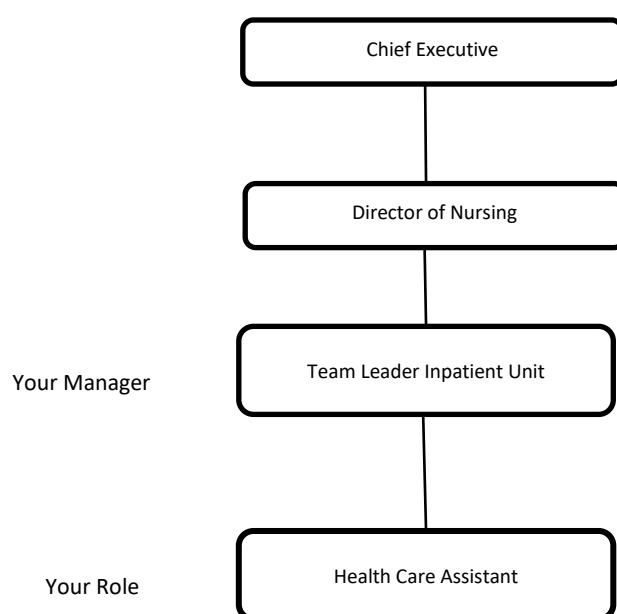
- Has completed and met the requirements of the Orientation Package
- Complete all mandatory training provided by Arohanui Hospice
- Willing to develop clinical skills and competency relevant the role(complete knowledge and skills programme)

PERSON SPECIFICATIONS

- Previous Healthcare experience
- To be able to communicate sensitively with patients and family.
- To have an understanding of Palliative Care and be comfortable with caring for people who have a life limiting illness.

- To be able to work under the supervision of a Registered Nurse and at the same time show initiative and be supportive to the team as a whole.
- Respects patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role
- A commitment to professional development.
- Is comfortable using email, and other computer programmes as necessary. (Training will be provided)

REPORTING LINE



GENERAL RESPONSIBILITIES OF AN EMPLOYEE OF AROHANUI HOSPICE

The following responsibilities are shared by all Arohanui Hospice staff. Please read this section carefully as it contains important information that applies to your role every day.

Values	behaviours
Rangatiratanga Know the way, show the way We each lead by example	<ul style="list-style-type: none"> • Wherever we are in the organisation we are each responsible for its success. • We strive for continuous improvement in every aspect of our work. • We create value and quality by setting high standards for ourselves, using our initiative and good judgement, respecting and supporting the roles of others.
Whanaungatanga Together we are more	<ul style="list-style-type: none"> • Understanding and valuing the part each person contributes is essential to our success.

<p>We are connected by a powerful common purpose, enriched by each other, and bound by mutual respect for our cause</p>	<ul style="list-style-type: none"> We know the sum of our efforts is greater than the parts. So we stand together, shoulder to shoulder, never losing sight of our obligations to our families, our community, our stakeholders, our business partners and to each other
<p>Manaakitanga The power of human kindness</p> <p>We are thoughtful and responsive. We operate with integrity in our dealings with others</p>	<ul style="list-style-type: none"> Thoughtfulness, warmth and kindness are central to our identity and enhance our mana. People are precious, we care about their safety and holistic wellbeing. We take pride in our services and in sharing them with others
<p>Kaitiakitanga We are all part of a legacy</p> <p>We have been entrusted with the wellbeing of our service and we are honour-bound to protect it and prepare it for the future</p>	<ul style="list-style-type: none"> Our duty to our community is important to us. Our services are precious (taonga), we protect and nurture them. We are innovative and creative in working towards ensuring that all our operations are sustainable – economically, socially, environmentally and culturally.

Declaration

I have read and understand this position description. I understand that this position description does not specify every task to be undertaken and that I may be asked to perform other duties as reasonably required by the employer in accordance with the conditions of the position. This position description may evolve over time and may be amended by the employer following reasonable notice to me. I sign as confirmation of understanding and acceptance of the role and its key areas of accountability and expected outcomes and behaviours.

Employee's Signature: _____ Date: _____

Name: _____