

## **JOB DESCRIPTION**

***JOB TITLE:*** CARE ASSISTANT

***DEPARTMENT:*** CLINICAL

***ACCOUNTABLE TO:*** CASE MANAGER/SISTER

### ***JOB SUMMARY/PURPOSE:***

- To actively function as part of the caring team to deliver the highest standard of care and service for patients, visitors and staff.

### ***RESPONSIBILITIES:***

#### **Care Delivery**

1. To become involved in the construction, implementation and evaluation of the patient integrated care pathways.
2. To help the patients maintain their own personal hygiene, respecting their dignity at all times. This will include all aspects of the patient's activities of daily living.
3. To correctly undertake and record basic nursing practices of TPR, urine testing, weight, measuring for TED stockings. Recording input and output on the patients' fluid balance chart.
4. To escort patients to other departments and theatre.
5. To report any change in the patients' conditions to the Nurse in Charge and Therapist.
6. To assist patients with unpacking and packing on admission and discharge.
7. To assist and teach patients how to dress.
8. To assist in the Hydrotherapy Department on a rotational basis if required under the guidance of a qualified Therapist.

#### **Clerical**

1. To answer the telephone, recording and relaying messages correctly.
2. To ensure a registered nurse is called to answer queries about patients.

## **Training**

1. To be proficient in safer patient handling and constantly being aware of the importance of using the correct techniques when moving patients due to their restricted mobility.
2. To know their limitation and always seek advice from a Registered Nurse or Therapist.
3. To attend all mandatory training sessions.
4. To extend their role under supervision following training from a Registered Nurse and Therapist.
5. To undertake the Horder Centre Health Care and/or Therapy Care Certificate in Competency.

## **Professional**

1. To always appear and act in a professional manner.
2. To always comply with The Horder Centre's corporate guidelines, local guidelines and legal requirements relating to the care of patients.

## ***GENERAL***

1. To carry out any other reasonable duties as requested by senior staff.
2. To take an active role in the Centre's staff appraisal system and action agreed goals and objectives.
3. Not to disclose any confidential information about The Horder Centre (including information regarding patients and staff) to any unauthorised member of staff, or to anyone outside the employment of The Horder Centre.
4. To ensure compliance with all The Horder Centre's Guidelines.

*This job description is intended to reflect, and outline, the responsibilities of the postholder which may change over time with the business needs of The Horder Centre. It will therefore be subject to annual review, in accordance with the annual individual performance review, and in consultation with the employee.*

April 2007