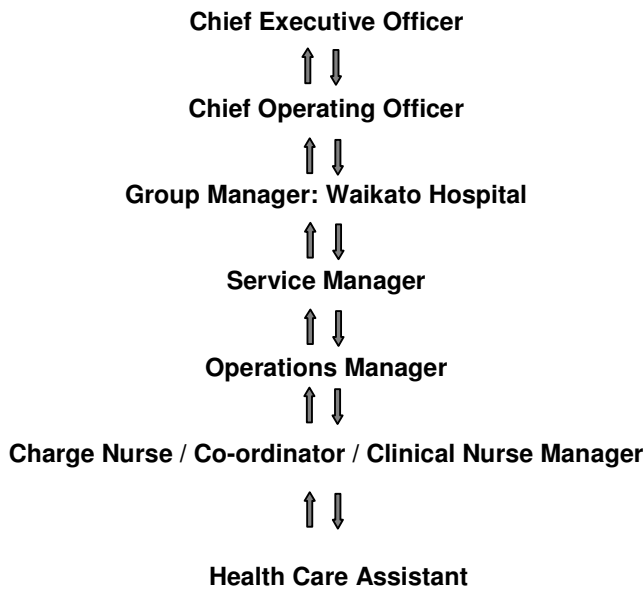




Position Description

Position Title: Health Care Assistant
Responsible to: Manager

Place in Organisation



Position Holder's Name : _____

Position Holder's Signature : _____

Manager's Name : _____

Manager's Signature : _____

Date of Signing : _____

Purpose of the Position

- Assists nurses and other registered health professionals with the provision of routine activities of daily living for patients
- Completes other tasks and activities to support the functioning of the service, under the direction and guidance of a registered health professional

Nature of Responsibilities

Assisting with the Routine activities of Daily Living

<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Assists with the routine activities of daily living for patients ○ Assisting with delegated tasks and routine activities of daily living is according to: <ul style="list-style-type: none"> ⌘ written standards (where these exist) or other requirements ⌘ the plan for care written by the nurse 	<ul style="list-style-type: none"> ○ Attends to the personal hygiene needs of patients which may include: <ul style="list-style-type: none"> ⌘ showering, bathing, sponging, dressing, cleaning of teeth or dentures, mouth care, eye care, grooming eg hair, makeup, shaving ○ Attends to patients positioning/ mobility needs which may include <ul style="list-style-type: none"> ⌘ getting patients up ⌘ mobilising the patient (mobilisation may include the use of designated equipment) ⌘ positioning the patient in their environment of choice ⌘ putting patients to bed ⌘ in bed positioning, exercises, and movements (per instructions) ⌘ transferring patients ⌘ assisting as directed in the event of falls ○ Assists with patients nutrition including <ul style="list-style-type: none"> ⌘ preparing patients for meals ⌘ giving out meals ⌘ allowing for patients likes and dislikes ⌘ feeding patients ⌘ giving patients drinks and tea/ coffee at set times, and at other times as required ⌘ cleaning up after meals/returning dishes ⌘ washing face and hands of patients, and cleaning teeth ○ Attends to patients elimination needs by <ul style="list-style-type: none"> ⌘ ensuring patients are clean and dry ⌘ washing the patient if soiled/wet ⌘ toileting patients ⌘ using incontinence products correctly ⌘ completing additional requirements pertaining to elimination needs of patient only if delegated, and if education and

Assisting with the Routine activities of Daily Living	
<i>Accountabilities</i>	<i>Performance Measures</i>
<p>Performs assigned tasks and activities required for service delivery</p>	<p>supervision and authority is given</p> <ul style="list-style-type: none"> ○ Attend to the social and spiritual needs of patients including <ul style="list-style-type: none"> ☞ talking to and with patients ☞ moving patients within the service ☞ reading of letters, papers ☞ writing letters for patients ☞ being aware of and allowing for spiritual needs ☞ having patients ready for specific events/social occasions ☞ participating in patients' on site social activities ○ Communicating with relatives/ caregivers / whanau, and referring queries regarding patient care to the nurse ○ Complete the allocated tasks of a duty/work as requested ○ Assist with maintaining, restocking and rotating stores, linen and equipment. ○ Clean up any spills or urine puddles. ○ Equipment: <ul style="list-style-type: none"> ☞ Store away when not in use ☞ Use equipment correctly ☞ Assist with equipment maintenance and audit e.g. 3 monthly ☞ Report breakages, malfunctioning equipment to senior staff. ○ Know and use the in-house systems for eg phone, fax ○ Assist when environmental emergencies occur eg power failure ○ Complete hygiene/cleaning requirements which include <ul style="list-style-type: none"> ☞ cleaning the sluice room ☞ washing wheelchairs and commodes ☞ cleaning up soiled areas/ spills ☞ keeping linen off the floor ○ Complete service designated tasks, which can include <ul style="list-style-type: none"> ☞ Removal of waste ☞ Laundry and clothing tasks ☞ Making beds ☞ Body removal

Assisting Role	
<i>Accountabilities</i>	<i>Performance Measures</i>
<p>Health Care Assistants work:</p> <ul style="list-style-type: none"> ○ Under the direction and supervision of a registered nurse, or registered health professional, or Manager ○ According to the Waikato DHB Health Care Assistant policy 	<ul style="list-style-type: none"> ○ Follow the instructions of the registered nurse or registered health professional ○ Assist as requested in an emergency ○ Provision of services <ul style="list-style-type: none"> ⌘ are customer focused ⌘ allow for individual patient/ client care ○ Ensure patient privacy and safety ○ Liases with and assists <ul style="list-style-type: none"> ⌘ the registered nurse or registered health professional ⌘ other members of the team eg dietitian, Physio, OT, Receptionist ○ Report any variations to expected outcomes, or changes or concerns regarding the patient, to the nurse or registered health professional ○ Comply with requirements and policy regarding <ul style="list-style-type: none"> ⌘ cultural needs ⌘ incident and accidents ⌘ hazard management ⌘ Code of Rights ⌘ Health Information Privacy Code ⌘ infection control (handwashing) ⌘ restraint ○ Attends compliance training for requirements such as Orientation, Fire, CPR, and other agreed education/ training sessions ○ Completes agreed documentation requirements

Health & Safety	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ To participate in and comply with the requirements of the Health & Safety in Employment Act 1992 and associated Waikato DHB policies 	<ul style="list-style-type: none"> ○ Work practices ensure safety for self and others ○ Advice or assistance is sought before commencing an unfamiliar work practice ○ Hazards are identified, control plans documented, and hazards eliminated, minimised or isolated ○ Comply with Waikato DHB incident reporting policy ○ Emergency management procedures and compulsory / compliance education and training up to date

Risk Minimisation	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ To actively contribute to risk minimisation activities within the service 	<ul style="list-style-type: none"> ○ Contributes to the service's risk minimisation activities by: <ul style="list-style-type: none"> ⌘ Identifying risks ⌘ Notifying the manager of these ⌘ Participating in the service's risk minimisation activities ⌘ Complying with legislation and Waikato DHB policy, procedures, protocols and guidelines ⌘ Participating in audits

Continuous Quality Improvement	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ To actively contribute to Continuous Quality Improvement activities within the service 	<ul style="list-style-type: none"> ○ Contributes to the service's Continuous Quality Improvement by : <ul style="list-style-type: none"> ⌘ Identifying improvement opportunities ⌘ Notifying the manager of these ⌘ Participating in the service's quality improvement activities ⌘ Providing good customer service ⌘ Complying with standards ⌘ Being responsive to customer requests or complaints ⌘ Working to improve quality of service and customer satisfaction

Team Member	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Individual responsibilities actions and contributions enhance the success of the area/service/team and division ○ Tiriti o Waitangi (Treaty of Waitangi) 	<ul style="list-style-type: none"> ○ Maintains a current knowledge of relevant issues, trends and practices ○ Behaviour demonstrates cultural appropriateness and sensitivity ○ Builds and maintains productive working relationships ○ Participates as a member of designated group(s) ○ Values individual effort, innovation and creativity. ○ Contributes to the service, division, and organisation ○ Work practices are consistent with The Toward Māori Health Gain: Organisational Framework and demonstrate: <ul style="list-style-type: none"> ⌘ Partnership and shared decision making

Team Member	
Accountabilities	Performance Measures
<ul style="list-style-type: none"> ○ Equal Employment Opportunities (EEO) 	<ul style="list-style-type: none"> with Māori ‡ Participation and consultation with Māori ‡ Protection of Māori needs, values and beliefs ○ Demonstrates an understanding in health of the barriers and disparities that affect Maori ○ Demonstrates and encourages behaviour that recognises and is consistent with EEO principles and practices

Personal & Work Development	
Accountabilities	Performance Measures
<ul style="list-style-type: none"> ○ Assumes responsibility for personal and work education and development 	<ul style="list-style-type: none"> ○ Maintains and/or extends knowledge and skill base required for effective performance ○ Identifies any learning needs ○ Negotiates with management to attend appropriate education and training ○ Participates in own performance review annually.
<ul style="list-style-type: none"> ○ The staff member will perform such other duties as reasonably required by the manager in accordance with the conditions of the position 	<ul style="list-style-type: none"> ○ That all other additional duties are performed in an efficient manner, to the required time and within a negotiated timeframe.

Relationships

- Internal :**
- Nursing Staff
 - Allied Health Staff
 - Medical Staff
 - Clerical Staff
 - Other relevant Waikato DHB staff
- External :**
- Relatives/caregivers/whānau

Person Specifications

Qualifications

- Desirable :**
- First Aid Certificate
 - CPR training

Training and Experience

- Essential :**
- Experience in working with people
- Desirable :**
- Preferable to have had experience with assisting with people/patients/clients in homes or other health environments

Competencies (Knowledge, Skills and Attributes)

- Essential :**
- Able to follow instructions
 - Ability to work in a team environment
 - Recognises work priorities, and acts accordingly/ is adaptive
 - Able to write and/or provides verbal patient feedback
 - Effective interpersonal and communication skills
 - Knowledge of legislation relevant to the role
 - Maintains confidentiality
 - Positive attitude which supports a team environment
 - Patience and understanding with people
 - Knowledge of the Treaty of Waitangi
 - Sensitive to cultural/ethnic customs and beliefs
 - Responsive to learning

Physical Requirements Physical Activities / Work Functions

- The following denote the key requirements for the job. Medium / heavy physical demand required.
 - ☞ Standing } - will be constant to carry out the requirements for the role.
 - ☞ Walking }
 - ☞ Sitting - will occur when communicating or providing personal support.
 - ☞ Stairs
 - ☞ Simple Grasping / Fine Manipulation - of office, and equipment used when assisting
 - ☞ Operating Machinery / Equipment – use of office, and equipment used when assisting
 - ☞ Lifting / overhead reaching
 - ☞ Carrying will occur to carry out the requirements for the Role.
 - ☞ Pushing / Pulling
 - ☞ Twisting – of the body and neck is not usually necessary but may occur with some tasks.
 - ☞ Climbing / Balancing
 - ☞ Crouching / Squatting / Bending - is likely to occur occasionally when required to lift items.
 - ☞ Manual handling of people
 - ☞ Other reaching – stretching and reaching across are frequent
 - ☞ Contact with skin irritants and water is likely.
- Mental activities require listening, communication, following written standards and/or the plan of care written by the nurse, and management of time