

**ST GILES HOSPICE
JOB DESCRIPTION**

I	<p>Job Title: Health Care Assistant – Inpatient Unit</p>
	<p>Responsible to: Registered Nurses Accountable to: Ward Manager /Operational Lead for Walsall and Inpatient Services/Nursing Director</p>
	<p>St Giles Hospice St Giles Hospice provides high-quality, individual care for local people living with cancer and other serious illnesses, as well as support for their families and helpers. Care is offered in a variety of ways according to the individual's needs. Services are offered from three sites, Whittington, Sutton Coldfield and Walsall. Services include a team of community-based St Giles specialist nurses, two state-of-the-art in-patient facilities, day hospice, hospice at home team, bereavement support, education and training, and an internationally renowned Lymphoedema clinic. There is no charge to patients for the specialist services we offer. We receive funding from the NHS but primarily we rely on fundraising activities and legacies, together with trading activities (including a care agency) to support our work. The St Giles group employs over 400 paid staff and over 1,400 volunteers.</p>
II	<p>Job Purpose To provide essential nursing care to patients and carers, as part of the IPU multi-professional team, in fulfilling the philosophy and purpose of St Giles.</p>
III	<p>Job Activities:</p> <ul style="list-style-type: none"> • To work in partnership with patients and carers, under the supervision of a registered nurse, giving essential nursing care within the agreed competencies and boundaries of the role (HCA, NVQ II or III). • To be conversant and comply with the policies and procedures of St Giles Hospice including Confidentiality, Health and Safety, Fire and Child protection. • To work to the patient's care plan, assisting them with activities of daily living they would perform themselves if they could, and communicate any change in condition appropriately. • To ensure the patients comfort, safety and dignity at all times. • To develop and maintain effective communication and positive working relationships with the nursing and multi-professional teams and with other services of St Giles Hospice. • To contribute to a caring and safe atmosphere for patients and carers. • Know how to clean and calibrate equipment used in taking physiological measurements e.g. blood glucose monitoring equipment. • Have knowledge of and understand the principles of wound healing. • Is able to document accurately and legibly within the agreed boundaries of the role. • Is able to perform care after death. • To be able to competently perform and accurately record basic observations and a blood sugar measurement and inform registered nurse if these are not normal. • To be able to competently perform a urine dipstick, accurately record the results and inform the registered nurse of these results.

	<ul style="list-style-type: none"> • To be able to competently obtain an MSU or stool specimen and complete request form accurately. • To contribute to the induction of new members of staff • To provide complementary and relaxation therapies within the agreed boundaries of the role. • To use IT skills to update patient handovers • To exercise responsibility by accessing opportunities to extend role with support from the senior nursing team. • To exercise responsibility by accessing and accepting opportunities for clinical supervision and training, and ensuring mandatory training and annual IPR are completed to support the highest standards of care delivery. • At all times to act as an ambassador of St Giles to patients, their families, other health care professionals and members of the public. 		
IV	Terms and Conditions of Employment Scale of Pay: Tenure: Holiday Entitlement:		
V	Person Specification		Essential/Desirable
	Qualifications	<ul style="list-style-type: none"> • NVQ in Care Level II or III • Minimum of 12 months nursing care experience • Palliative / hospice experience 	Essential Desirable Desirable
	Skills	<ul style="list-style-type: none"> • Sound communication skills • Ability to work alone as directed or as part of a team • Computer literacy 	Essential Essential Desirable
	Knowledge	<ul style="list-style-type: none"> • Good knowledge of all aspects of essential nursing care • Understanding of hospice movement and palliative care. 	Essential Desirable
	Attributes	<ul style="list-style-type: none"> • Calm and caring approach. • Flexibility (including work patterns) • Ability to empathise with others. 	Essential Essential Essential
<p>This job description does not attempt to list all the tasks that the post holder would be expected to undertake. From time to time you may be expected to undertake work in other departments</p>			