



Morden College

Job Description

Job Title:	Healthcare Assistant
Hours per week:	36 FTE
Location/Department:	Cullum Welch Care Home
Reports to:	Unit Manager or Senior
Direct Reports:	None
Budgetary Control:	None
DBS Disclosure:	Enhanced (with Barred List check)
Date Prepared:	May 2018

JOB SUMMARY/PURPOSE:

- 1. To ensure that the highest possible standards of resident care are maintained.**
 - 2. To ensure that each individual resident achieves their maximum potential by using a holistic approach.**
 - 3. To be aware of responsibilities under the Health & Safety at Work Act and to ensure safety procedures are carried out to maintain a safe environment for residents, staff and visitors.**
 - 4. To comply with the 6 groups of safeguarding reports, the internal procedures for reporting possible incidents and also the process of whistleblowing within the Care Home.**
 - 5. To maintain good communication at all times to ensure continuity of care and practice.**
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KEY DUTIES & RESPONSIBILITIES:

- 1. Personal Care needs of residents including but not exclusively;-**
 - Admission / transfer information
 - Bathing and general hygiene
 - Mouth / denture care
 - Toileting including catheter / enema / bowel / bladder procedures and completing associated monitoring charts
 - Assisting with feeding and drinking and completing associated monitoring charts
 - Assisting with general mobility, in and out of bed and in and around the care home
 - Assisting with dressing and undressing as required
 - Pressure care prevention and pressure care procedures including monitoring
 - Infection control procedures and practice including use of PPE
 - Keyworker responsibility and family liaison

2. Completion and updating of care plans, monitoring charts, medication records, risk assessments and any other resident related documentation.
3. To maintain the safety of residents, staff and visitors by compliance with aids, call bells and equipment as required.
4. To observe and report changes in resident condition to senior HCA, registered Nurses, Managers and or G.P timely and as appropriate.
5. To assist in the organisation of social activities and accompany on external visits as requested to support physical and mental wellbeing.
6. To help serve food in addition to assisting residents with eating – preparing light meals and snacks as required. Liaising with catering staff as necessary.
7. To assist with housekeeping duties as required e.g. washing up and cleaning spillages. Clearing dining rooms after meals to ensure the environment is hygienic and odour / stain free.
8. To monitor resident's dietary needs, likes and dislikes and monitoring weight changes, recording in documentation and ensuring changes and needs are acted upon speedily by good communication to colleagues.
9. To prepare resident clothing for laundry and returning clothes to bedroom storage after inspecting for minor repairs, labelling etc.
10. To ensure bed linen and laundry is collected, sorted and bagged ready for washing with adherence to colour coding/bagging of articles.
11. To provide good customer care to all by responding positively, cheerfully and helpfully to all enquiries or requests.
12. To attend personally to routine requests and ensure other matters are referred to the correct person in a timely manner.
13. To take a proactive and empathetic role with residents and families in Palliative conditions.
14. To attend all training as required and in particular keep personal mandatory and legislative training up to date.
15. To carry out any other reasonable duties falling within personal and role responsibilities of a healthcare assistant.
16. To know the location and content of Cullum Welch Court Policy files.
17. To assist in compassionate end of life care.

General Duties & Responsibilities

1. To maintain confidentiality at all times and to comply with the College policy thus ensuring security in the management and use of information.
2. To contribute to close working relationships with all personnel and to help to build an open, honest and happy culture that facilitates learning, creativity and excellence of delivery.
3. To be empathetic and courteous to residents and their relatives, treating them with care and consideration at all times and referring any issues or incidents directly to management/nursing staff as appropriate.
4. To undertake any other duties at the request of the line manager which are commensurate with the role, including project work, absence cover and taking part in College events.
5. To operate in accordance with the College's policies and procedures as detailed on the College's website and intranet and as set out in the Staff Handbook and elsewhere, and ensure compliance with Safeguarding Adults policies, Care Quality Commission legislation and key lines of enquiry.
6. To work in accordance with the Health and Safety at Work Act 1974 and related College regulations; understanding the health and safety policy and ensuring that care is taken to protect the health, safety and welfare of residents, staff and visitors in Morden College. This will include reporting of faulty equipment to the relevant manager.
7. To undertake training as necessary in line with development of the post.
8. To participate fully in the performance management process and undertake Continuing Professional Development as required.
9. To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
10. To ensure compliance with the General Data Protection Regulation (EU) 2016.

This job description is not meant to be exhaustive and will be reviewed and amended as necessary to meet the changing needs of the organisation. It will also be used as the basis for determination of objectives and the contents will be used as part of the appraisal process. This job description has been agreed between the post holder and Morden College.

Employee's signature:

Manager's signature

Print name:

Print name:

Date:

Date: