

# **Prospect Private Nursing Home**

## **Job Description**

### **Health Care Assistant**

**Job Title:** Health Care Assistant

**Qualifications:** There are no statutory qualifications for this post  
Previous experience is essential

**Accountable to:** RGN in Charge, Sister, Nurse Manager.

**Reports:** RGN, Sister, Nurse Manager.

**Job Purpose:** You will support and assist the RGN and Sister as they provide the highest possible standards of Nursing Care, by providing personal assistance to Residents, working within a multi disciplinary team.

#### **Professional Responsibilities:**

- Personal assistance to individual residents which may include help with feeding, washing, dressing, bathing and toileting etc
- Attending to residents who are confined to bed and helping reposition as necessary for their care and comfort.
- Encouraging residents when necessary with activities, both within the home and outside the home.
- Observing any unusual behaviour/incidents involving residents and reporting to a senior member of staff.
- Contribute to the assessment of the resident's response to nursing care and participating in any divisional/therapeutic activities involving the residents.
- Reporting any accidents/untoward incidents immediately to trained staff.
- Help maintain high standards of cleanliness and hygiene in all areas of the home.
- Assist in distributing resident's laundry and ensuring clothing is well maintained.
- Maintaining confidentiality within the home with regards to residents and staff.

#### **Secondary Duties**

- Accompanying residents when necessary on activities/visits outside the home.
- Any other duties that may be considered relevant.

## **General Responsibilities:**

To be aware and familiar with the home's policies relating to:

- COSHH control of Substances Hazardous to Health
- Health and Safety
- Infection Control
- Moving and Handling
- Fire Safety
- Protection of Vulnerable Adults

Also

- Ensures the economic use of all supplies and equipment. Maintaining all these resources in a satisfactory condition and reporting any faults/breakages
- Completes and maintains relevant paperwork
- Reports all accidents, complaints and defects in equipment to the Nurse Manager
- Ensures the safe keeping of patient's belongings and valuable in accordance with the Home policy

In addition to the above responsibilities, there are some general requirements that apply to all jobs in the Nursing Home.

- Participation in staff meetings
- Participation in training activities
- Participation in quality assurance systems

**The above Job Description outlines the main tasks required to perform the role. The job holder will be expected to take a flexible approach to undertake the work of the Nursing Home and will be required to carry out any other duties as reasonably required by the Nurse Manager. The Job Description will be reviewed on an ongoing basis in accordance with the changing needs of the role and the Nursing Home.**

Date Produced: March 2001

Revised : January 2014