



JOB DESCRIPTION	
Job Title:	Healthcare Assistant
Hours of Work:	Up to 25 hours per week Working flexibly over 7 days and nights
Base:	Barnsley Hospice, Gawber
Department:	Inpatient Unit
Accountable To:	Inpatient Unit Sister
Responsible For:	
Job Purpose:	To support and assist registered nursing staff in the delivery of holistic care for allocated patients in the IPU, in keeping with the needs and wishes of patients and their families.
Organisational Summary	<p>Barnsley Hospice is a charity that provides specialist palliative and end of life care to hundreds of local people and those close to them each year. Our main priority is to achieve the best possible quality of life for people living with a life-limiting illness, whilst supporting those close to them during the period of illness and bereavement. As a specialist care provider, the range of skills we offer include, pain and symptom management, emotional support and end of life care. The hospice currently employs about 100 people and has a team of volunteers, based both at the hospice and within our Retail Hub.</p> <p>We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQIA+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Barnsley Hospice.</p>
Main Duties & Responsibilities:	
Quality (includes safety/experience/effectiveness)	
<ol style="list-style-type: none"> 1. Under the supervision of a registered nurse, and in accordance with patient wishes, provide a high standard of holistic care to patients and their families. 2. Help to deliver, monitor and evaluate individual care plans to patients, communicating effectively to the multi-disciplinary team and seeking advice and support from colleagues as necessary. 3. Ensure that patient notes are updated accurately with relevant information on an ongoing basis. 4. Report complaints or concerns promptly to the IPU Sister or a more senior member of staff. 5. Follow Hospice procedures and protocols in caring for patients at all times in order to minimise health and safety, infection and other risks and to maintain a high-quality service. 6. Provide cover across hospice services as required. 	
Workforce Development & Professional Standards	
<ol style="list-style-type: none"> 1. Participate in quality improvement, practice development and innovation activities in the team to provide best practice. 2. Contribute to team learning and development activities to make improvements in practice. 3. Maintain IT competency in order to make full use of equipment e.g., computers, tablets, e-mail, the internet and on-line training. 	

4. Develop and maintain IT competency in the use of all Barnsley Hospice systems relevant to your role, including service specific systems.
5. Recognise the purpose and roles of other professionals in own team and how to contribute as an effective team member.
6. Develop good working relationships with other professionals whilst recognising boundaries of own role.
7. Recognise how to access and utilise available support systems for self and others working in palliative care.

Other Responsibilities

1. To undertake any other duties, commensurate with the role as required by the Hospice management.
2. To act as an ambassador of the Hospice, maintaining honesty, integrity and trustworthiness at all times.
3. The post holder will be expected to maintain strict confidentiality at all times.
4. The post holder will ensure that they are aware of and apply health and safety and fire precautions.
5. The post holder will ensure that clinical risk management and safeguarding procedures and relevant good practice guidelines are followed at all times.
6. The post holder is to ensure data protection is maintained at all times.
7. The post holder will be flexible in terms of working hours in order to meet service needs.
8. The post holder will support the Hospice as required, across the range of his/her duties as appropriate within the grading of this post. In the context of rapid and ongoing change within the Hospice, the above responsibilities represent the current priorities and requirements for the post. These priorities will develop and evolve over time. Any significant changes will be the subject of full communication and consultation with the post holder.

This job description is not an exhaustive list but it shows many of the aspects to this role.

PERSON SPECIFICATION
Knowledge and educational achievements:
<ol style="list-style-type: none"> 1. National Vocational Qualification (NVQ) Level 2 in Health and Social Care OR an equivalent alternative Level 2 Qualification i.e., NCFE level 2 Certificate in Healthcare Support Services, BTEC level 2 Health and Social Care. 2. Functional skills at level 2 in numeracy and literacy or equivalent 3. Has completed the Care certificate 4. National Vocational Qualification (NVQ) Level 3 in Health and Social Care OR an acceptable, alternative Level 3 Qualification <i>Desirable</i>
Experience and work achievements:
<ol style="list-style-type: none"> 1. 6 Months experience (current) in a Health or Social Care Environment. 2. Recent experience of providing care and caring for dying patients. 3. Experience of working in a specialist palliative care setting <i>Desirable</i> 4. Experience of working Hospice / community setting <i>Desirable</i> 5. Experience of quality improvement, clinical audit, practice development and how this is used to improve care <i>Desirable</i>
Skills and abilities:
<ol style="list-style-type: none"> 1. Excellent communication and interpersonal skills 2. Excellent organisational skills 3. Commitment to ongoing personal and professional development 4. Ability to work well within an MDT
Personal attributes:
<ol style="list-style-type: none"> 1. Strong commitment to the ethos and values to Barnsley Hospice and to the delivery of excellence in all aspects of care provision 2. A strong commitment to equality in service provision recognising the diversity in Barnsley 3. Credible nursing associate with the ability to instil confidence. 4. Communication skills and interpersonal style that engage, motivate, inspire and enthuse staff and volunteers. 5. Demonstrates a strong commitment to the value of teamworking. 6. Ability to monitor high standard of nursing care 7. Flexible and adaptable in your work. 8. Value honesty and integrity.