



## **JOB DESCRIPTION**

**Job Title:** Care Assistant

**Accountable to:** Qualified Nurse

### **PURPOSE OF POST**

The post holder will be responsible for assisting in the delivery of personal care needs, for the individual patient working under the direct supervision of a qualified nurse.

### **SCOPE**

- Deliver a high standard of direct personal care to residents within St Vincent's Nursing Home.
- Work as part of the team within the home
- Maintain effective communication on any observations or concerns to the nurse in charge.
- Assist in controlling resources within the home effectively and efficiently.
- Participate in delivering care through internal rotation programme.

### **KEY RESULT AREAS**

- Provide a high standard of person centered care recognising the resident as an individual reflecting the philosophy of St Vincent's.
- Deliver competent and effective clinical care, such as washing, dressing, toileting, mobilising and feeding under the supervision or direction of a qualified nurse whilst working in partnership with the residents, relatives or significant others
- Participate in and ensure the elements of complaints, risk, Health & Safety and clinical Audit are reflected in the care provided.
- Maintain and ensure accurate and effective record keeping is of the highest standards.
- Work effectively with all members of the multi-disciplinary team involved directly or indirectly with the residents care.
- Work closely with the registered nurses to ensure the efficient, and effective use of resources within your sphere of responsibility.
- Work closely with the registered nurses to ensure that nursing aims and developments, improve standards.
- Be competent to deliver care in a respectful and courteous manner when dealing with colleagues, relatives and other public and professional people.
- Be prepared to undertake any aspects of care or non caring duties requested by the Matron.
- Ensure and maintain accurate record keeping and records reporting any concerns or abnormalities immediately to the nurse in charge.
- Demonstrate that your care is current and evidenced based with the guidance of the RNs
- Ensure that all the relevant St Vincent's policies and procedures are understood and adhered.
- Comply with written, verbally agreed conditions of employment; hours of duty, uniform, time keeping.
- Be aware of personal limitations.
- Assist in the maintenance of a safe and healthy environment.

## **Education & Training**

- Actively promote, develop and maintain an environment, which encourages life long learning within St Vincent's.
- Participate in Appraisals to develop self in line with St Vincent's policy.
- Participate in training and development.
- Identify own learning needs and take responsibility for own professional development
- Attend any mandatory training programmes as required and ensure safe work practices are employed.

## **ADDITIONAL INFORMATION**

### **CODE OF CONDUCT**

St Vincent's has adopted the principles of the DoH's Code of Conduct which requires the post holder to live out the Code in every aspect of their work, and for their actions to demonstrate a commitment to the Code. In particular, the post holder must:

Accept accountability for his/her own work, the performance of those he/she manages and of his/her own organisation.

Be honest and act with integrity.

Demonstrate their commitment to team working by co-operating with all colleagues within St Vincent's Nursing Home and with those in the wider community.

Make the care and safety of patients their first concern and act quickly to protect patients from risk.

Respect the public, patients, relatives, carers and partners in other agencies

### **CONFIDENTIALITY:**

Information relating to patients, employees and business of the Home must be treated in the strictest confidence. Under no circumstances should such information be discussed with any unauthorised persons or organisations. All staff must operate within the requirements of the Whistleblowing Policy.

### **HEALTH AND SAFETY:**

Employees are required to ensure they are aware of, and comply with, policies and procedures relating to Health & Safety (whether statutory or Home) and assist in ensuring the compliance of other staff.

Comply with the NO Smoking Policy. Applicants should be aware that it will not be possible to smoke throughout working hours. You may be required from time to time to work within other areas or sections of St Vincent's. Permanent changes of base will only be made after consultation with the post holder.

### **WORKING TIME REGULATIONS:**

The home is committed to the principle that no member of staff should work, on average, more than 48 hours per week. Staff who do exceed this limit need to complete an opt out form. Any member of staff who undertakes work outside the Home, regardless of whether they exceed 48 hours or not, must inform their manager of this in writing.

### **EQUAL OPPORTUNITIES:**

The Home is pledged to equal opportunities for all and is committed to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, marital status, age, race, colour, sexual orientation, creed, nationality, ethnic or national origin or disability.

*This Job Description is illustrative of the duties and responsibilities of the post. It will be subject to modification as appropriate.*