



JOB DESCRIPTION

Job Title - Hospice at Home Healthcare Assistant Nights

Ref

Responsible to

Hospice at Home Team Manager

Principal contacts

(a) Internal: All Hospice Staff and Volunteers

(b) External: Patients, Carers, Relatives, Primary Health Care Teams, Hospital Health Care Teams, care homes, Social Services, Emergency Services, Other Voluntary Organisations

Environment

The post is based at St Barnabas House, however, most duties will be undertaken in patients' own homes and therefore environment will vary

Job purpose

To support the Registered Nurses in providing evidence based, individualised end of life care to patients in their own homes, adhering to statutory regulations and Hospice policies.

To provide high quality care to patients and support to their carers overnight in their own homes enabling them to remain in their preferred place of care and avoid unnecessary acute admission.

Principal duties and responsibilities

1. To work under the direct and indirect supervision of the Hospice at Home Team Manager in the delivery of quality, holistic nursing care for patients in their own homes, working alone for specific periods and therefore working with an agreed level of autonomy

2. To take into account, and meet, the physical, emotional, spiritual and social needs of the patient, their relatives and friends.
3. To establish and maintain effective communication and working relationships with multi-disciplinary teams thereby contributing to the maintenance of accurate and relevant records by recording care provided
4. To communicate effectively with patients, relatives and carers to establish and maintain trusting relationships and to report any changes in condition to the Hospice at Home Team manager so that care is planned and implemented appropriately
5. Help promote and maintain an environment that is safe and conducive to meeting the needs of patients, their relatives and friends, promoting and maintaining dignity and privacy and to be aware of and adhere to all local policies and protocols.
6. To offer high levels of emotional support to patients, relatives and carers, particularly during the breaking of bad news and time of death, recognising own limitations and referring to appropriate practitioner
7. To assist patients with their personal care and all activities of daily living, helping to move, position and mobilise patients and perform clinical observations e.g. temperature, blood pressure, pulse and respirations, observing for any abnormalities and reporting accordingly
8. To undertake CPD activities to develop and maintain own knowledge and skills in palliative care and to ensure all mandatory training is up to date within specified timescales

Person Specification

- **NVQ 3 or equivalent in Health and Social Care or related subject**
- **2-3 years experience preferably gained within a community setting**
- **Able to demonstrate a good insight into palliative care principles and philosophy**
- **Excellent communication and interpersonal skills**
- **Ability to work in a team, preferably multi-disciplinary**
- **Ability to use own initiative**
- **Ability to respond appropriately to changing situations**
- **Able to identify personal coping strategies**
- **Full driving licence**

Personal grief resolved sufficiently to cope and perform within palliative care setting

OTHER DUTIES

To undertake any other duty within your ability and within reason, as may be required from time to time, at the direction of your line manager.

ASSISTANCE

The Hospice has the advantage of being supported by a number of volunteers. If a volunteer is assigned to assist you at any time, you will still retain responsibility for the requirements of this job in terms of accuracy, efficiency and standards of completion. You

will also ensure good communication and be mindful of your responsibility towards that volunteer in terms of Health and Safety.

CONFIDENTIALITY

You should be aware of the confidential nature of the Hospice environment and/or your role. Any matters of a confidential nature, relating to patients, carers, relatives, staff or volunteers must not be divulged to any unauthorised person. Ensuring patient confidentiality is maintained in accordance with the Caldicott principal and Data Protection Act.

DATA PROTECTION

You should make yourself aware of the requirements of the Data Protection Act and follow local codes of practice to ensure appropriate action is taken to safeguard confidential information.

HEALTH AND SAFETY

You are required to take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions and you should ensure that statutory regulations, policies, codes of practice and safety and good house-keeping rules are adhered to, attending safety and fire lectures as required.

SAFEGUARDING

All staff and volunteers are required to be aware of and adhere to St Barnabas Hospices' safeguarding policies and attend the appropriate training as and when necessary.

JOB DESCRIPTION

This Job Description is not intended to be restrictive and should be taken as the current representation of the nature of the duties involved in your job and needs to be flexible to cope with the changing needs of the job and the Hospice.