

DEVIZES LOCALITY PRACTICES

JOB DESCRIPTION

Job Title:	Health Care Assistant, Leg Ulcer Club
Hours:	8.00am-2.00pm, Thursdays
Reports To:	Leg Club Lead Nurse
Works in Close Liaison with:	Leg Club Nursing Staff Leg Club Administrator Leg Club Volunteers Devizes Locality Practices Associated 3 rd sector and voluntary organisations
Accountable to:	Devizes Locality Practice Leads

MAIN DUTIES & RESPONSIBILITIES

Clinical

Working under the supervision of the Leg Club Nurses and Clinical Lead, the HCA will:

- Ensure effective care planning implementation and evaluation of care.
- Undertake specialist wound-care directly related to the assessment, planning and evaluation of patient care, specified in the Level 2 Leg Ulcer care contract, under the supervision of the nurses and in the spirit of wound care best practice.
- Promote personal and professional expertise through regular evaluation and updating of practice.
- Undertake partnership working with Primary Care Nursing, Social Service Departments, Local Authorities and providers of acute care plus other Agencies.
- Undertake health promotion for patients and their carers.
- Respond to urgent issues as they arise and manage accordingly.
- Communicate complex information to patient and relatives using empathy and reassurance to overcome barriers to understanding.
- Work closely with patients and relatives to ensure they have the opportunity to contribute to the care plan and delivery of care.
- Ensure that all Infection Control measures are addressed within a best practice framework.

Managing Resources

- To promote good communication, employment practices and industrial relations within the nursing team.
- To support the administrator to ensure that the overall aims and objectives of the service are achieved.
- To share knowledge/skill acquired through professional development within the team.

Professional Responsibilities

- To work within the Wiltshire CCG guidelines and Lindsay Leg Club protocols or policies.
- To work at all times in a professional manner and maintain a personal and professional status.
- To undertake a yearly appraisal and develop a personal development plan based on your own appraisal targets, service and personal training and development needs.
- To actively work with the District/ Primary Care Nursing Professional Development Nurses and Professional Improvement Practitioners.
- To utilise information technology to collect and provide information to support patient care.

Maintaining Health Records

All staff have an obligation to ensure that health records are maintained efficiently and that confidentiality is protected. Staffs are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, agree to maintain both patient/client and staff confidentiality. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the Access to Health Records Act 1990.

Waste Disposal

All staff must ensure that waste produced within the Leg Club is disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.

GENERAL DUTIES

Equal Opportunities

The Devizes Locality Practices are committed to an Equal Opportunities Policy. The aim is to ensure that no individual receives less favourable treatment on the grounds of sex, sexual orientation, marital status, disability, religion, age, creed, colour, race, nationality, ethnic or national origin. Whilst the Trust recognises that specific responsibilities fall upon management, it is also the duty of all employees to accept personal responsibility for practical application of the Policy.

Staff and Public Goodwill / Confidence

The Devizes Locality Practices aim to maintain the goodwill and confidence of its own staff and of the general public. To assist in achieving this objective, it is essential that at all times employees must carry out their duties in a courteous and sympathetic manner.

Data Protection Act

To promote equality of opportunity and adhere to the requirements of the Data Protection Act, safeguarding confidentiality of personal information at all times.

Health and Safety at Work

The post holder is responsible for responsible for the Health & Safety of themselves, their colleagues and any visitors, in line with the regulations and duties of the Health & Safety at work Act (1974) to ensure that the agreed safety processes are carried out to maintain a safe working environment.

Confidentiality

In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately.

- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data. **This duty of care extends beyond the term of any position within the Practice.**

Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. It will be reviewed in conjunction with the post holder on an annual basis.

Other

To carry out other duties that are required within the role as it evolves within the development of the organisation.

FLEXIBILITY

This Job Description is neither exhaustive nor exclusive and will be reviewed periodically in conjunction with the post holder. The post holder is required to carry out any duties that may reasonably be requested by the Partners or management team.