



LauraLynn

IRELAND'S CHILDREN'S HOSPICE

PERSON SPECIFICATION

&

JOB DESCRIPTION

Health Care Assistant

BENEFITS OF WORKING WITH LAURALYNN

- **Flexible working options (full time, part time, self-rostering)**
- **Free onsite car parking**
- **Subsidised restaurant**
- **Pension scheme**
- **VHI health group scheme**
- **EAP – free confidential support service including one to one counselling for staff and their family members**
- **Wellbeing programme**
- **Excellent learning and development opportunities**
- **Comprehensive orientation pack**

PERSON SPECIFICATION

JOB TITLE: Health Care Assistant

Grade: HCA

Department: Children's Palliative Care Services

Report to: Staff Nurse/Clinical Nurse Manager

FACTOR	ESSENTIAL	DESIRABLE
EDUCATION & EXPERIENCE	<ul style="list-style-type: none"> • Recognised QQI Level 5 or equivalent • Minimum of 1 year experience working with children with additional needs. 	<ul style="list-style-type: none"> • Manual handling course • First Aid • Food Hygiene Training (HACCP) • Experience of working with children with life limiting conditions.
SKILLS/ABILITIES	<p>Demonstrates the following skills and knowledge:</p> <ul style="list-style-type: none"> • Displays professional knowledge and skills to undertake the role • Initiative and Motivation • Communications and Interpersonal Skills • Problem Solving and Decision Making • Planning, Organising and Time Management • Coping Skills • Client/Customer Focused 	<ul style="list-style-type: none"> • Skills in art, music or drama.
KNOWLEDGE & UNDERSTANDING	<ul style="list-style-type: none"> • Knowledge of children with complex needs. 	

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SUMMARY

DEVELOPMENT AND PERFORMANCE REVIEW

3 Months – Pre-performance assessment

6 Months – Performance assessment

Thereafter – Annual Appraisal

FUNCTION:

To assist in the delivery of a person centred service to children/young people with life limiting conditions and their families. The person is expected to assist in providing a homely and caring environment as part of a team.

DUTIES AND RESPONSIBILITIES

Main Areas of Responsibility:

1. General Duties
2. Hygiene/Infection Control/Personal Care
3. Education/Professional Development

1. GENERAL DUTIES

- Ensure delivery of a high standard of care
- Assist with the child's/young person's activities and care as assigned by the Clinical Nurse Manager and as indicated in the child's/young person's Integrated Care Plan.
- Encourage recognition of the child/young person as an individual ensuring that they and their family's needs and comforts are given priority
- To act as an advocate for the child/young person and family ensuring the provision of appropriate information and support
- To ensure that junior staff and colleagues assist in all aspects of the child's/young person's Integrated Care Plan in a safe and observant manner
- Using HACCP guidelines, ensure individual child/young person's dietary needs are adhered to, including special diets and supplementary drinks under the direction of nursing staff
- Preparation and administration of gastrostomy feeds when training has been completed and competency has been assessed.
- Report changes noted in the child/young person's condition/behaviour to the Staff Nurse or Clinical Nurse Manager
- Documentation pertaining to the child/young person's care must be countersigned by a registered Staff Nurse.
- Develop social interaction for children/young person individually and in a group setting

- Report requests, queries from children/young people/parents/visitors to the Staff Nurse or Clinical Nurse Manager
- To be aware of the uses, safety precautions and handling of equipment
- Report all incidents and complaints involving self, children/young people or visitors to Clinical Nurse Manager or Staff Nurse in charge and ensure incident/complaint form is completed
- Receive all visitors and family members to the unit with courtesy, ensuring they sign the fire record log book and adhere to the hand washing standards
- To participate in all communication processes - team meetings/staff forums/emails

2. HYGIENE/INFECTION CONTROL

- Clean, check and assemble all medical/other equipment as required as per
- LauraLynn, Ireland's Children's Hospice schedule e.g. trolleys, SATS monitors, suction machines, hoists etc.
- Wash and sanitize beds, lockers and wardrobes as per unit guidelines and following discharge of children and as required
- Assist with the disposal of waste including clinical waste as per LauraLynn, Ireland's Children's Hospice policy
- Attend to domestic/bodily substance spillage immediately as per LauraLynn, Ireland's Children's Hospice policy
- Ensure linen cupboard and store areas are kept tidy and stocked adequately to level agreed by Clinical Nurse Manager

3. EDUCATION/PROFESSIONAL DEVELOPMENT

As per Personal & Intimate Care/Moving & Handling Policy:

- Ensure the dignity of the child/young person is respected throughout all personal care
- Ensure all care is in keeping with Integrated Care Plan
- Bath, shower, dress and undress children/young people
- Assist with oral care

Maintaining the necessary skills and knowledge is important in this role. This being the case the postholder must ensure their continuous development including abiding by any professional code of practice or ethical code applicable to the role. It is also incumbent on the postholder to ensure all mandatory training deemed necessary is up to date.

4. HEALTH AND SAFETY

In respect of Health and Safety these duties must be performed in accordance with LauraLynn's health and safety policy. In carrying out these duties the employee must ensure that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act. Staff must carry out their duties in a safe and responsible manner in line with LauraLynn Policy as set out in the safety statement, which must be read and understood.

5. QUALITY, RISK AND SAFETY RESPONSIBILITIES

It is the responsibility of all staff to:

- Participate and cooperate with legislative and regulatory requirements with regard to Quality, Risk and Safety
- Participate and cooperate with LauraLynn Quality and Risk and Safety initiatives as required
- Participate and cooperate with internal and external evaluations of the centres structures, services and processes as required, including but not limited to, The National Hygiene Audit,

- National Decontamination Audit, Health and Safety Audits and other audits specified by the HSE or other regulatory authorities
- To initiate, support and implement quality improvement initiatives in their area which are in keeping with LauraLynn quality, risk and safety requirements.

6. SPECIFIC RESPONSIBILITY FOR BEST PRACTICE IN HYGIENE

Hygiene in healthcare is defined as *“the practice that serves to keep people and the environment clean and prevent infection. It involves preserving ones health, preventing the spread of disease and recognising, evaluating and controlling health hazards”*.

- It is the responsibility of all staff to ensure compliance with LauraLynn hygiene standards, guidelines and practices.
- Department heads/managers have overall responsibility for best practice in hygiene in their area
- It is mandatory to attend infection control training yearly

The above job description is not intended to be a comprehensive list of duties and responsibilities and consequently the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post when in office. This job description may change in line with the changing needs and objectives of the organisation.

FLEXIBILITY:

This post requires a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore the post holder will be required to demonstrate flexibility on occasion as and when required by their manager.

DIGNITY AND WELFARE OF PATIENTS:

As a health care provider all staff are expected to behave towards service users and their families in a caring, professional and responsible manner. In line with the Trust in Care policy it is the duty and responsibility of all employees of LauraLynn, including this post holder, to report any concerns for the safety and welfare of patients to their line manager or head of department.

DIGNITY AT WORK:

All members of staff at LauraLynn have a right to be treated with dignity and respect and to work in a safe environment which is free from all forms of bullying, sexual harassment and harassment. Thus all staff, including this post holder, have a responsibility to help maintain such a working environment. All employees must comply with the national/LauraLynn Dignity at Work policy and ensure that their behaviour does not cause offence to fellow workers or any person with whom they come into contact during the course of their work.

CONFIDENTIALITY:

In the course of his / her employment, the person appointed may have access to or hear information concerning the medical or personal affairs of service users or staff or other health service business. Such records or information are strictly confidential and unless acting on instructions of an authorised officer on no account must information be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody/destroyed in accordance with policy when no longer required.

DRESS CODE / UNIFORM:

Attire and personal appearance must, at all times, conform to a standard LauraLynn considers appropriate. Staff attached to certain departments may be required to wear a uniform or other protective clothing. Where applicable any such requirements as detailed by the immediate supervisor must be adhered to at all times.

HYGIENE:

Being a health institution hygiene plays a central role in maintaining a clean and healthy environment for our service users, families, visitors and staff. All employees of LauraLynn must always be mindful of their responsibility to maintain a high standard of hygiene including personal hygiene and as part of their role within the organisation.

HEALTH AND SAFETY:

LauraLynn is committed to providing a healthy and safe working environment for all staff. Each staff member has a legal obligation to carry out his/her duties in a safe and responsible manner in line with the policy as set out in the LauraLynn safety statement.

HEALTHCARE ASSOCIATED INFECTIONS (HCAIs)

In order to reduce the risk of HCAIs, compliance with Infection Prevention and Control policies and the attendance at infection control training, are essential for all staff members. It is paramount that each staff member practice good hand hygiene techniques. Staff members have a responsibility to report any obstacles to maintaining high standards of Infection Control and hand hygiene to their line manager or Infection Control Team

QUALITY:

To ensure the provision of the highest possible quality of service to our patients, all employees at LauraLynn have a responsibility to ensure adherence to and participation in internal and external quality control and assurance programmes on an ongoing basis.

Note: This job description is an outline of current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. As the role develops in the organisation this job description may be reviewed in light of possible new structures and/or changing needs of the organisation.

TERMS AND CONDITIONS

TENURE:

This is a permanent contract of employment.

REMUNERATION:

In line with October 2021 Health Sector Consolidated Pay Scales

Please note that whilst this position is not HSE/public funded, the salary is linked to the national HSE payscales. Payment is made on a monthly basis (last Thursday) by credit transfer.

HOURS:

39 hours per week, exclusive of unpaid rest breaks.

ANNUAL LEAVE:

22 – 25 days/ 171 – 195 hours per annum.

PENSION SCHEME:

Membership of superannuation (pension) scheme is compulsory. Superannuation contributions at the appropriate rate will be payable in accordance with the provisions of the determined pension scheme. Further information will be issued upon appointment to the role.

RETIREMENT AGE:

Retirement age will be determined by the superannuation scheme a new employee is aligned to. Further information will be issued upon appointment to the role.

HEALTH:

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

GARDA VETTING:

Arrangements have been introduced, on a national level, for the provision of Garda Clearance in respect of candidates for employment in areas of the Health Services, where it is envisaged that potential employees would have substantial access to children or vulnerable individuals. The successful candidate will be required to complete a Garda Vetting form prior to starting with LauraLynn.

OTHER BENEFITS:

- Flexible working options
- Subsidised Canteen (incl. free tea/coffee)
- Sick Pay Scheme
- Strong emphasis on learning & development
- Free on-site parking
- Wellbeing supports & activities
- Free counselling & other confidential services (EAP) – open to staff and their family members
- Cycle to work scheme