

Job Description

Job title	Healthcare Assistant
Project/team	Nursing Team
Main place of work	Clouds House
Report to	Deputy Nurse Manager
Date This is the date the job description was written	August 2016
Key contacts Internal and external	Clients Nursing Team Counselling team Maintenance House keeping and Kitchen team
Main purpose of the role In one or two sentences summarise why this role exists	To assist in the delivery of clinical care planned and assessed by registered nurses. Support clients to fully engage in the treatment programme.
Key accountabilities Financial, decision-making, key targets	To provide nursing care in a therapeutic environment under the supervision of a registered nurse.
Main duties	<p>To undertake clinical work as delegated by the registered nurse, including but not limited to:</p> <ul style="list-style-type: none"> Assist in the admission/discharge process. Undertake and accurately record BP, TPR Undertake and accurately record blood glucose readings Undertake and accurately record urine testing/ drug screening and alcohol testing Collect specimens as required. Undertake personal care to meet hygiene needs Observe clients during the administration of medication Assist registered nurses with the administration of controlled drugs To observe and recognise changes in clients' conditions and report findings to the registered nurse Liaise with the kitchen about clients requirements for food, especially if there are difficulties due to detox or eating disorders <p>Supporting clients to fully engage with the treatment programme:</p> <ul style="list-style-type: none"> Maintain professional boundaries Provide information to clients about activities and boundaries Attend and contribute in community meetings Facilitate the induction group meeting, explaining the Code of Conduct, expectations of behaviour and rationale for these boundaries. Facilitate attendance at the weekly external AA/NA meetings Check clients' belongings on their return from shopping trips. Meet and greet Sunday visitors with awareness of suitability of items brought in. <p>Communication</p>

	<p>Relay information about clients to the treatment team Accurately and legibly record any relevant client care in the nursing notes</p> <p>Other duties: Enter required information on to the database Use the SMS text system Maintain adequate linen supplies and liaise with housekeeping regarding any shortage Check and maintain supplies of sharps bins Help with the allocation of complementary therapies Clean and prepare bed spaces as required with an awareness of infection control issues Become familiar with the unpacking procedure and items that may/may not be allowed in treatment Attending nurse team meetings/training days Attend or participate in mandatory training – Basic Life Support/Health and Safety/Infection Control/ Manual Handling</p>
<p>General duties Common to all roles</p>	<p>Comply with codes of practice, policies and procedures Take action to reduce health and safety risks Work in harmony with the Charity's values Respect others and value diversity Continuously develop knowledge, learning, skill and practice Continuously improve service delivery Perform other reasonable duties as may be required from time to time</p>
<p>Special conditions For example, unusual hours, travel</p>	<p>Work all shifts – days, evenings, nights and weekends as rostered. Attend the annual Clouds House reunion.</p>