



Position Description

Position title:	Healthcare Assistant / Kaiāwhina (Ward / DSU / PACU)	Date:	July 2024
Reports to:	Patient Services Manager / Area Manager	Department:	Ward / DSU / PACU
Number of reports:	Direct: N/A Total (include indirect): N/A	Location:	
Delegated financial authority:	N/A	Budget ownership:	No
Level of influence:	Leading self Leading others Leading leaders Leading the Organisation		

Our Organisation

At Southern Cross Healthcare, our vision is to help people live their best lives by reimagining healthcare.

Across our nationwide network, we combine the skills of more than 4,000 people including nurses and anaesthetic technicians, working with specialists, surgeons, anaesthetists, and allied health practitioners.

As New Zealand's largest private provider of healthcare, our strong "for purpose ethos" and through being recognised as one of New Zealand's leading and most trusted brands, we are poised to amplify the delivery of healthcare services like no other.

Vision	Purpose
Our vision is for what we aspire.	Our purpose is why we exist.
To help people live their best lives by reimagining healthcare.	To advance the provision of quality healthcare in Aotearoa New Zealand.

Values and Behaviours

Teamwork: We will work together because we know that a strong team will always outperform strong individuals.

Responsibility: We will take ownership and pride in our work. We will act with integrity and be accountable for our behaviour.

Respect: We will act fairly in a culture of mutual trust and respect.

Aspiration: We will aspire to be the best we can be. We will recognise and celebrate success.

Role Purpose

- To contribute to healthcare provision, performing direct and indirect tasks, under the direction and delegation of Registered/Enrolled Nurses, supporting the delivery of safe patient care.
- Supports application of skills and knowledge by regulated health professionals
- Contributes to the quality and continuity of patient care through effective workload management and teamwork

Key Relationships

Internal

- Senior Leadership Team
- Management team within the hospital including but not limited to Quality/Education/Infection Control/Health and Safety Team
- Registered Nurses
- Enrolled Nurses
- Multidisciplinary team
- Non-Clinical Team members

External

- Patients and whānau
- Medical Specialists

Key Accountabilities

General

- Perform delegated activities according to their level of training and demonstrated competence under the supervision of a Registered/Enrolled Nurse
- Understand and practice within the Southern Cross Hospital policies and procedures, ethical and legal requirements.
- Applies the principles of cultural awareness and cultural safety to practice.
- Develop knowledge and skills through taking responsibility for their own learning and proactively taking part in educational opportunities.
- Contribute to the quality and continuity of allocated tasks through effective workload management and teamwork.

Patient Services

- Performs delegated patient care activities under the direction of a registered nurse (RN).
- Assists RN and/or physician with patient treatment/procedures as directed. (Patient care activities related to hygiene, physical cares, intake/nutrition, elimination, ambulation/positioning, routine vital signs/monitoring, respiratory, ECG, basic safety procedures.)
- Measures, documents and appropriately reports physiologic data (vital signs) and observations made of patients or families. Any deviations or changes are verbally reported to the RN and documented in the patient's medical record (co-signed by the RN).
- Answers patient call bells, prepares patient rooms for admissions, changes bed linens, distributes/collects dietary trays and transports patients under the direction of the RN.

Utility Services

- Has an understanding about use of emergency equipment and when it would be needed
- Maintains department supplies and equipment needed for patient care. Ensures equipment and supplies are stored and stocked appropriately. Cleans equipment and supplies after use. Reports any deficiencies or unsafe equipment to the RN or manager at once.
- Supports the unit environmental needs by maintaining cleanliness in the kitchen, patient care areas, supply area, and the department in general. Keeps patient food refrigerator and medication refrigerator clean and uncluttered.
- Performs basic clerical and communication functions as needed within the workplace

Professional Development

- Completes mandatory training which includes CPR Level 2, Fire Safety, Infection Control, Restraint Minimisation, Liten Up Manual Handling and Cultural Competency and cyber security education
Completes PDRP (Professional Development and Recognition Program) as per Southern Cross Healthcare requirements

Health, Safety and Wellbeing

- All employees are responsible for complying with health and safety policies and procedures.
- You are responsible for your own health and safety while at work and ensuring that your actions or inactions do not put others at risk.
- Identify, report and self-manage hazards where appropriate.
- Ensure that you complete early and accurate reporting of incidents at work.
- Participate and co-operate for shared health and safety responsibilities
- Actively participate where improvements to health and safety at SCHL can be made

Commitment to the principles of Te Tiriti o Waitangi

- Demonstrate awareness and understanding of Te Tiriti o Waitangi obligations through manaakitanga (respect) and kawa whakaruruhau (cultural safety) as evidenced in interpersonal relationships.

Commitment to Diversity, Equity and Inclusion (DEI)

- Honour diversity by acknowledging and respecting others' spiritual beliefs, cultural practices and lifestyle choices as evidenced in interpersonal relationships.
- Seek opportunities to include diversity, equity and inclusion practices in everyday work.

Commitment to Environment, Social and Governance (ESG)

- Engage in sustainable practices whenever possible. Try to reduce the environmental impact of your work and take an active role to initiate change to meet Southern Cross' ESG (Environmental, Social and Governance) commitments.
- Actively engage to improve your knowledge regarding sustainable practices whenever possible.

Role Requirements

Experience and skills required:

- Excellent time management and organisation skills
- Excellent communication skills with a high standard of written and literacy skills

Experience and skills desirable:

- Previous experience within a Healthcare setting

Education and qualifications required:

- New Zealand Certificate in Health and Wellbeing (Level 3) or prepared to work towards in a set period
- Equivalency or recognition of prior learning may be considered (e.g. Student nurses working as HCA's)

Education and qualifications desirable:

- Basic First Aid / CPR Certificate
- Health & Wellbeing (Level 4)

Leadership Attributes

Human Centred Leadership

- Empathy
- Adaptability
- Connection

Performance Coach

- Accountability
- Engagement
- Collaboration

Change Enabler

- Execution
- Energy
- Contribution