

Position Description

Position Title:	Healthcare Assistant	Function/Division		Date:	April 2019
Position Reports To:		Section 2. Position Dimensions			
Primary Function (Why this role exists):	<ul style="list-style-type: none"> The Healthcare Assistant will contribute to healthcare provision by performing direct and indirect tasks for patients, under the supervision of a Registered Nurse 	Key Relationships - Internal		Key Relationships - External	
		<ul style="list-style-type: none"> Senior Leadership Team Registered Nurses 		<ul style="list-style-type: none"> Patients & their family 	
Section 1. Decision Rights		Capability Level	This role operates at: Leading Self Leading Others Leading Leaders Leading the Organisation		
Owns	<ul style="list-style-type: none"> Contribute to the quality and continuity of patient care through effective workload management and teamwork 				
Key Collaborations and Networks	<ul style="list-style-type: none"> Relationships with colleagues are maintained to ensure positive interaction and a collaboration team environment 	Position Impact	Number of direct reports:		
			Number of indirect reports:		
			Annual \$ Value of Sales/Revenue		
			Annual \$ Value of CAPEX/ OPEX or ASSETS		
			Other Key dimensions		
Section 3. 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
- You will identify report and self-manage hazards where appropriate
- Ensure that you complete early and accurate reporting of incidents at work. Have a knowledge and understanding of health and safety legislation, policies, standards and procedures

Section 4. Areas of Accountability:

Area of Accountability	Key Responsibilities
General	<ul style="list-style-type: none"> • Perform delegated patient care activities according to their level of training and demonstrated competence under the supervision of a Registered Nurse • Understand and practice within the Southern Cross Hospital policies and procedures, ethical and legal requirements • Develop knowledge and skills through taking responsibility for their own learning and proactively participating in educational opportunities • Contribute to the quality and continuity of patient care through effective workload management and teamwork • Any other duties as directed by the Ward Manager
Patient Services	<ul style="list-style-type: none"> • Water jugs are collected and replaced daily as required • Assists with meal service ensuring patients are able to eat and drink safely as directed, observing special requirements in meal selection and delivery • Records appropriately on fluid balance chart • Patient rooms are cleared of all linen and equipment on discharge, then prepared for admission tasks as directed • Assists nursing staff in transporting patients to and from theatre and radiology • Answers the Ward telephone calls in a professional manner, patient care needs are referred to a registered nurse •
Utility Services	<ul style="list-style-type: none"> • Maintains the Ward kitchen in a tidy state throughout the shift including fridges, microwaves and dishes. Ensures kitchen is tidy at the end of the shift and cleans the fridges and microwaves weekly • Completes the daily recording of fridge temperatures for both fridges in the ward kitchen • Ensures all patients meals that are reheated are documented appropriately • Ensures the Linen room is maintained with good supply of linen daily • Completes weekly cleaning of IV poles, BP monitors and other equipment as indicated by the ward co-ordinator
Safety, Quality & Risk	<ul style="list-style-type: none"> • Patient confidentiality is maintained and respected • Uses the Incident Reporting system appropriately



Professional Development	<ul style="list-style-type: none"> • Completes core competency training which includes CPR Level 2, Fire Safety, Infection Control, Restraint Minimisation, Liten Up Manual Handling and Maori Quality Health • Ensures uniform is kept clean and worn as per the uniform policy
Section 5. Education, Knowledge and Skill Requirements:	
Experience required	Formal education & training
Essential: <ul style="list-style-type: none"> • Excellent time management and organisation skills Desirable: <ul style="list-style-type: none"> • Previous experience within a Healthcare institution 	Essential: <ul style="list-style-type: none"> • Completed Level 2 NCEA/ 6th Form Certificate • Excellent communication skills with a high standard of written and literacy skills • Competent with Microsoft Office applications Word, Excel, and Outlook
Section 6. Personal requirements to meet position objectives:	
<ul style="list-style-type: none"> • Customer service orientated • Flexibility and adaptability • Able to use initiative, team worker, interpersonal communications skills, punctuality • Empathetic and friendly manner • Understanding of confidentiality 	

