

Job Description

Title: Health Care Support Worker (HCSW) / Rehabilitation Assistant (RA)

Band: Band 3

Staff Group: Nursing and Midwifery

Reports to: Registered General Nurse

Job Purpose:

- Under the supervision of registered health care professionals assist the multidisciplinary team with the provision of nursing and rehabilitation support to a high standard for neurological, including stroke patients.
- To participate and support in the implementation of Care Plans and Goal planning, to enable the patients to achieve maximum potential, independence, health and self-esteem.
- The post holder shows initiative, motivation and excellent organisational ability working closely with the interdisciplinary team.
- Ensure patient safety is maintained and patient experience is positive by treating all patients, relatives and colleagues with respect, dignity, and courtesy in accordance with Trust values.
- Ensuring that, always you act within the aims, objectives, policies and procedures of Portsmouth Hospitals University Trust.

Key Responsibilities

Patient Safety, Patient Experience and Use of Resources

- Ensure all possible steps are taken to safeguard the welfare, safety and security of patients, visitors and staff in accordance with Trust policies.
- Meet the needs of neurological rehabilitation patients under the direction of a registered health care professional and acting within the scope of competence.
- In a therapeutic manner provide high standards of personal care to patients to maintain their personal hygiene, appearance, diet, promote their independence and physical comfort ensuring that their privacy and dignity is maintained. Work in partnership with patients to respect their rights and choices.
- Recognise patient's needs and changing condition and respond and report appropriately and effectively.
- To ensure that rehabilitation goals, strategies and procedures are implemented and reinforced throughout the patient's journey.
- To work as an effective member of the interdisciplinary team and to participate in the care plan process in providing key feedback regarding progression and participation.
- While working with the interdisciplinary team, ensure optimum cognitive, social, emotional, physical, and functional recovery.
- To be responsible for undertaking personal development relevant to this role
- To complete dynamic risk assessment of the home environment on each visit to ensure safety for patients.
- To interpret and adapt Trust Policy regarding Infection Control and Prevention in the community.
- Report adverse incidents in accordance with Trust policy.
- Record and report information onto patient administration systems in written and electronic format, including assisting generic admin duties to assist the team.
- Always promote and demonstrate effective verbal and non-verbal communication with patients, relatives and colleagues recognising the need for tact, consideration, and confidentiality.

Team working

- Undertake specific organisational and administrative duties as required.

- As part of the team, working alongside other professions contributing to the delivery of individualised care, upholding the vision of the service.
- Assist other clinical areas within the Trust as the clinical situation and staffing levels require.
- Participate in innovation and quality of healthcare by attending team or department meetings, participate in projects, including audit and quality initiatives pertinent to the role.
- Encourage, initiate, and participate in individual and group activities appropriate to the patient's rehabilitation.
- Act as a link or associate link for a specific area of practice, e.g. health and safety, infection control.
- Assist with the supervision and support of students to enable their skills and knowledge development.
- Treat all patients and colleagues with respect in accordance with Trust values and Equality and Diversity Policy.

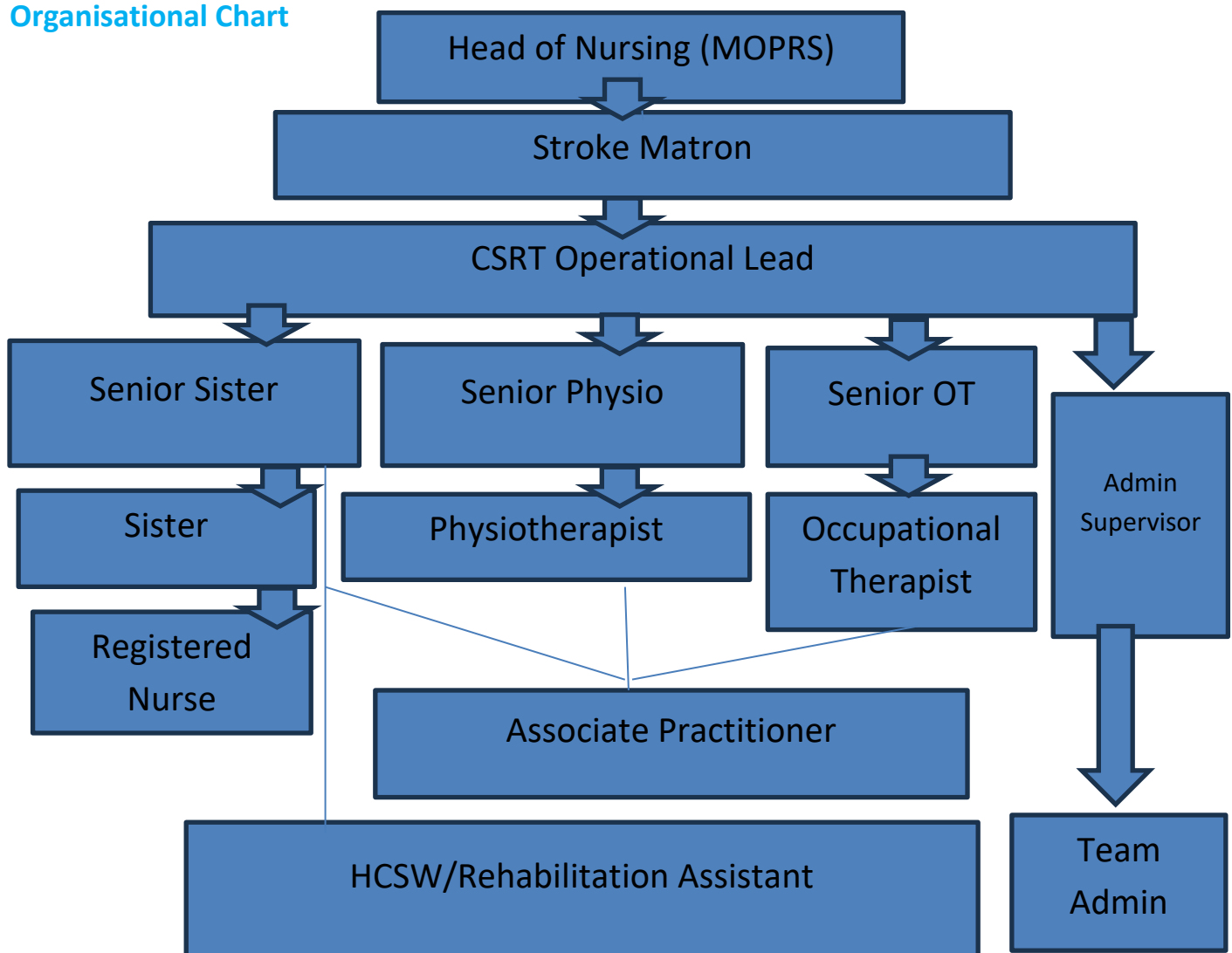
Professional Education and Development Role

- Complete the Trust Competency Framework for HCSW's and achieve the minimum skill set (list of competencies as defined in generic competency framework). Maintaining own learning record of evidence. To also achieve the competencies required for the RA role.
- Develop skills relevant to role in clinical speciality as identified by ward/department leader and in accordance with Trust Policies.

Recognise the need to participate in ongoing personal development by attending essential training for the role.

Participate fully in the Appraisal and Development Review Process

Organisational Chart





Management Essentials

We are proud to offer a comprehensive development programme, Management Essentials, designed to equip staff with the skills and knowledge to become effective managers.

This post has been identified as a role that will benefit from this training, and you will be able to enrol in both mandatory and, relevant, optional modules upon commencement with the Trust.

Please click [here](#) for further information on the Management Essentials programme.



Leadership Insights

Additionally, our new leadership development programme, Leadership Insights, aims to help all newly promoted, existing and aspiring leaders, at every level at the Trust, to recognise, reflect and role model the core principles of people-centred leadership.

If, this is of interest to you, you will be able to enrol upon commencement with the Trust.

Please click [here](#) for further information on the Leadership Insights programme.

Person Specification

Qualifications and Experience

Essential

- QCF or BTEC or equivalent (NVQ) Level 2 qualification in Health and Social Care/Clinical Health, or completion of NHSP Care Support Worker Development Programme with 1 year experience as a Health Care Support Worker + an English and Maths qualification at Level 2
- To have 1 year as a band 2 in rehabilitation or equivalent setting, such acute stroke or orthopaedics.
- Experience of working with people in a caring setting and a multidisciplinary team
- Experience working as part of a team.

Desirable

Experience within a hospital setting as a Health Care Support Worker

- 1 years' experience, as minimum, as a Band 2 in a rehabilitation setting

Skills and Knowledge

Essential

- Ability to work as part of a team and to work safely under own initiative.
- Effective patient/client care skills
- Excellent verbal and written communication skills, including by telephone.
- Respect for confidentiality.
- Able to meet the minimum skill set within first twelve months of appointment with support and development where required (list of skills as defined in generic competency framework).
- Skill in engaging others in a therapeutic relationship.
- Knowledge of the underpinning philosophy of rehabilitation.
- Knowledge of health and social care issues.

Desirable

- IT skills
- European Computer Driving Licence (ECDL)
- To be or working towards being a care certificate assessor
- Experience of liaising with other agencies

Personal Qualities / Other

- Flexible and willing to embrace innovative ways of working.
- Ability to initiate and prioritise tasks.
- Self-motivated and skilled in motivating others.
- Ability to recognise personal risk.
- Approachable, sensitive to the needs of others.
- Self-resilience
- An awareness of one's personal and professional limitations.
- Commitment to personal development.

Working Together for Patients with Compassion as One Team Always Improving

Strategic approach (clarity on objectives, clear on expectations)

Relationship building (communicate effectively, be open and willing to help, courtesy, nurtures partnerships)

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Personal credibility (visibility, approachable, back bone, courage, resilience, confidence, role model, challenge bad behaviour, manage poor performance, act with honesty and integrity)

Passion to succeed (patient centred, positive attitude, take action, take pride, take responsibility, aspire for excellence)

Harness performance through teams (champion positive change, develop staff, create a culture without fear of retribution, actively listen and value contribution, feedback and empower staff, respect diversity)

Job holders are required to always act in such a way that the health and wellbeing of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition, all staff are expected to complete essential/mandatory training in this area.

Print Name:

Date:

Signature: