



HEALTH CARE ASSISTANT IN REHABILITATION

Particulars of Office

1. The appointment is (Whole time, Part-time, Permanent, Temporary – insert as appropriate) and pensionable.

For some recruitment competitions a panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel may, (within the life of the panel), be considered for subsequent approved vacancies. Candidates are placed on a panel in order of merit. A panel is typically live for 12 months.

2. **Salary**

Remuneration is in accordance with the salary scale approved by the Department of Health Current scale. These particulars are subject to change in line with overall public pay policy. Candidates should expect to be appointed on the minimum of the salary range and in accordance with the Department of Finance guidelines.

3. **Superannuation**

The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children's Scheme or the Single Public Service Pension Scheme will apply to the position. Superannuation contributions at the appropriate rate will be payable in accordance with the provisions of these schemes.

4. **Duties**

The Health Care Assistant in Rehabilitation will perform such duties as are outlined in the attached Job Description.

5. **Hours of Work**

The normal hours of work associated with the whole time post are 39 hours per week usually discharged between the hours of 8.00 am and 8.00 pm on a Monday to Sunday (seven day) basis to meet the requirements for the extended day services in accordance with the terms of the Framework Agreement. (Reference HSE HR Circular 003/2009).

You will be required to work the agreed roster / on call arrangements advised to you by your line manager. Flexibility on hours of attendance in response to service needs will be a requirement e.g. assist others to cover patients whereby the post holder may be required to attend at such other times as are required for the proper discharge of duties including attendance outside normal working hours. Any work outside the normal hours must be authorised by the Head of Department/ Line Manager or their deputies.

6. **Probation**

The successful candidate will be appointed initially for a probationary period of 6 months. During the probationary period, The Hospital's Induction Policy and Probation Policy will apply. Progress or otherwise will be monitored and at the end of the period, the service will be

- a) Certified as satisfactory and confirmed in writing;

b) In certain circumstances this period may be extended and in such case, you will be advised in writing of this and the duration of the extension.

6. Retirement

No age restrictions shall apply to a candidate except where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). In this case the candidate must be under 65 years of age on the 1st day of the month in which the latest date for receiving completed application forms for the office occur. Continued employment is conditional upon capacity and conduct of the employee.

7. Annual leave

Annual leave and public holidays are granted in accordance with the provision of the Organisation of Working Time Act. 1997. Your annual leave entitlement will be advised to you by the Human Resources Department in your contract of employment. Annual Leave may be based on a number of factors such as grade, years of service and whole-time equivalency. Annual leave accrued must be taken within the duration of the contract or calendar year and as agreed between the post holder and the Head of Department.

8. Sick Leave

Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health.

9. Termination of office

The employment may be terminated at any time by four weeks' notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/77. The Management's right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

10. Garda Vetting Checks

Arrangements have been introduced, on a national level, for the provision of Garda Vetting Checks in respect of candidates for employment in areas of the Health Service, where it is envisaged that potential employees would have substantial access to children or vulnerable adults in the course of their duties. Garda vetting is done for the protection of these groups and the National Rehabilitation Hospital reserves the right to re-vet employees at any future point, as deemed appropriate by Hospital Management.

12. Confidentiality and Data Protection

In the course of your employment you must meet the requirements of the Data Protection Act and General Data Protection Regulation (GDPR) at all times. You may have access to or hear information concerning the medical or personal affairs of patients and/or staff, organisational or other health services business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised person can obtain access to them and must be kept in safe custody when no longer required. Breaches of confidentiality can result in disciplinary action, which may involve dismissal.

13. Hygiene and Infection Control

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies, procedures and guidelines are adhered to at all times. All employees have responsibility to prevent transmission of infection and to support the NRH's commitment to preventing and controlling Healthcare associated infections (HAI) All employees have responsibility to adhere to and implement optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of the National Rehabilitation Hospital's quality system to ensure the safety and wellbeing of its patients and staff and plays a role in the prevention and control of Health Care associated infection.

14. Policies / Legislation

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice. All members of staff have a duty to safeguard and promote the welfare of vulnerable adults, children and young people in all relevant areas of their work. This will include timely attendance at relevant training events and compliance with the National Rehabilitation Hospital Vulnerable Adults and Children Safeguarding Procedures.

Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

15. Disability Census

As part of the NRH's commitment to supporting the employment of people with disabilities and to comply with the requirements of the Disability Act 2005, all staff are required to inform the Director of Human Resources Ms. Olive Keenan, of any personal disabilities. This information is only requested in the event that appropriate arrangements must be put in place during the course of one's employment and will be stored in compliance with Data Protection legislation.

16. Diversity, Equality and Promoting Dignity at Work

Equality and Diversity are at the heart of the National Rehabilitation Hospital values. As an Equal Employment Opportunity Employer, the NRH is committed to promoting an environment free from discrimination and harassment in accordance with the Employment Equality Acts 1998 and 2004.

The Hospital recognises the benefits of having a workforce that reflects the community we serve. We expect staff to value and respect the diversity of those who use or contact our services. We are committed to equality of access to positions within the Hospital. The NRH does not discriminate in its recruitment activity or employment practices. All qualified applicants will receive consideration without regard to their race, color, creed, religion, national origin, age, disability, gender or sexual orientation

17. NRH Influenza (flu) Vaccination Programme

As a health-care provider, we have a professional and ethical obligation to protect our patients, The NRH offers the influenza (flu) vaccinations for all staff, including all contracted, agency and temporary employees, students and volunteers.

HEALTH CARE ASSISTANT IN REHABILITATION

1. Eligibility Criteria

	Essential Requirements	Advantageous Criteria
	The candidate must, on the latest date for receiving application for the position, possess the following Essential Requirements necessary for the safe and effective performance in the role:	The candidate, on the latest date for receiving application, may possess the following Advantageous Criteria, and where available, would contribute to immediate performance in the role:
Education and Qualifications	<ul style="list-style-type: none"> Hold a QQI Level 5 qualification or comparable relevant equivalent qualification of at least level 5 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI) specifically Health Care Assistant, Rehabilitation, Physiotherapy/Occupational Therapy/ Speech and Language Therapy Assistant 	
Experience	<ul style="list-style-type: none"> Previous employment not essential 	<ul style="list-style-type: none"> Experience working as a Health Care Assistant Be currently employed in the public health care system as a health care assistant without a Health Care Support at QQI L5 and will be willing to undertake the Health Care Support QQI L5 to include a Rehabilitation Module Demonstrates evidence of experience of working in a rehabilitation environment in a hospital setting Demonstrates evidence of experience of working with patients in a Health or Caring Service
Professional Knowledge:	<ul style="list-style-type: none"> Basic Life Support / CPR, as a Health Care provider, required as part of the induction process Ability to apply theoretical knowledge and understanding of the role to competently carry out each task 	<ul style="list-style-type: none"> Clear knowledge and understanding of how rehabilitation applies/integrates into role

Communication Skills:	<ul style="list-style-type: none"> • Demonstrates basic English competency skills • being numerate and literate • Communicates effectively and work collaboratively both orally and in writing • Demonstrates ability to listen effectively 	<ul style="list-style-type: none"> • Having basic information and communication technology skills
Planning and Organising Skills:	<ul style="list-style-type: none"> • Demonstrates evidence of effective planning, organisation and delivery of tasks, paying particular attention to meeting the needs of patients • Demonstrates flexible approach to work • Demonstrates ability to source and organise information effectively 	
Teamwork:	<ul style="list-style-type: none"> • Demonstrates ability to work within an interdisciplinary team to support patients to achieve goals • Demonstrates a willingness to embrace change initiatives and promote a positive working environment in a rapidly changing service 	
Patient/ Customer Focus	<ul style="list-style-type: none"> • Demonstrates ability to work in a patient focussed environment • Demonstrates understanding of and use of appropriate health and safety practices 	
Self and Professional Development	<ul style="list-style-type: none"> • Demonstrates ability to take responsibility for one's own learning and progress • Willing to maintain competency in all areas by contributing to and attending training • Demonstrates an ability to reflect on and evaluate the quality of own learning and achievement 	
Initiative	<ul style="list-style-type: none"> • Demonstrate a high level of initiative towards all areas of their work to ensure effective delivery and running of day-day service. 	
Problem Solver	<ul style="list-style-type: none"> • Demonstrates ability to problem solve 	

2. Health

Candidates or any person holding the office must be fully competent and capable, must be free from any medical condition, which would render them unsuitable to hold the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purposes of satisfying the requirements as to health, it will be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the Chief Executive or designated officer. Defects reported as a result of this examination must be remedied before appointment.

Health Promotion – The Hospital is committed to promoting healthy lifestyles for both patients and staff. Staff are expected to participate in initiatives to support better health and well-being in line with the Hospital objectives.

3. Character

Candidates for and any person holding the office must be of good character.



HEALTH CARE ASSISTANT IN REHABILITATION

JOB DESCRIPTION

Job Title:	Health Care Assistant in Rehabilitation
Purpose of the Position:	To work as an active member of the Interdisciplinary Team providing support and assistance to deliver an effective rehabilitation programme following the patients journey in accordance with the mission, values, policies and standards of the National Rehabilitation Hospital.
Reporting Relationship:	When working in the Nursing Area, the post holder will work independently under the direction and regular supervision of the Registered Nurses and report to the Clinical Nurse Manager or designated officer for the ward/area
Accountable to:	The post holder will be accountable to; Director of Nursing Patient, Public, their employer
Key Working Relationships/ Liaison/Communication:	Patients, their family and/or carers, working as a member of the Interdisciplinary team including Nursing, Medical and Therapists and all other professionals and teams with the NRH as required, members of the public, Community Staff, external agencies as required
Location	The post holder may be located/rotated throughout the hospital based on service need. While the role will predominately involve working in the hospital setting the post holder may be require to travel to or escort patients to other settings



HEALTH CARE ASSISTANT IN REHABILITATION

National Rehabilitation Hospital

The National Rehabilitation Hospital to provide high quality care and treatment to patients irrespective of background or status, on the basis of need.

Our vision: The hospital, in partnership with the patients and families, endeavours to achieve health and social gain through effective treatment and education of patients who, following illness or injury, require dedicated interdisciplinary rehabilitation services.

Our values: The hospital aims to achieve this in a manner that is equitable and transparent in its service delivery, sensitive and responsive to those availing of its services and supportive of the staff entrusted

Overview of the Role

The Health Care Assistant in Rehabilitation will:

- Work as an active member of the Interdisciplinary Rehabilitation Team, providing nursing support, clinician and therapy assistance to assess, plan and deliver Rehabilitation Programmes to patients
- Work under the direction of qualified staff in the performance of a variety of tasks and use own initiative, to support the efficient running of the Hospital, this includes time management
- Work with patients individually or in a group setting under direct and indirect supervision, facilitating their independence with activities of daily living, with the aim of enabling patients to their home/appropriate setting
- Ensure required paperwork, stock and equipment are maintained, reviewed and ordered to facilitate service delivery with patients.

General Accountability

The post holder must

1. To adhere to and demonstrate behaviour consistent with the Mission, Vision and Values and objectives of the NRH.
2. The post holder is accountable for their actions in the delivery of patient care for which they have been trained.
3. Everyone should be treated with dignity and respect and works towards a Positive Working Environment. The post holder must ensure practice is reflective of this.
4. The post holder must be cognisant of and comply with all relevant N.R.H. policies, procedures and guidelines. All staff when working offsite, are bound by NRH policies and procedures.
5. All staff must undertake competency assessment with their manager at least every 12 months. The job description will be reviewed as part of the annual competency process and will be used as the basis of setting objectives. Once performance/training objectives have been set, the staff member's progress will be reviewed on a regular basis so that new objectives can be agreed and set, in order to maintain progress in the service delivery.

6. All staff must attend and participate in all training and development programmes required, achieving and maintaining competency in all areas identified as part of an ongoing personal professional development.
7. In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital buildings and vehicles is not permitted
8. In line with the Safety, Health and Welfare at Work Act, 2005 all staff must comply with all safety regulations, requirements and audits.
9. Represents the profession and organisation both at work and outside the hospital, in a positive manner
10. To exercise good time management skills, punctuality and consistent reliable attendance, through prioritisation of tasks and reprioritisation of clinical and administrative tasks throughout the day based on urgency of need
11. Correctly and accurately complete appropriate written/electronic documentation, records and statistics in a concise, accurate and timely manner in line NRH policies, procedures and practices
12. The NRH is making increased use of computer technology. The majority of employees (both clinical and non-clinical) should expect to use automated information systems in their work (including but not limited to email, electronic health records) in order to improve quality and co-ordination of services, and to enable faster and more certain communication within the NRH. Necessary training will be provided.
13. Maintain NRH Dress Code Policy expectations

Principal Duties and Responsibilities

The Health Care Assistant in Rehabilitation will;

(1) Maintain provision of quality of care

- Provide quality care to patients in a sensitive and respectful manner
- Respond professionally, timely and sensitively to patient needs including concerns, potential or actual injury, and/or distress of all patients, visitors, and staff in a timely manner
- Work as a member of the Interdisciplinary Team to assist in the rehabilitation of patients, following them on their journey ensuring optimum cognitive, social, emotional, physical and functional recovery, ensuring that rehabilitation goals, strategies, programmes and procedures are implemented and reinforced throughout the 24 hour period.
- Assist in maintaining moral by effectively communicating and talking, engaging and working with patients on a daily basis
- Provide and receive complex and sensitive information from patients, professionals and other agencies on a daily basis
- Communicates with colleague to ensure sufficient time through competent planning and organisational skills, being responsible for and managing own workload and focusing on providing quality care to the patient
- Deliver an appropriate programme of rehabilitation to patients as prescribed by the relevant team member acting upon adjustment or modification specified by the relevant therapist

(2) Ensure Patient Safety

- Ensure the safety of patients, visitors and staff at all times
- By understanding and adhering to current standards of practice for Health Care Assistants
- By reporting to duty on time
- Demonstrates knowledge of all organisational emergency codes and participates effectively
- Protects patients from any injuries as far as is reasonably practicable e.g. ability to make day to day judgments of the patient's condition and ability to implement their rehabilitation programme for that day.
- Protecting patients from abuse and neglect and reports suspected and/or actual abuse to supervisor
- Assisting mobile, but disorientated, patients to navigate safely around the Hospital

(3) Maintains Effective Working Relationships in the Interdisciplinary Team

- Work as an effective member of the Interdisciplinary Team
- Demonstrates knowledge of the organisational structure through compliance with reporting and accountability relationships to communicate issues and concerns regarding patient care
- Prioritises own workload organising care effectively and efficiently, both independently and by seeking guidance from relevant professionals regarding clinical and other priorities
- Participates in team problem-solving methods
- Demonstrates positive conflict resolution skills with all IDT
- Attends and participates in staff meetings, handover, assigned meetings including IDT conferences, committees and other IDT activities and recommends suggestions for improvement
- Participates in development, implementation, and evaluation of resident care plans
- Patients Family and Visitor complaints to be directed to the appropriate senior staff/manager

(4) Maintains Personal Professional Knowledge, Training, Development and Skills

- Holds a QQI Level 5 qualification or comparable relevant equivalent qualification of at least level 5 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI)
- Completes training requirements to maintain competency and capability
- Understands a range of clinical and non-clinical information relation to patient care and rehabilitation
- Identifies professional education and learning needs
- Works as an active member of the Interdisciplinary Team, together with the patient and family, contributing to the rehabilitation programme of patients.

- As a member of the Interdisciplinary Team, incorporate up-to-date techniques and evidence based practice into work.
- Demonstrates knowledge, skill and appropriate usage of equipment according to instructions as requested by team members
- Shares new knowledge and learned skills with IDT members
- Attend and participate in staff meetings, Daily Handover, Huddle and assigned meetings as required including IDT conferences, committees and other development activities such as Grand Rounds to improve knowledge, skill, and competency
- Participates at an appropriate level in committees, projects, audits, data analysis and other performance improvement activities
- To maintain accurate, comprehensive and up to date documentation, in line with legal and organisational requirements, undertaking clerical duties as required.
- Facilitating knowledge of new staff member staff members and students

Specific Duties and Responsibilities

The Health Care Assistant in Rehabilitation will facilitate patient's independence with activities of daily living, with the aim of enabling service users during their rehabilitation programme

Functions completed by the Health Care Assistant in Rehabilitation are linked to the following distinct areas of patient centred care

1. Communication and Relationships
2. Respiratory Care
3. Eating and Drinking, Assistance with Dietary Needs
4. Intimate Care – Toileting
- 4a Intimate Care – Personal Cleansing and Dressing
5. Mobilising
6. Collaboration in other ward/department/programme activities
7. Maintaining a safe environment

(1) Communication and Relationships

Communication skills will be used to provide a quality service to patients, colleagues and the public in a courteous and effective manner. The Health Care Assistant in Rehabilitation has important obligations in relation to maintaining confidentiality and must observe strict confidentiality in respect of any information regarding patients or information relating to the programme or organisation. This applies to information accessed through interactions with patients and their relatives or through interactions with other staff. There is also an obligation on the Health Care Assistant in Rehabilitation to report to the relevant authority, any information that may indicate the potential of harm occurring to any person.

The Health Care Assistant in Rehabilitation will:

- Treat everyone in a manner in which they themselves would like to be treated
- Operate in accordance with the values of the Hospital. These values include integrity and openness, respect and support, caring, commitment and loyalty to the organisation
- At all times, maintain patient's confidentiality and adhere to the confidentiality requirements and related policies

- Be courteous in all dealings with patients, carers, families, staff, students, volunteers, visitors and team members at all times, whilst ensuring language is professional and inclusive at all times
- Respond to patients, colleagues and visitors appropriately, caring for patients according to set protocols, monitoring progress to their rehabilitation programmes and recording/ communicating all information accurately as required.
- Be responsible for observing, assessing and communicating changes in a patient's condition to an appropriate team member.
- Demonstrate a range of listening skills appropriate to the context of different patient, visitor, ward and therapy situations
- Contribute to the efficiency and effectiveness of the organisation by communicating openly with the staff about patients' and relatives' needs
- Participate in constructing a physical environment that communicates peace, comfort and care to patients, families and visitors
- Use a range of communication methods to provide, receive, exchange feedback patient information communicating the nursing and therapy aspects of patient care which will include the developed use of verbal and nonverbal communication tools for patients with physical and psychological conditions e.g. aphasia
- Support in the creation of opportunities, relationships and environments that make individuals want to communicate
- Establish rapport with patients and encourage engagement in specified activities to maximise their involvement in the delivery of rehabilitation goals using gentle persuasion and reassurance skills to gain patients co-operation in the process
- Report back to the registered therapist on the patient's level of function and ability noting changes, both positive and negative

(2) Respiratory Care

The Health Care Assistant in Rehabilitation reports any distress or change in patients breathing pattern to Nursing and Therapy Staff immediately. Under the direction of the Nursing and Therapy staff, The Health Care Assistant in Rehabilitation will assist;

- Staff to position the patient to assist them in breathing.
- Patients with Incentive Spirometry
- In the location and provision of respiratory devices and equipment
- Nursing staff and/or therapists with manual assisted cough technique

(3) Eating, Drinking and Assisting with Dietary Needs

The Health Care Assistant in Rehabilitation has a significant contribution to make in helping patients meet their needs for food and drink. Under the direction of the Nursing and Therapy staff the Health Care Assistant in Rehabilitation will:

- Maintains organisational policy in regard to meal and break times
- Feeding or helping patients to feed, as directed
- Assist patients with cutting or arranging their food so it can be easily eaten
- Observe the amounts of food and liquids consumed by patients who need special monitoring in this area and document appropriately
- Encouraging patients to drink plenty of fluid (as required) and making this possible by offering refreshing drinks frequently
- Measuring input and output as required

(4) Intimate Care

Toileting is an essential process for all living beings and we must ensure adherence to the Intimate Care Policy

The Health Care Assistant in Rehabilitation will:

- Assist in toileting of patients including the giving, removing and emptying of bedpans, urinals, commodes and the use of bedpan washer disinfectant.
- Supervise patients on commodes, in toilets and bathrooms and assist patients with their hygiene needs.
- Place patients on bedpans or commodes or assist nurses in doing this and ensure that patients are not left in this position longer than necessary
- Attend to patients' post elimination hygiene needs
- Assist with the care of incontinent patients
- Assist patients who are confined to bed with their toilet needs.
- Measure and record volume of urine eliminated by patients when this is a concern and as directed by the nursing staff
- Empty urinals recording volumes when directed
- Emptying urine drainage bags and recording volumes
- Emptying colostomy bags and other drainage bags as directed by the nursing staff (please note specific individual staffing arrangements)
- Disposing of used sputum containers
- Taking care of clothing belonging to patients which may become soiled
- The Health Care Assistant in Rehabilitation will strictly adhere to the universal precautions identified in the infection control policy document so as to prevent spread of infection when dealing with human waste products

(4) Intimate Care – Personal Cleansing and Dressing (please note specific individual staffing arrangements)

The Health Care Assistant in Rehabilitation will contribute to patients' comfort and maintenance of personal dignity by assisting them, when necessary, with personal cleansing and dressing activities ensuring adherence to the Intimate Care Policy

(5) Mobilising

The Health Care Assistant in Rehabilitation will be aware at all times of the needs of the patient, and will promote, encourage and help patients to maintain or regain their independence and restoration of function.

Following the appropriate training, the Health Care Assistant in Rehabilitation role will frequently require exertion of moderate amounts of physical efforts using hoists, transfer aids, wheelchairs and assisting patients with rehabilitation programmes e.g. exercise regimes, walking practice.

By undertaking therapeutic moving, handling patients and by reinforcing advice and patient education the Health Care Assistant in Rehabilitation will mobilise patients in the following ways:

- As a member of the Interdisciplinary team, facilitate access for patients to other appropriate professionals in the team and beyond
- To assist qualified staff with treatment/ rehabilitation/ therapy programmes as assigned e.g. this includes the use of hoists, patient handling equipment, patient handling equipment, walking aids, zimmer frames/crutches, carrying

out activities such as passive movements or applying splints, following appropriate training.

- To implement interventions that have been initiated by the therapist e.g. exercise regimes, gait re-education
- Assist patients with treatment programmes e.g. functional mobility on the bed to include rolling, sitting up and transferring in and out of the wheelchair using appropriate techniques.
- To undertake manual handling techniques and comply with manual handling policies and therapeutic guidelines when involving patients and/or equipment for e.g. moving patients in a patient setting
- Assist patients with walking when this is appropriate
- Assist in setting patients upon equipment e.g. tilt tables, Motomed
- Transfers from bed chair or wheelchair as directed by e.g. treating physiotherapist, nurse, doctor
- Positioning patients comfortably e.g. chair, beds, wheelchair and in a manner that enables mobility either in bed or on a chair
- Assist with turning and positioning patients
- Provide patients with aids that enhance opportunities for mobility in consultation with therapists
- Participate in moving and mobilising patients as directed by the staff and according to correct procedures which aim to prevent injury to all parties involved
- Report all falls, or other untoward events, experienced by patients to the nursing staff

(6) Collaboration in other ward/department/programme activities

The Health Care Assistant in Rehabilitation is a key member of the ITD and may on occasion be directed to undertake some activities that are indirectly related to patient care.

- Participate in group sessions and activities with patients, as required
- Checking non-clinical stocks and listing those that need re-ordering and check off non-clinical stores as they are delivered and put them away.
- Maintaining orderly storage of supplies, this includes keeping stock areas clean and organised, ordering new supplies etc. as required.

(7) Maintaining a safe and clean environment

All Staff have a responsibility to maintain health and safety of self and others within the performance of duties in accordance with the NRH health and safety policies including Risk Management policies, procedures and guidelines. The management of Risk, Infection Control, Hygiene Services and Health and Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment.

The Health Care Assistant in Rehabilitation will assist in maintaining a safe environment for patients, visitors and staff, by:

- continually managing the patient independently, following very clear policies, procedures and guidance. If in doubt the Health Care Assistant should always refer to a senior member of staff on duty.
- Undertaking delegated responsibilities when on duty for premises, assets, equipment and the welfare of patients.

- Ensuring a safe environment is maintained for patients, staff and visitors, understands and adhere to all the Health and Safety regulations and apply them in the workplace
- Maintain a safe and healthy environment for one's own self and others in accordance with infection control policies, procedures and regulations including practicing standard precautions and special isolation techniques
- Be familiar with organisational / Infection Control standards on storage and disposal of toxic and non-toxic chemicals and other wastes
- Demonstrates knowledge and skill on appropriate usage of equipment according to instructions
- Participates in the evaluation and recommendation of new equipment
- Responsibility to report spillages, as necessary, as quickly as possible to prevent accidents and to report any incidents/accidents/emergencies/ near miss/ hazards involving patients, visitors, staff, students, contractors or member of the public to appropriate team members/line managers immediately
- Is familiar with clinical and non-clinical waste procedures and adheres to all relevant waste management policies and procedures when working with waste
- Ensuring the department/ ward/ unit/ common area in a safe and clean/tidy condition appropriate to patient care to reduce the risk of infection and adverse incidents
- Monitor sharps box and ensure it is maintained and disposed of as directed.
- Prepare ward and bed areas for the reception of new patients on e.g. admission/ transfer ensuring environment is safe
- To escort / transport patients within or outside the hospital when necessary and take sole responsibility for the welfare and safety of patients when out in the community/ off-site with patients.
- Remain with patients who require supervision providing enhanced care

(8) Personal Professional Development

The Health Care Assistant in Rehabilitation must:

- Be familiar with and have undertaken the legislative, job specific and organisation education, training and support to enable them to meet their role responsibilities
- Take responsibility to maintain continuous professional development in order to meet competency requirements for the role by undertaking an annual competency and development review with their line manager, which will include drawing up a personal development plan and reviewing the job description.
- To undertake relevant activities to meet the training objectives identified with your supervisor.

(9) Other Duties that may be required

The Health Care Assistant in Rehabilitation may perform other duties appropriate to the role which may be assigned by your designated Manager.

The responsibilities of the post may change over time and will be the subject of ongoing review between the post holder and line manager.

Note: Current Red Circle Arrangements will continue to apply

Patient Safety & Quality

The NRH prioritises the delivery of quality and safe patient care under HIQA and other quality standards. It is the responsibility of all staff at all levels to ensure that the highest level of quality services required for each patient is maintained. If you have a concern regarding any issue of patient safety and well-being please bring this to the immediate attention of your manager.

Quality and Patient Safety supports the Health Service to deliver high quality and safe services to patients and service users. The post-holder is responsible and accountable to deliver a quality service that ensures patient safety. The post holder will work within a risk management framework that complies with the Health Information and Quality Authority (HIQA) National Standards and other quality standards as appropriate.

The extent of speed and change in the delivery of health care is such that adaptability is essential for all staff. The post-holder will be required to maintain, develop and enhance the necessary professional knowledge, skills and aptitudes required to respond to a changing situation.

This job description does not contain an exhaustive list of duties, and the post holder may be required to undertake additional responsibilities. It will be reviewed from time to time in order to adapt and develop the role, according to service needs and Hospital policies.

I agree that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that these represent the minimum requirements to perform the duties at the current level.

To be signed by the post holder.

	Signature	Date
Post Holder		
Nursing Management		