



JOB DESCRIPTION

Specialist Health Care Assistant – Elderly Care

Position	Specialist Health Care Assistant
Responsible to	Clinical Deputy/Deputy Manager
Job purpose	
<p>To support the Clinical Deputy Manager and Nursing Team in the delivery of person-centred resident focused care.</p> <p>To lead and direct the care team on a day to day basis</p> <p>To contribute to the efficient day to day running of the Care Home and be part of the management team of the home.</p> <p>To lead on care provision in the home, in partnership with nursing and management team, in a manner sensitive to the individual residents needs and wishes, acknowledging and respecting their confidentiality, rights and beliefs at all times.</p> <p>To train, mentor and guide new and existing staff to enable excellence in care delivery.</p>	
Core responsibilities	
<ul style="list-style-type: none">• To lead, direct and manage the team of care staff with regards to care delivery, with the support of the Clinical Deputy Manager or Deputy Manager.• To provide and monitor care provision, by working in partnership with nursing and management team• To improve safety and quality of care• To contribute to integrated care provision• To carry out tasks delegated by the Nursing team, within the arena of knowledge, skills and competencies.<ul style="list-style-type: none">▪ Medication Management, including administration, dispensing, and ordering process▪ Using and understanding of Healthcare Electronic Systems (Nourish and EMAR)▪ Management of Hydration and Nutritional Needs.▪ Additional Clinical skills, based on appropriate training and competency certificate evidence (venepuncture, PEG Management, Basic wound care)▪ Supervision of care team▪ Care Review Meetings in partnership with Nursing teams.	

- Audits of care charts and files.
- Liaising with GP's.
- Liaising with Boots.
- Receiving telephone enquiries.

This is not an exhaustive list.

- To assist residents to maintain their personal hygiene and appearance whilst being aware of their clinical condition and their individual right to privacy and personal preference.
- To assist residents where required with physical comfort, and mobilisation, whilst observing the need to minimise the adverse effects of pressure.
- To carry out regular supervisions of care assistants.
- To help maintain a safe and healthy environment in the home with due regard to appropriate Food and Hygiene and Health and Safety Regulations. To make a thorough and correct report of all accidents.
- To assist and carry out audits to improve quality of care in the home.
- To monitor, record and report residents conditions to the nurse in charge of the shift.
- To participate in the complete, accurate, legible, and concise records/care plans of residents on a daily basis.
- Assist the activities coordinator in the promotion of social and recreational well being of residents held within the home.
- Promote infection control practices in accordance with the company's policies and procedures.
- To assist and support professional external practitioners and residents during clinical treatment and investigative procedures.
- Whilst maintaining a professional attitude at all times, develop a rapport with residents, colleagues, families, and visitors to the home.
- Attend and participate in relevant staff meetings and Specialist Health Care Assistant's meetings.
- To link in with other homes' SHCA's within the group with regards to taking part in further development of care deliveries and this role.
- Any other duties as reasonably expected.

In line with Health and Safety Policy the job holder is expected to;

- Take reasonable care of his/her own health, safety and welfare and that of other people who may be affected by his/her actions or omissions.
- To comply with health and safety law and Health and safety Policies and Procedures.
- Not to misuse or interfere with, intentionally or recklessly, anything provided in the interests of safety.

The job holder is also expected to;

- Act in an honest, responsible and respectful manner to others.
- Be responsible for their own professional conduct.
- Comply everywhere and in all circumstances with the laws and regulations connected with their activities.
- Comply with our obligations to our key stakeholders.
- To attend mandatory and specialist training as required.

Person specification

Description	Rating (Essential/ Desirable)
Good General level of Education -	E
NVQ 3 or other relevant qualification in Health and Social Care or working towards -	E
Carer Experience -	E
Supervisory experience -	D
Clinical training to meet the needs of the position -	E

Last updated: 160621

Signed:

Print Name:

Date: