



## POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

<b><u>JOB DETAILS</u></b>	
<b>Job Title:</b>	Health Care Support Worker - Respiratory
<b>Pay Band:</b>	3
<b>Hours of Work and Nature of Contract:</b>	To be completed on recruitment
<b>Service Group:</b>	Community
<b>Department:</b>	Community
<b>Base:</b>	To be completed on recruitment
<b><u>ORGANISATIONAL ARRANGEMENTS</u></b>	
<b>Managerially Accountable to:</b>	Team Lead
<b>Professionally Accountable to:</b>	Team Lead
<b><u>VALUES &amp; BEHAVIOUR</u></b>	
	<p>Our Values and Behaviours are demonstrated through our 'Health Care Strategy' centred on the Needs of the Individual' through Respect, Trust, Integrity, Working Together, Kindness and Caring and Fairness and Equality.</p>

## **JOB SUMMARY / PURPOSE:**

As a Health Care Support Worker, support the delivery of Respiratory care to clients within a clinical setting and/or home environment, as part of a team and under the direction of a Clinical Lead/Nurse/Practitioner.

The post holder would be delegated to work in delivering a service whereby they may regularly work without supervision of a qualified practitioner for all or most of the shift within their range of capability.

## **DUTIES & RESPONSIBILITIES**

### **Care Management**

Assist Respiratory staff and the multi-disciplinary team (MDT) in the assessment process by contributing to developing a picture of patients' needs.

Assist in the delivery of care as identified in the patient's care plan. At all times reporting observations on progress or deterioration to the Nurse in Charge/Practitioner/Clinical Lead.

Develop skills and experience at carrying out delegated duties in respect of the physical and psychological needs of the patient not always under supervision.

Respect the patient/carers and representatives being always sensitive to their views and wishes.

Perform spirometry testing to patients as part of scheduled clinical care.

Assist the Clinical Lead/Nurse/Practitioner with the delivery of pulmonary rehabilitation sessions either face-to-face or virtual using various communication platforms.

Following appropriate risk assessments by a qualified Nurse/Practitioner, work with the patient and carers to minimize identified risk.

Always maintain the dignity of the patient and provide the maximum amount of privacy and respect.

Respect confidential information obtained during one's duties always referring to the Nurse in Charge/Clinical Lead who will facilitate necessary information sharing.

Under the direction of a qualified Nurse/Practitioner, attend client's home or other setting to undertake behavioural observation/monitoring and report back to the qualified staff member following all care planning documentation.

Record specific patient observations as delegated by the qualified Nurse/Practitioner immediately reporting any changes.

Support patients with long term conditions by undertaking screening activities as delegated by the Clinical Lead.

Support patients to become more confident in self-management to contribute towards avoiding admission to hospital.

### **Professional Development & Supervision**

Identify a personal development plan incorporating measures both through training and self-directed study/experiences.

Complete Essential training requirements including revalidation of the ARTP foundation spirometry certification.

Demonstrates systems and process to new staff joining the team.

Work in accordance with PTHB policy and procedures in all aspects of practice and delegated duties.

Participate in MDT meetings and development projects as requested.

Contribute to a positive environment in which people feel valued and motivated.

Responsible for communicating effectively both verbally and in writing with other members of the MDT.

Participate in an ongoing education process.

Actively contribute to the maintenance of standards by informing the Clinical Lead and/or nominated deputy of any deficiencies which may affect the maintenance of standards (including safety) of staff or patients.

Work always within the boundaries of the delegated duties at no time undertaking procedures/interventions that have not been agreed by the Clinical Lead and/or nominated deputy.

Contribute to reporting arrangements e.g. complaints, incident reporting.

Prepared to work flexibly in undertaking other duties as required both within and outside of the designated service area.

<b>PERSON SPECIFICATION</b>			
<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or Knowledge</b>	NVQ3 in Health or Social Care or equivalent demonstrable experience in a Health or Social Care setting	<p>ECDL or equivalent level of computer skills</p> <p>Aware of the needs of the patients and their relatives/carers &amp; have knowledge of voluntary and statutory services</p>	<p>Pre-employment checks</p> <p>Application Form</p>
<b>Experience</b>	Working within a multi-disciplinary and multi-agency setting		Application Form and Interview
<b>Aptitude and Abilities</b>	<p>Good interpersonal and communication skills both written and verbal</p> <p>Ability to work within a multi-disciplinary team</p> <p>Ability to manage stressful situations in self</p> <p>Explain the importance of care monitoring, audit and evaluation of fundamentals of care</p> <p>Ability to undertake spirometry testing or complete as part of the induction process</p>	<p>Ability to speak Welsh</p> <p>Good time management and ability to prioritise</p> <p>Able to undertake extended tasks as required by the Clinical Lead e.g. temperature, blood pressure &amp; peripheral oxygen saturations</p>	<p>Interview</p> <p>Application Form</p>
<b>Values</b>	<p>Demonstrate PTHB Values</p> <p>Demonstrate an understanding of Health and Safety issues</p>		<p>Interview</p> <p>Application Form</p>
<b>Other</b>	Ability to work flexibly to meet the needs of the service including out of hours and occasional weekends		

## **GENERAL REQUIREMENTS**

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high-quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with their organization's Compliance Notice under the Welsh Language Standards, as well as any local policies with regards the Welsh language; as well as taking every opportunity to promote the Welsh language in their dealings with the public.

- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have **direct contact** with patients / service users / children /vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhanced Disclosure Check as part of the HB/Trust's pre-employment check procedure.
- **Safeguarding Children and Adults at Risk:** Powys Teaching Health Board is fully committed to safeguarding people. Employees and workers (including agency and bank workers) are responsible for ensuring they understand what actions to take if they have reasonable cause to suspect that a child or an adult is at risk of harm and mandatory safeguarding training is completed in line with their role specific competencies.

- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

**Organisational Chart**



