



POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

<u>JOB DETAILS</u>	
Job Title:	Community Children's Health Care Support Worker
Pay Band:	3
Hours of Work and Nature of Contract:	To be completed on recruitment
Service Group:	Women and Childrens
Department:	Women and Childrens
Base:	To be completed on recruitment
<u>ORGANISATIONAL ARRANGEMENTS</u>	
Managerially Accountable to:	Community Childrens Team Lead
Professionally Accountable to:	Assistant Head of Childrens Nursing
<u>VALUES & BEHAVIOUR</u>	
	<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:

Support the Children's Community Nursing and ND Teams to include delivery of delegated care for children and young people who require support in outpatients' clinics and special needs schools and some aspects of clinical care under the guidance of the Registered Practitioner, within the All-Wales Delegation Framework.

Work as part of the Children's Community Nursing Team by supporting the Registered Practitioners in delivering a high standard of care to the child/young person and their family.

Work as part of the nursing and multi-disciplinary team in the children's homes, clinics, special schools, and other establishments under the direction of the Team Leaders for Community Children's Nursing.

DUTIES & RESPONSIBILITIES

Work as a member of the Children's Community Team participating in the delivery of care to children and their families, adopting a family centred approach to care.

Carry out basic nursing care tasks (e.g., record baseline observations, wound/stoma management), treatments, procedures, and therapeutic interventions as delegated and under the direction of the Registered Practitioner.

Develop and maintain positive and collaborative relationships with children/young people and their families based on mutual respect and honesty, ensuring a professional approach, ensuring appropriate boundaries are always maintained.

Able to record accurately temperature, pulse, respiratory rate, blood pressure, peak flow, height, weight, oxygen saturations and be aware of normal and abnormal values and how to escalate concerns.

Have a good understanding of child health and development.

Report any concerns of adverse reactions to the Registered Practitioner.

Take specimens of wound swabs as required, process and document as appropriate.

Support medical team or specialist nurse in obtaining blood samples and with training, undertake venepuncture as requested and process and document samples.

Maintain high standards of cleanliness in the working environment and actively promote the control of infection and ensure environment adequately equipped.

Work collaboratively with a range of professionals, acting in the best interests of the child/young person at all times.

Assist the multidisciplinary team in maintaining the health and social wellbeing of the child and their family.

Complete comprehensive and accurate documentation, relaying information to the Registered Practitioner and, where required and authorised, to relevant members of the multidisciplinary team.

Work within designated levels of competence to ensure safe practice seeking support and guidance where required to ensure the delivery of safe and appropriate care to the child/young person. To be aware of and adhere to the Child Protection procedures.

Maintain supplies to an agreed level, by preparing order forms, receiving, checking, and storing goods.

Observe deviations in supplies received and notify the Nurse in Charge. Ensure that all equipment used is in good working order and is used correctly. Report any deficiencies in equipment to the Nurse in Charge.

Education

Identify within the Knowledge and Skills Framework own education/training needs.

Collect evidence for and participate in annual PADR reviews of performance, working with line manager to identify own professional aims and objectives to support own development.

Participate in programmes of in-service training, ensuring competencies are reviewed in line with Clinical policies and protocols as appropriate.

Participate in the clinical governance agenda for the PTHB.

Contribute to the promotion of a learning environment, by maintaining Health Promotion boards within the community/clinic environment and providing parents/carers with information leaflets, where appropriate.

General

Responsibility for Health, Safety and Welfare of self and others and always comply with the requirements of the Health and Safety Regulations.

Work within the Health Care Support Standards.

Comply with the Data Protection Act 1984 and ensure that personal data is not negligently or unlawfully handled or disclosed to unauthorised persons.

Work at all times as part of the health care team.

Promote equal opportunities for staff and clients in accordance with PTHB Policies

Comply with all PTHB policies and procedures.

PERSON SPECIFICATION			
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<p>Level 3 qualification in Health or Social Care</p> <p>Knowledge of Safeguarding Children and Young People</p>		<p>Pre-employment checks</p> <p>Application Form</p>
Experience	<p>Previous experience working with Children/Young People with complex healthcare needs</p>	<p>Previous experience in health care</p>	<p>Application Form and Interview</p>
Aptitude and Abilities	<p>Ability to undertake tasks in accordance with All Wales Delegation Guidelines</p> <p>Ability to accurately record in children and young people's file and use electronic forms of documentation as required</p> <p>Participation within the team in care monitoring, audit, and evaluation</p> <p>Ability to prioritise workload</p> <p>Ability to utilise information technology relevant to clinical area</p> <p>Ability to carry out instructions accurately and efficiently</p> <p>Ability to work as part of a team as well as alone</p> <p>Ability to communicate with the full range of key working relationships appropriate to need, consistent with legislation policies and procedures</p>	<p>Ability to speak Welsh</p>	<p>Interview</p> <p>Application Form</p>
Values	<p>Demonstrate PTHB Values</p>		<p>Interview</p> <p>Application Form</p>
Other	<p>Ability to travel within Powys</p>		<p>Application Form and Interview</p>

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



