

Job Description and Person Specification

Health Care Assistant

Permanent Vacancies

Reference: HR22E509

Closing Date for Applications: 17th October 2022

Interview date via Skype: 10th November 2022

HR Business Services,
St Vincent's University Hospital,
Elm Park,
Dublin 4.

Contact: +353 (1) 221 6062 or recruitment@svuh.ie

Job title / Grade:	Health Care Assistant
Reports to:	Clinical Nurse Managers
Key Working Relationships:	Registered Staff Nurse
Working Hours:	39-hour week

Key Duties and Responsibilities

Patients/ clients may require assistance in some or all activities of daily living. It is the duty of the nurse to assess, plan, implement and evaluate the care required by the patient. The primary role of the Health Care Assistant is to assist the nurse in the implementation of the care, as determined by the Registered Nurse.

Duties assigned to the Health Care Assistant will vary depending on the care setting and will include the following functions. This is not an exhaustive list.

- To carry out assigned and delegated tasks involving direct care and all activities of daily living under the supervision of a Registered Staff Nurse (e.g. to assist clients maintain standards of personal hygiene, laundry, dietary intake, physical and mental health).
- Assisting the Registered Staff Nurse in the provision of quality nursing service by promoting and adopting a philosophy of care within the service area.
- To contribute to ensuring that all hospital hygiene guidelines are complied with and that all relevant documentation is complete.
- Assisting the Registered Staff Nurse in duties associated with the delivery of care and management of the ward/ healthcare environment and other support duties as appropriate.
- To report any incident or potential incident that could compromise the health and safety of clients, staff or visitors.

Health Care Assistants should conduct themselves in a manner that conveys respect of the individual and ensures safe patient care. The personal characteristics that indicate these principles should include:

- Confidentiality
- Courtesy
- Accountability
- Communication
- Dignity and privacy
- Health and safety

Educational qualifications:

The recognised qualification for Health Care Assistant is the Level 5 QQI Health Care Support or the Level 5 QQI Health Service Skills Major Awards.

As part of the Level 5 QQI Health Care Support or the Level 5 QQI Health Service Skills Major Awards, candidates must have successfully passed all of the below modules:

1. Activities of Living Patient Care
2. Care Skills
3. Care Support
4. Infection Prevention and Control
5. Care of the Older Person
6. Communications
7. Safety and Health at Work or Workplace Statutory Policies and Procedures
8. Work Experience

In addition, Health Care Assistants working in Theatre must also complete the below modules:

9. Operating Department Care Skills
10. Health Related Cleaning Skills

Staff engaged in the role of Health Care Assistant that have not yet completed either of these programmes, will continue in their role and the agreed job description will apply to them. This cohort will be required to undertake one of these programmes as soon as it can be available to them.

Accountability:

Health Care Assistants are accountable for their actions in the delivery of patient care and must not undertake any duty related to patient care for which he/ she is not trained, in accordance with the educational qualifications outlined above.

The Health Care Assistant must report to and work under the supervision and direction of a Registered Staff Nurse in relation to their duties/ tasks and must be integrated into the ward/ area team.

Nursing staff will delegate duties in accordance with their professional judgement and within the competence of the Health Care Assistant.

Nursing staff must not allocate any duty to the Health Care Assistant for which he/ she has not been trained.

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office. This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis; these reviews will be in-line with national agreement on Health Care Assistant job descriptions. The Hospital Structure is currently under review and therefore, reporting relationships may change.

Informal Enquiries or Role Specific Enquiries: Ms Sandra Shea, Assistant Director of Nursing, **email:** s.shea@svuh.ie

Person Specification

Factors	Essential	Desirable
Qualifications	<p>Leaving certificate or equivalent second level qualification.</p> <p>Completed QQI (FETAC) Level 5 QQI Health Care Support or the QQI Health Service Skills including all modules below:</p> <ol style="list-style-type: none"> 1. Activities of Living Patient Care 2. Care Skills 3. Care Support 4. Infection Prevention and Control 5. Care of the Older Person 6. Communications 7. Safety and Health at Work or Workplace Statutory Policies and Procedures 8. Work Experience <p style="text-align: center;"><u>Or</u></p> <p>Equivalent Qualification</p> <p style="text-align: center;"><u>Or</u></p> <p>Minimum 1 year acute hospital experience</p>	
Experience (length and type)	Relevant experience in acute health care setting (minimum 6 months)	
Core Competencies	<ol style="list-style-type: none"> 1.Communication 2.Team Working/Building Effective Working Relationships 3.Health and Safety 4. Personal Development, including Caring for and Valuing Self 5. Procedures, Legislation, Quality 6.Person-Centred Focus 7.Flexibility and Adaptability in Responding to Change 8.Technical Skills, including the Use and Care of Equipment 	

Particulars of Office:

The appointment is: Whole Time, Permanent, Pensionable

A panel of appointable candidates will be formed to fill future permanent vacancies.

Annual Salary: €29,562 - €38,100 (01/10/2021)

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.

Probationary Period: The appointee shall hold office for a probationary period of six months – The Hospital's Probation and Induction policy will apply.

Pension Scheme: The candidate will be entered into one of the Hospital Superannuation Schemes.

Working Hours: The person appointed will work a basic 39 hour week. You will be required to work the agreed roster / on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8am – 8pm over seven days to meet the requirements for the extended day services in accordance with the terms of the Framework Agreement. (Reference HSE HR Circular 003/2009). Flexibility on hours of attendance in response to service needs will be a requirement.

Annual leave entitlement: 22 days per annum pro rata each year. Annual leave accrued must be taken within the duration of the contract or calendar year and as agreed between the candidate and the Head of Department.

Additional Information

Confidentiality:

During the course of employment staff may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and unless acting on the instruction of an authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required

Hygiene:

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St Vincent's University Hospital's quality system to ensure the safety and well-being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

Policies / Legislation:

All Hospital policies and procedures form an integral part of 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.

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

Please note the following:

- The Hospital Board is not responsible for loss or theft of personal belongings
- Fire orders must be observed and staff must attend the fire lectures periodically
- All accidents within the department must be reported immediately.
- In line with the Safety, Health and Welfare at Work Act (2005), smoking within the Hospital Building is not permitted.
- All staff are advised to avail of Hepatitis B Vaccination with Occupational health
- The use of personal mobile phones is prohibited.
- St. Vincent's University Hospital buildings and grounds are **smoke-free**.

Application Process:

St. Vincent's University Hospital is an equal opportunities employer and is committed to promoting an environment free from discrimination in accordance with the Employment Equality Acts 1998 and 2004. The Hospital values diversity and recognises the benefits of having a workforce that reflects the community we serve. We are committed to equality of access to positions within the Hospital. All recruitment activity and documentation will encourage applications from all potential candidates without discrimination.

Interested candidates should apply for vacancies of interest by visiting the Hospital Careers pages: <http://www.stvincents.ie/Home/Careers.html>

- Note the closing date(s) for the submission of on-line applications are specified on the list of vacancies. St. Vincent's University Hospital are not able to accept late applications.
- It is the applicant's responsibility to ensure that they apply well in advance of the closing date.
- Any applications which are still in progress but have not been submitted after the closing date will not be registered by our Web Recruitment System.
- Applications for St. Vincent's University Hospital job vacancies will only be accepted through our Web Recruitment System.
- St. Vincent's University Hospital may only take into account technical issues raised by an applicant if advised to our Human Resources Department prior to the advertised closing date.

Non-European Economic Area Applicants:

While St. Vincent's University Hospital is an equal opportunities employer, in line with current Department of Jobs, Enterprise and Innovation Employment Permit requirements, applications from non-European Economic Area (EEA) will only be considered in the event that an EEA citizen cannot be found to fill the vacancy. Please note that if you are a NON-EEA applicant and are unable to supply documents (listed on www.djei.ie), you are not entitled to participate in this recruitment competition.

This is in accordance with the EU Community Preference Rule. Further information is available at www.djei.ie.

Former Public Service employees:

Eligibility to compete may be affected where applicants were formerly employed by the Irish Public Service and previously availed of an Irish Public Service Scheme.

Applicants should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. This is a non-exhaustive list and any queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

Shortlisting:

Shortlisting will be carried out on the basis of information supplied on your curriculum vitae. The criteria for shortlisting are based on the requirements of the post as outlined in the Person Specification. Failure to include information regarding these requirements on your CV may result in you not being called forward to the next state of the recruitment process.

All overseas qualifications must be validated. No candidate can work in the Hospital without validated qualifications. If professional registration is also a requirement, candidates must provide documentation of same.

Canvassing will automatically disqualify.

Please note that you will be contacted mainly by mobile phone and email. It is important that your mobile phone number, postal address and email address are correct. It is your responsibility to ensure that you have access to your mobile voice mails and emails. We recommend that you use an email address that you have regular access to.

Competency based interviews follow the shortlisting stage of the recruitment process. Credit is awarded by the interview panel to candidates who demonstrate at interview that they possess the experience, competencies and skills listed in the person specification. Candidates will normally be given at least one week's notice of interview. Interviews are held in person only, no subsequent or alternative dates to dates given will be offered to candidates. All interviews are held in the HR Department of St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description. All posts are located in St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description.

Disability:

Please let us know if you need any special assistance at interview, e.g. if you have difficulty in moving up or down stairs or have hearing or speech difficulties.

Candidates are notified of the result of their interview at the earliest possible date after the interview. The recommendation of the interview panel does not constitute a job offer. The process continues after the interview and includes clearance checks such as references, Garda clearance, occupational health clearance, validation of qualifications and experience. A job offer is made pending satisfactory clearances. SVUH reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances cannot be obtained or are deemed unsatisfactory.

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 6 months.

It is normal procedure that candidates be placed on the first point of the relevant salary scale in accordance with the Department of Finance guidelines.

Declaration:

Please read your application carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment.

This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.

Date: October 2022