

LINDEN LODGE SCHOOL

Job Description



STATUS

Job Title: Healthcare Assistant
Accountable to: Clinical Lead/Headteacher
Grade: Band 3

CONTEXT

The postholder will work within our Health provision and will be an active member of the multi-professional team, supporting the healthcare needs through the planned programmes of care.

Treating all patients with respect and courtesy, maintaining dignity and respecting individual needs and differences, both physical and cultural.

Community and Working Relationships

- To build professional rapport with students, their families and colleagues/other professionals
- Work effectively with all parties and in a way that respects their views, autonomy and culture.
- To communicate effectively with all professionals concerned with the students's care.
- Ensure patient confidentiality is maintained at all times.
- To report effectively to the team and other professionals on student's progress and performance in relation to the patient goals.
- To ensure that up to date written and electronic records and activity data are maintained in accordance with Professional Standards.

Clinical Duties

- To work effectively as a team member in providing and facilitating a high standard of nursing care within the school.
- Under the supervision of a qualified practitioner, participate in planned treatment activities taking account the needs of the student.
- Report variances in a student's condition immediately to a relevant professional.
- Ensure the physical environment is maintained e.g. Warmth, cleanliness.

- To undertake nursing tasks under the direction of a qualified practitioner i.e. medication, temperature taking, basic wound care, blood sugar monitoring etc.
- To undertake Therapy tasks under the supervision of a qualified Therapist.
- To undertake further training to gain skills and knowledge in specific clinical areas
- To work with other team members to maintain adequate nutrition.
- To assist the qualified practitioner with home assessments and goal setting.

Supervision and Appraisal

- Review and reflect on your own practice through regular participation in professional supervision and appraisal.
- Assist with the informal supervision of other assistants if required.

Training staff and students

- To assist with the induction, training and education of students, volunteers and other staff members.
- Assist the qualified practitioners to identify and address the training needs of other assistants.
- Participate in the training of other healthcare assistants and staff.

Service Delivery

- To ensure that clinical areas used for treatment are well maintained and comply with health and safety regulations
- Ensure the safe use of equipment, medication etc in line with clinical best practice and school policy
- Ensure all materials and items are stored safely and correctly reporting any faults or issue to the clinical lead when required.
- Undertake all administration and clerical duties of the post as required.

Professional Development

- To undertake relevant activities to meet the training objectives identified with your supervisor.
- Register and participate in the relevant modules in order to attain NVQ level 3 or above (if this qualification is not held at the commencement of employment).
- Undertake all mandatory and annual refresher training as required

- Keep up to date and accurate records of your training and clinical development activities and ensure this record is available for scrutiny if requested.
- As part of the team, incorporate up-to-date techniques and evidence based practice into your work.

Clinical Governance

- Comply with all school and national guidelines around clinical governance that are set out for your specific role.
- Participate in clinical governance and quality improvement projects as allocated by your manager.

<i>Safeguarding</i>	<p>Be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation</p> <p>Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role</p> <p>Ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection</p>
<i>Leadership</i>	To work under overall supervision of the Clinical Lead and Headteacher
<i>CPD</i>	Commitment to own continued professional development and to undertake mandatory training as required
<i>Service and Self Review</i>	Participate in the School's Self Review of performance Review methods of effective teaching and learning
<i>Behaviour / Risk Management</i>	Work with other colleagues to ensure safety of both workers and users at all times
<i>Supporting other colleagues</i>	Work with and support other colleagues to ensure the smooth and effective running of the School

GENERAL DETAILS

REVIEW

This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed at the end of the academic year or earlier if necessary and may be amended at any time after consultation with you.