



STONYHURST
1999-2019 Celebrating 20 Years of Co-Education

HEALTH CARE ASSISTANT

JOB DESCRIPTION

Job Title: Health Care Assistant

Department: Health Centre

Line Manager: Senior Nurse

Job Purpose

Assisting trained nurses and other health care professionals in the delivery of the highest standard of care, ensuring that this is sensitive to the needs of the pupil/staff. It will be a fundamental requirement of the position of Health Care Assistant to be based at all times in the Health Centre unless directed otherwise by the Nurse on duty.

Clinical Duties and Responsibility

1. Assist the Nurses in the delivery of direct and indirect pupil/staff care, ensuring that the patient safety and well-being is respected at all times.
2. Ensure that the Health Centre is kept in a clean and tidy state and that the equipment is in working order clean and available for use.
3. Perform and report clinical observations (as per the level of competence). If any doubts about competence during the course of duties should immediately speak to the line manager.
4. Observe and report any changes in Pupil/Staff condition to the Nurse on duty.
5. Assist with the overall comfort, hygiene, eating and drinking of those under Health Centre care (making beds, providing meals, cleaning soiled areas).
6. Promote effective communication within the team.
7. Perform basic life support and give assistance to professionals.
8. Assist in the maintenance of stock levels.
9. Act at all times with regard to the confidentiality and sensitivity of issues to do with pupils/staff, their care and treatment.

10. Carry out relevant clerical and reception duties as required in relation to nursing services e.g. answering the telephone, making appointments. Entering data onto the computer system.
11. To act as chaperone where appropriate (on-campus or elsewhere).
12. Be prepared to undertake appropriate training.

Duties and responsibilities

1. Actively promote the Stonyhurst Mission and identity.
2. Act in a professional manner at all times
3. Promote and respect confidentiality
4. Keep up to date and co-operate with Health Centre changes and College developments and changes.
5. Adhere to College Policies and Procedures.
6. Carry out responsibilities under the Health and Safety at Work Act 1974.
7. Have knowledge of and act at all times within the boundaries of health and safety legislation and data protection acts.
8. Be committed to safeguarding and promoting the welfare of children and young people

Formal Qualifications:

1. Ideally, NVQ level 3 in Primary Care. As recommended by the Royal College of Nursing (RCN)
2. Experience of working in a health-care environment and involvement in the delivery of care would be desirable.
3. To be computer literate.

The successful candidate will be subject to an enhanced DBS check.

The content of this job description represents an outline of the post only and therefore is not a precise catalogue of duties and responsibilities. The job description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.