

THE MARIANNE CAUGHEY SMITH PRESTON MEMORIAL  
REST HOMES TRUST BOARD

**STAFF JOB DESCRIPTION**

<b>Job Title</b>	
Healthcare Assistant	
<b>Reports to :</b> Nurse Manager/Registered Nurse	<b>Service/Unit</b> Care Services
<b>Employee's Name</b>	<b>Date</b>

**Main Purpose of the Job**

To participate effectively as a member of a multidisciplinary clinical team, providing care needs to clients, in order to optimize health, wellbeing and functional ability and to provide support to family/whanau.

KEY ACTIVITIES	KEY RESULT AREAS	PERFORMANCE MEASURES
<p><b><u>Clinical Care Delivery</u></b> To provide a high standard of basic nursing cares to clients under the direction and supervision of a Registered Nurse/Enrolled Nurse</p>	<p>To Demonstrate effective and efficient care delivery, based on theory provided through orientation and in-service education, and through ongoing clinical experience.</p> <p><b><i>Clinical Resource</i></b> Is a resource to the multi-disciplinary team by :</p> <ul style="list-style-type: none"> <li>- Observing clients condition and reporting concerns to the Registered Nurse/Enrolled Nurse.</li> <li>- Observing the effectiveness of treatments and reporting appropriately to Registered Nurse/Enrolled Nurse</li> </ul> <p><b><i>Planning Care</i></b></p> <ul style="list-style-type: none"> <li>- Identifies and delivers care to meet basic client needs and assists Registered Nurse/Enrolled Nurse with appropriate care planning.</li> <li>- Assists Registered</li> </ul>	<p>Clients physical, emotional, spiritual and cultural needs are met.</p> <p>Relevant changes in clients conditions are reported appropriately to the Registered Nurse.</p> <p>Clients hygiene and grooming needs are met.</p> <p>Clients personal preferences are reflected in care delivery i.e. clothing choices, makeup etc.</p>

	<p>Nurse/Enrolled Nurse with evaluation of nursing interventions.</p> <p><b>Clinical Practice</b></p> <ul style="list-style-type: none"> <li>- Identifies emergency situations and summons help appropriately.</li> <li>- Is flexible and consults with Registered Nurse/Enrolled Nurse to provide appropriate options for care delivery.</li> <li>- Is used as a resource by the multidisciplinary team in the evaluation of care plans and measuring the impact of nursing care on client outcomes.</li> </ul>	<p>Elimination needs are met.</p> <p>Clients environment is kept clean and tidy including the return of clothing to appropriate drawers following laundering.</p> <p>Clients nutritional needs are met, including assisting with servery duties as required, delivery of trays, feeding of clients and return of trays, crockery and cutlery to servery.</p>
<p><b>People Skills</b> Communicates appropriately with the multidisciplinary team, clients and family/whanau</p>	<p>Assists with communicating the plan of care to other members of the multidisciplinary team.</p> <p>Communicates appropriately with clients during care delivery.</p> <p>Communicates with family/whanau in order to include family/whanau in care delivery.</p>	<p>Receives and acts appropriately on direction from the Registered Nurse/Enrolled Nurse.</p> <p>Participates in hand-over of clients at change of duty.</p> <p>Reports observations/concerns about clients.</p> <p>Explains cares/procedures with clients appropriately.</p> <p>Friendly and welcoming to family/whanau.</p> <p>Works as part of the team, and encourages and supports co-workers.</p>
<p><b>Quality</b> To contribute to continuous quality improvement in work practices.</p>	<p>Reads and demonstrates knowledge of Caughey Preston Policy &amp; Procedure Manuals.</p> <p>Contributes to the evaluation of new equipment/procedures and assists with implementation.</p>	<p>Attends regular in-service training opportunities.</p> <p>Fire Safety Lecture attended.</p> <p>Orientation Self Directed Learning Package completed.</p>

<b>General</b>	Works in accordance with Health and Safety policies/procedures and reports workplace hazards appropriately to Registered Nurse or Nurse Manager	Ensures equipment is used safely and faults reported promptly. Incidents, accidents and near misses are reported accurately and promptly.
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<b>Key Skills</b> The core skills I need to have		<b>Expected Results</b> What I have to do
Client Focus <i>Always focusing on our individual client's needs</i>	<ul style="list-style-type: none"> <li>• Make clients feel important</li> <li>• Treat clients with respect</li> <li>• Respect clients' privacy</li> <li>• Be polite and friendly to clients</li> <li>• Encourage clients' families to be involved</li> <li>• Help solve clients' problems</li> <li>• Handle difficult clients well and seek assistance, if required</li> <li>• Respond to clients' requests</li> </ul>	
Teamwork and Communication <i>working together to build strong teams and good work relationships</i>	<ul style="list-style-type: none"> <li>• Actively participate as a team member</li> <li>• Encourage and support co-workers – go the extra mile to help out in times of need</li> <li>• Respect and value others and their opinions and tasks</li> <li>• Recognize and encourage your own team's efforts</li> <li>• Express disagreement with others tactfully and politely</li> <li>• Assist in orientating new staff</li> <li>• Participate willingly in staff meetings and on committees, as required</li> </ul>	
Excellence and Improvement <i>having a commitment to excellence and continuous improvement in all our work areas</i>	<ul style="list-style-type: none"> <li>• Identify opportunities for improvements in processes and procedures</li> <li>• Attend regular in-service training</li> <li>• Participate in quality improvement activities</li> </ul>	
High Personal Standards <i>behaving in a way that reflects professionalism, integrity and honesty at all times</i>	<ul style="list-style-type: none"> <li>• Present in a neat and tidy manner</li> <li>• Be punctual and reliable</li> <li>• Be honest and open</li> <li>• Express a positive attitude</li> <li>• Show consideration for others</li> <li>• Follow instructions and policies and procedures</li> <li>• Be reliable – complete tasks without constant supervision</li> <li>• Maintain confidentiality</li> </ul>	
Health and Safety <i>everyone having a personal commitment to ensuring a safe and healthy workplace</i>	<ul style="list-style-type: none"> <li>• Understand and follow all employee health and safety responsibilities</li> <li>• Use required equipment safely and report any faults promptly</li> <li>• Report incidents, accidents and near misses promptly</li> <li>• Attend fire safety lecture annually</li> </ul>	

<b>Key Relationships</b>		
<b>External</b>	<b>Internal</b>	<b>Committees/Groups</b>
Clients Families Health Professionals Paramount Services	Multidisciplinary Team Catering Staff	Health & Safety Quality/Clinical/Ethical Focus Groups Local Service Review

**Qualifications, Experience, Skills and Attributes**

**Qualifications, Experience and Specific Skills and Attributes**

- Empathy with older people
- Prior experience in care or nursing roles
- Good spoken English
- Care of the Older Person or similar/First Aid Certificate preferred

**Core Skills (refer key skills above)**

- Client Focus
- Teamwork and Communication
- Excellence and Improvement
- High Personal Standards
- Health and Safety

..... **Employee Signature** ..... **Date**

..... **Employer Signature** ..... **Date**