

## MEADOWS NURSING HOME

### JOB DESCRIPTION

#### CARE ASSISTANT

**Job Title:** Care Assistant

**Responsible to:** Registered Nurse (Person in charge/daily basis)

**Accountable to:** Registered Home Manager

#### JOB SUMMARY

*To assist in the delivering of care, and support to persons living at Registered Settings/Care Homes within Meadows Nursing Home, under the supervision of a Registered Nurse and/or Home Manager; in such a way as to promote the health and wellbeing of all Service users at all times, and the reputation of the company, in a respectful and dignified manner.*

*To work within, and to, all policies & procedures of the company and the **Code of Practice of the Care Council for Wales**; also within the **National Minimum Standards and Regulations (Wales 2002)** of the **Care Standards Act 2000**.*

*To ensure your continued capability and competence to carry out your job role all staff are also expected to ensure their attendance at and compliance with the training programme of the company to ensure their suitability to perform their duties and support Service users.*

*All staff must maintain appropriate status, fit for employment within the Criminal Records Bureau (CRB) system, throughout the period of employment.*

#### RESPONSIBILITIES

##### General

All staff have a responsibility to read and have a working knowledge of the policies and procedures of the company, as applicable to their job role; including the health and safety manual and retention and completion of their personal copy of the employee handbook.

All staff also have a responsibility to work within the **Code of Practice** for **Social Care Workers** of the **Care Council for Wales**, and ensure attendance and compliance with the training programme of the company to ensure their suitability to perform their duties and support Service users.

Policy folders are located within the Home Managers office. All members of staff must adhere to these policies & procedures at all times, failure to comply will result in disciplinary action. The Registered Home Manager will clarify any

points as necessary and notify all staff of amendments as they become operational.

### **Role Specific**

1. To receive handover reports at the beginning of each shift and to work in an open and collaborative manner with all staff and Service users, ensuring throughout your shift that you treat each Service user as an individual.
2. To report any changes in the physical or mental state of the Service users in your care to the Registered Nurse without delay, maintaining the confidentiality and dignity of the Service User at all times.
3. To participate in bi-monthly supervision and annual appraisal.
4. To attend **all** mandatory training, & commence within 6 months of employment NVQ level 2 in Health & Social Care and any additional training as identified via supervision or deemed necessary by the company. Failure to attend identified or mandatory training will result in disciplinary action.
5. To be accountable for the quality of your own work and take responsibility for maintaining and improving your knowledge and skills.
6. To report all hazards, real or potential, to the Registered Nurse or Registered Home Manager without delay, and to be aware of the risk assessment and management procedure for the care home, working in such a way to support Service users when they are taking assessed and measured risks where appropriate.
7. To attend staff & Service user meetings and contribute ideas and suggestions, appreciating the diversity and equality of Service users within your care and the staff who you work with.
8. To maintain confidentiality regarding all matters relating to Service users, their care and welfare, the day-to-day running of the establishment, and members of staff being honest, trustworthy, reliable and dependable Failure to comply will result in disciplinary action.
9. To uphold public trust and confidence in the Care Home and the Company including: maintaining a high standard of appearance and behaviour and complying with the uniform and dress code policy of the company.
10. To work in such a way as to honour work commitments, agreements and arrangement to promote the health and wellbeing of Service users, and by declaring issues that might create conflict of interest or influence your judgement.
11. To always behave in such a way both inside and outside of the Care home, as to not question your suitability to work in a Social care setting.

12. To be prepared to work in any area of the home or other homes/settings operated by the company as required by the management that are within your capabilities and scope of practice.
13. To report any situations where there may be a risk of violence or aggression, or where Service users may be at risk, to the Registered Nurse or Home manager without delay. To refrain from trying to deal with the situation on your own without seeking help from appropriate staff.
14. To be efficient in the use of all supplies and highlight deficiencies or situations to the Registered Nurse or Home Manager that might impact on resources or result in operational difficulties.
15. To be familiar with the fire policies, to know where the fire points are, to take part in fire training and fire drills.
16. To use personal protective equipment, (e.g. gloves, aprons) as supplied by the company, where appropriate.
17. To report all accidents and to ensure that any accidents are recorded in the accident book.
18. To report any concerns or complaints raised by Service users, or their representatives, and direct any enquiries which are outside of your scope of knowledge or role in a responsible manner and in a timely fashion to the Registered Nurse or Registered Home Manager.
19. To be aware of the whistleblowing procedure and be committed to informing the Registered Nurse or Registered Home Manager where the observed practice of your colleagues may be unsafe or inappropriate.
20. To be committed to protecting Service Users from Abuse, neglect, harm, exploitation or discrimination and to receive regular updates & training with regard to the principles and procedures of the Protection of Vulnerable Adults (PoVA) and the 'In Safe Hands' guidance and South Wales Adult protection procedures.

## **DUTIES**

1. To be familiar with the care plans of the Service users in your care and assist in their implementation under the direction of the Registered Nurse including assisting with clinical procedures as required. This should be done in such a way as to promote the rights and interests of Service users.
2. To give Service users assistance with personal care as directed by the Registered Nurse i.e. washing, bathing, shaving, care of nails and hair, dressing and assistance with raising from and retiring to bed, including assistance with accessing the toilet and related hygiene needs. Striving to establish and maintain the trust and confidence of service users, to promote their independence and choice at all times.

3. To ensure bedrooms are restocked with necessary supplies and are clean, free from hazards and ready for the Service users use, including the making and changing of beds and the emptying & cleaning of commodes as required.
4. To clean up spillages immediately and/or request help from the cleaning staff if circumstances do not allow you to proceed, e.g. bodily fluids, etc. To clear soiled laundry into appropriate bags and ensure that all waste is disposed of correctly.
5. To assist in serving meals and drinks and give discreet, sensitive assistance to Service users who need help with this activity including the reporting of any changes in dietary/fluid intake to the Registered Nurse and recording of same as necessary using the correct documentation as instructed by the company.
6. To maintain discreet observation at all times in order to safeguard the security, well-being and comfort of the Service users; including the summoning of help in an emergency situation and being aware of the name and location of the nominated First Aider and Fire Warden for your shift. Whilst respecting the rights of Service users seeking to ensure that their behaviour does not harm themselves or other people.
7. To assist in providing activities for Service users and as required supporting activities outside of the home. To engage Service users in conversation and remain pleasant and courteous in manner at all times. Promoting independence of Service users while protecting them as far as possible from danger or harm.
8. This list is not exhaustive and on occasions you may be reasonably directed to undertake additional duties.

***Job Descriptions are always subject to review by the Registered Home Manager and any reasonable instruction not contained in the above description must be adhered to.***

**Employee**

Print Name .....

Date .....

Signature .....

**Line Manager**

Print Name .....

Date .....

Signature .....