**Role Profile**

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| Job title | Healthcare Assistant – Oncology Services |
| Reports to | Nursing Services Manager |
| Grade | 3.1 |
| Location |  |

**Role Purpose**

* The Healthcare Assistant are expected to be kind, responsive and informative; contributing positively to the quality of the services we provide.
* Ensure that people who using our services as safe as possible by recognising the limits of the Health Care Assistant role and working closely with Registered Nurses.
* Contribute to the best possible clinical outcomes by using up-to-date skills and adhering to evidence-based policies and procedures when implementing care plans.
* Ensure the people using our services have a good experience by respecting, empowering and working in partnership with people when contributing to the implementation and evaluation of care plans.
* To communicate effectively at all times and at all levels within the company and with external customers, patients and their families.

**Accountabilities**

## Perform clinical tasks including but not limited to venepuncture, central venous access device care and vital signs in accordance with local policies.

## Escalating safety concerns and by doing so acting as effective advocates for those who use our services

## Be open and transparent about their own practice

## Identify areas where improvements in safety or quality can be made

## Work closely with others to improve services

## Maintain accurate, legible, comprehensive records

## Maintain compliance with their mandatory training requirements

## Acknowledge any limitations of competence and seek advice and support as necessary.

## Act as an advocate for the patient and family providing information, support and direction to other support services as appropriate.

## Accountable for reporting all activity, risks and issues in line with company policies and procedures.

## Infection prevention and control is the responsibility of all staff. All clinical duties must be carried out in accordance with the hand hygiene and infection control policies and procedures.

## Escalate to their line manager any changes in an individual’s health and wellbeing or information that requires reporting.

## Communicate effectively, promoting open and trusting relationships.

## Have knowledge of and adhere to company policy and standards.

## Participate in surveys, audit and implementation of new services.

## Maintain confidentiality in line with all current legislation.

## Provide support to colleagues as appropriate.

## To demonstrate good judgement and risk-based decision making at all times.

## To act in accordance with company standard operating procedures and guidelines.

## Adhere to regulations required under the Care Quality Commission.

## Expected to travel extensively, and in all weather conditions, within the region to deliver nursing services. You may be required to travel outside the region in line with business need.

## Share and follow the companies principles ICARE values (**Integrity, Customer-First, Accountability, Respect and Excellence).**

**Experience and Qualifications**

Essential

* Care Certificate or equivalent (NVQ certificate)
* Full UK Driving License
* Venepuncture

Desirable

* Central venous access device care (including port-a-caths) and management
* Extensive experience in caring for patients in an oncology setting
* Knowledge of Systemic Anti-Cancer Treatments, adverse effects and how to escalate accordingly

## Role Scope

This is responsible for providing high quality, clinical care to oncology patients within Homecare within a team of field-based nurses, reporting to a Nursing Services Manager.

They will work in close partnership with the operational managers, nursing teams and other functions of the business to provide outstanding service and assist the growth and development of the business.

Key stakeholders:

* Internal colleagues- Nursing, Homecare Operations
* External Colleagues- NHS Trusts and referring centrer

This role profile is a written statement of the essential characteristics of the job, with its principal accountabilities, skills, knowledge, and experience required. This is not intended to be a complete detailed account of all aspects of the duties involved.

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| Approved by |  |
| Date approved |  |
| Reviewed |  |