**DALRIADA URGENT CARE**

**JOB DESCRIPTION**

**TITLE** HEALTHCARE ASSISTANT WITH DRIVING DUTIES

(TEMPORARY, PART-TIME)

**HOURLY RATE**

|  |  |  |  |
| --- | --- | --- | --- |
| Shift | Total hourly pay | Excl. holiday pay | Holiday pay |
| Monday-Thursday Weeknights | **£14.18** | £12.60 | £1.58 |
| Friday Weeknights | **£14.39** | £12.79 | £1.60 |
| Weekend Standard | **£15.95** | £14.18 | £1.77 |
| Monday-Thursday Nightshifts | **£15.95** | £14.18 | £1.77 |
| Friday Nightshifts | **£16.54** | £14.70 | £1.84 |
| Weekend Nightshifts | **£16.54** | £14.70 | £1.84 |

**Holiday Pay at 12.5% is included in your hourly rate and is paid to you on a four weekly basis.** Bank Holidays are paid at an enhanced rate.

**REPORTS TO** Lead Nurse for Quality and Performance

**RESPONSIBLE TO**  General Manager

**HOURS** Out of hours - As and when required (Evenings/Weekends/Bank-holidays)

**LOCATION** Dalriada Urgent Care, Ballymena

**JOB SUMMARY**

**Basic Duties**

* To assist registered staff in ensuring that patients receive the care identified in their medical management plan.
* The post holder will be required to drive the Dalriada car to visits and communicate with the team base using telecommunications equipment.
* During periods when no visits are scheduled the post holder will provide an answering service and handle associated administration, this includes reception duties for patients invited to attend the centre by a doctor.
* The post holder must adhere to the Northern Ireland Code for Nursing Assistants (DHSSPS).

**Main Duties and Responsibilities**

* Assist registered staff in ensuring that patients receive the care identified in their medical management plan.
* Ensure that confidentiality is maintained at all times.
* Attend courses and study days to promote professional development.
* Adhere to Dalriada Urgent Care’s policies in relation to infection prevention and control and manual handling.

Infection prevention and control is the responsibility of all staff. As a Nursing/ Health Care Assistant all duties must be carried out in accordance with the Dalriada Urgent Care’s hand hygiene and infection control policies and procedures. You must also ensure that waste produced within Dalriada Urgent Care is disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.

* Transport the Clinician safely to patient’s homes.
* Ensure the vehicle is roadworthy and report any faults or accidents.
* Maintain the cleanliness of the car, ensure the vehicle is fuelled at the beginning of each shift and complete the driver’s checklist.
* Load the appropriate medical equipment into the car at the beginning of each shift and ensure its safekeeping.
* Liaise with the supervisor via the phone and ensure all calls are managed on the clinical software system in a precise and timely manner.
* When in base, receive incoming calls promptly and efficiently from patients, health care professionals and process onto the computerised system in accordance with guidelines.
* Remain up to date with all protocols by checking your emails for regular updates as necessary.
* To receive incoming calls promptly and efficiently from Patients, Health Care professionals and services and process onto the computerised system in accordance with guidelines.
* Admitting patients to the Centre for pre-book appointments and walk-in patients.
* To ensure that general housekeeping duties are carried out on each shift.

**This job description is intended to be an outline of the job as it is currently seen and may be subject to review in light of the changing needs of the service. It is not intended to be rigid or inflexible, but should be regarded as providing guidelines within which the post holder will work. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.**

**PERSONNEL SPECIFICATION**

**JOB TITLE** Healthcare Assistant with Driving Duties

**HOURLY RATE**

|  |  |  |  |
| --- | --- | --- | --- |
| Shift | Total hourly pay | Excl. holiday pay | Holiday pay |
| Monday-Thursday Weeknights | **£14.18** | £12.60 | £1.58 |
| Friday Weeknights | **£14.39** | £12.79 | £1.60 |
| Weekend Standard | **£15.95** | £14.18 | £1.77 |
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**HOURS:** Out of hours - as and when required (Evenings/Weekends/Bank-holidays)

**ESSENTIAL CRITERIA**

**Qualifications/ Registration**

* NVQ/ VRQ/QCF **Level 2** Certificate in Health/Health and Social Care (or equivalent)

**OR** hold 3 GCSEs at grade A-C including English (or equivalent)

**AND** have 1 years’ experience within the last three years of assisting a clinical nursing team in the delivery of nursing care to adults in a hospital, community or nursing home setting.

**Skills, Knowledge & Experience**

* Applicants must have experience in the use of hoists, steadys, slide sheets etc. Candidates will be asked to provide evidence of relevant qualifications at interview.
* Effective verbal and written communication skills.
* A commitment to providing a high level of patient care.
* Data input experience.

**Other**

* Candidates must hold an unendorsed driver’s licence with 3 years’ driving experience

**AND** must be over the age of 25 years.

*As part of the Recruitment & Selection process it is necessary for The Organisation to carry out an Enhanced Disclosure Check through AccessNI before any appointment to this post can be confirmed. Dalriada Urgent Care adheres to the AccessNI Code of Practice.*

To access a copy of the AccessNI Code of Practice, please [Click here](https://www.nidirect.gov.uk/sites/default/files/publications/accessni-code-of-practice.pdf).

THE ORGANISATION IS AN EQUAL OPPORTUNITIES EMPLOYER

**Please note that the onus is on candidates to provide sufficient detailed information on their application forms in order to demonstrate how they meet each of the criteria. Failure to do so may result in a candidate not being shortlisted since Selection Panels cannot make assumptions in the absence of essential information.**