

Job title: Health Care Assistant

About this job

Location**Site**

The Royal Wolverhampton NHS Trust

Town

Wolverhampton

Postcode

WV10 0PQ

Major / Minor Region

Birmingham & The Black Country

Job overview

The Children's' Outpatients Department is looking to recruit a kind, caring, enthusiastic and motivated health care assistant to join our expanding team.

We are a busy department providing clinic appointments, phlebotomy, safeguarding and treatments to our service users. You would be involved in providing care for children and young adults from a variety of specialties including; Diabetes, Rheumatology, Cystic Fibrosis, Epilepsy and Oncology

Experience of working with Children or Young People is essential

A robust induction programme with ongoing support and mentorship will be given to the successful candidate

The post holder must be highly motivated and want to develop the service as well their own personal skills and knowledge.

Advert

The post holder will be required to work flexibly to meet the needs of the service, be able to use their own initiative and have the ability to work independently. Candidates will also be required to demonstrate good communication skills, be able to work well within a team of diverse professionals and enjoy caring for both children and their families.

Working for our organisation

The Royal Wolverhampton NHS Trust is one of the largest NHS trusts in the West Midlands providing primary, acute and community services and we are incredibly proud of the diversity of both our staff and the communities we serve. We are building a workforce that can help us to fulfil our values, improve quality of care for patients, and solve the health care problems of tomorrow. We're passionate about the value that diversity of

thinking and lived experience brings in enabling us to become a learning organisation and leader in delivering compassionate care for our patients.

We are delighted that we have been rated as “**Good**” by CQC. We have achieved numerous awards; The Nursing Times Best Diversity and Inclusion Practice and Best UK Employer of the Year for Nursing Staff in 2020.

The Trust is a supportive working environment committed to creating flexible working arrangements that suit your needs and as such will consider all requests from applicants who wish to work flexibly.

Detailed job description and main responsibilities

To assist registered nurses/health care professionals in the delivery of individualised holistic patient care. according to policy/procedure.

To ensure that consent is obtained prior to delivering all aspects of patient care.

To involve relatives / carers in the delivery of care interacting with them helpfully and in a friendly manner providing information as appropriate

To ensure care is delivered with compassion and respect to all patients.

To work with the multi-disciplinary team, and contribute to the prevention of patient harm by participating in risk assessments e.g. pressure ulcer development, falls, nutrition, and comfort rounds.

To ensure privacy and dignity are maintained at all times and protect confidential information

To assist patients with all care as delegated by the registered nurse/health care professional.

To assist patients in meeting their nutritional need and accurately record intake on the appropriate charts (if applicable), reporting any changes to the registered nurse / practitioner or doctor responsible for the patient's care.

To safely and accurately measure and record patients' physiological observations e.g. pulse, respirations, blood pressure and temperature, escalating and reporting to the registered nurse/health care professional responsible for the patient's care.

To safely and accurately measure and record blood glucose levels, reporting to the registered nurse / health care professional responsible for the patient's care.

To accurately document any observations and care provided in the appropriate record informing the registered nurse to whom you have been delegated care, of your actions.

To safely and accurately undertake urinalysis, record the results, and report to the registered nurse or doctor accountable for the patient's care.

To safely obtain samples (urine, stool, sputum, etc.)

To safely transport samples to the laboratories in a timely and professional manner.

To safely escort patients to other areas / departments as requested by the registered nurse / health care professional

To chaperone patients requiring clinical examinations, as per Trust's Chaperone Policy.

To report back any relevant information to the registered nurse accountable for the patient's care.

Make the care of people your first concern, ensuring the patient has a positive experience whilst in your care

To answer the telephone in a courteous and professional manner, accurately taking messages and informing the relevant person(s).

Respond appropriately to patient concerns and questions raised escalating to the accountable registered nurse / health care professional for the patient during that shift.

To ensure areas are maintained clean and tidy, and are appropriate stocked against agreed levels, including storage areas and medical equipment.

Act in a courteous and helpful manner at all times ensuring practical delivery of compassionate care respecting others, including the care of deceased patients and their families

Maintain professional carer behaviour at all times as an employee of the Trust and therefore representative of our values and beliefs including the objectives of the Trust

Work towards' healthcare support workers' registration with the Nursing Midwifery Council as and when this is established.

Ensure your practice is supervised by a registered nurse health care professional / who remains accountable for the delivery of care.

At all times maintain a professional image and comply with the Trust's Dress Code Policy.

At all times act in a professional manner, to uphold the reputation of the profession and the organisation.

To undertake any other duties as may be required to meet the needs of the service within the

Person specification

Working with Children/Young People

Essential criteria

- Working with Children

Desirable criteria

- Working with children in a health care setting.

Childcare Qualification

Essential criteria

- Qualification in childcare such as NNEB or NVQ

Further details / informal visits contact

Name

Nicola Bradshaw

Job title

Senior Sister

Email address

Nicola.bradshaw1@nhs.net

Telephone number

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Stoyka Beleva | Healthcare assistant

Location: Cannock

Telephone: 07746240642

Email: stoykabel@gmail.com

Professional profile

An enthusiastic and patient focused person with experience in delivering high quality service in fast- paced hospital.

A professional with 2 years of experience in NHS setting and over 10 years of experience in providing child education and care to meet all aspects of their emotional and physical wellbeing. Experienced in basic care and dressing. Fully trained on basic reporting procedures, clerical, and admin tasks, receiving visitors. Able to document any observations and care provided in the appropriate record. Efficient with reporting and documentation.

21/02/2020 – Present

**Royal Wolverhampton NHS Trust
Housekeeper**

Outline

Catering, cleaning, deep cleaning, providing, and maintaining the ward in line with the high standards of the Trust.

Key responsibilities

- keeping the ward clean and tidy
- ward spot-checks
- talking to and reassuring patients
- ordering non-clinical supplies
- assisting in preparing snacks and drinks for patients
- reporting faults
- clerical and admin tasks
- ordering patient transport
- receiving visitors

Key achievements/projects

- Reduced domestic and clinical waist by 30% in 3 months of joining the team.

01/09/2018 – 20/07/2021 **Osborne primary school**
Music Teacher

Outline

Tough the EYFS, KS1 and KS2 classes of pupils(YR, Y1 and Y2) in an OFSTED rated 'Good' school based in Birmingham. Responsible for development a healthy, positive learning environment for children

Key responsibilities

- Establish and maintain trust and relationship with students
- Create a positive and creative learning environment to successfully reach students full potential
- Use energetic and creative teaching methods to ensure pupils remain engaged
- Develop lesson plans in line with Music curriculum
- Work closely with parents and carers, providing constructive feedback and discussing their child's needs

Key achievements/projects

- Implemented a new creative method teaching which improved pupils' music skills with 90%
- Implemented of new method in classroom management which incorporated motivation activities, resulting in a 25% reduction in negative pupil behaviour

Education and qualifications

- **BA (hons) Music education with QTS (2:1)- Bulgaria National Music Academy – 1996**
- **3xA levels (BCC) – Bulgaria Specialist Music School – 1992**
- **9 x GCSEs (grades A*–B) Bulgaria Specialist Music School – 1990**

References available on request

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stoykabel@gmail.com
07746240642

Nicola Bradshaw
Senior Sister
New Cross Hospital
The Royal Wolverhampton NHS Trust
Nicola.bradshaw1@nhs.net

Dear Mrs. Bradshaw,

I would like to apply for the role of Health Care Assistant as advertised on Trac NHS jobs website. I have a degree in teaching, and I am currently finishing my HSC, level 4 course. Additionally, I am working at Royal Wolverhampton NHS Trust for 2 years as a Housekeeper and my main duties are keeping the ward clean and tidy ward spot-checks, talking to and reassuring patients, ordering non-clinical supplies and assisting in the kitchen.

I am confident that I will be able to apply the skills and knowledge I have acquired in this time to the children's care position with your organization.

I have a reach experience in working with children. The job advert states that you are looking for someone with proved experience in caring for children within a healthcare or educational setting. I believe my teaching experience is a good foundation for future development in the health and care setting. I am a person who naturally shares the empathy, and who highly appreciate mutual understanding among students, parents and carers.

I am proud of my punctuality at work. I complete my tasks at a given time properly.

I have also regularly attended NHS training including safety, compliance with policies and procedures.

I am looking forward to being considered for an interview so I can tell you more about myself, my skills, and my job experience.

Thank you for your time and consideration.

Kind regards,

Stoyka Beleva