

DDRC Healthcare

Job Description and Person Spec: Healthcare Assistant

Job Title: Diving and Hyperbaric Medicine Healthcare Assistant / Assistant Practitioner

Main Purpose of Job: Assist in providing high quality care for patients attending DDRC Healthcare

Responsible to: Senior Nurse

Responsible for: Preparing elective hyperbaric patients for chamber treatment and maintaining the clinical area (equipment checks, stock control and maintenance, clinical cleaning)

Key Working Relationships: Patients, Nursing staff, Doctors, Chamber and Administration staff.

Main Tasks:

Daily, weekly and monthly clinical checks on equipment in clinical areas

Preparation of patients prior to elective hyperbaric treatment, including taking clinical observations, assisting with changing patients into scrubs and any other preparation required by the clinical and chamber team.

Liaising with the chamber team regarding the status of patient preparation and any additional patient needs

Liaising with the duty clinician (doctor or nurse) for patient review

Liaising with the administration team or directly with outside agencies regarding patient transport or accommodation

Maintenance of clinical consumables stock levels and ordering.

Attendance at weekly MDT

Working with the clinical and chamber teams in planning patient care and logistics (treatment times / transport etc)

Assisting in the assessment of patients prior to commencing hyperbaric treatment

Undertaking CPD / reasonable steps to ensure that skills are up to date.

Possible Supplementary Roles: If agree: Hyperbaric chamber and mono-place attendant training, with potential to complete chamber operator training. An HSE Medical would be required for work inside the chamber.

The above is not an exhaustive list of duties and the post holder will be expected to perform different tasks as necessitated by their changing role within the organisation and the overall business objectives of the organisation. *Wherever possible these changes will be made in consultation with the post holder.*

You will perform, to the best of your ability, all the duties of this post and any other post you may subsequently hold and any other duties which may reasonably be required of you and will at all times obey reasonable instructions given to you.

Job Description agreed and approved.

Manager Signature:		Date:	
Postholder Signature:		Date:	

Person Specification

Essential Skills:

Good time management and organisational skills

Excellent communication and interpersonal skills

Competency in measuring and recording clinical observations, including blood sugar measurement

IT literacy

Essential Qualifications:

NVQ in health & social care level 2, or equivalent such as Healthcare Support qualification

GCSEs grade A-D/3-9 in Maths and English or Functional Skills level 1 in Maths and English

Desirable Skills

Wound care experience

Acute care experience

Personal Attributes:

Honesty, loyalty, integrity and trustworthy

Ability to work well within a team-based environment

Able to work semi-autonomously

Professional demeanour and appearance

Must be able to work to the DDRC Healthcare Organisational Values.



DDRC Healthcare Organisational Values

Respect	Putting People First	Collaboration	Taking Ownership	Integrity	Professionalism
Welcoming the opinions, questions and ideas of all Appreciating diversity Appreciating each other	Treating people as a whole Supporting one another	Working together Working with our patients, customers and clients Working with our current partners and welcoming future collaborations	Striving to make improvement Embracing change Listening to others and resolving issues	Communicating information openly and honestly Showing personal courage	Providing the highest quality of care, education and development Welcoming to all

Each member of staff holds a responsibility

- For their own safety, and that of patients and visitors entering the centre. Every staff member must adhere to the standard operating procedures laid down by the organisation regarding the work which they undertake, and where visitors or patients are present, ensure that they are afforded the appropriate protection which these provide.
- To support all other members of staff both professionally and personally.
- To acknowledge the importance of Team working, in addition to each individual’s role and responsibility.
- To provide high quality care for patients.
- To promote excellence in all aspects of the work, in order to develop an international reputation for good practice and innovative research in both clinical fields.
- To work within the objectives of the charity.