



	<b>POSITION TITLE</b>	<b>Health Care Assistant (HCA)</b>		
	<b>DIRECTORATE</b>	Medical Directorate	<b>DEPARTMENT</b>	A2 General Medical Ward
	<b>REPORTING TO (operationally)</b>	Clinical Nurse Manager	<b>REPORTING TO (professionally)</b>	Clinical Nurse Manager
<b>DIRECTORATE RESPONSIBILITIES &amp; DIRECT REPORTS</b>	This role covers the Medical Directorate in the Hawke's Bay District Health Board (HBDHB)			
<b>PURPOSE OF THE POSITION</b>	<p>To provide clinical, technical and clerical support to the nursing team and other professional staff working within the multidisciplinary team.</p> <p>To ensure and prioritise a focus on patient safety and quality relating to care and processes.</p>			
<b>KEY DELIVERABLES</b>	<p><b>Clinical Support</b></p> <ul style="list-style-type: none"> <li>By assisting in the provision of patient care and related activities as delegated by the Registered Nurse (RN).</li> <li>By treating patients with respect and dignity and with confidentiality</li> <li>By completing tasks (once appropriately trained), as approved in the HBDHB task list.</li> <li>Ensuring patient comfort</li> <li>Ensuring all organisational mandatory compliance training requirements have been achieved</li> <li>To complete specific technical tasks once training has been completed (and approved by CNM or delegate) as described in the department task list</li> </ul> <p><b>Administration and Clerical Support</b></p> <ul style="list-style-type: none"> <li>Photocopying/faxing/scanning of documents or other health record management requirements as delegated</li> <li>Ensuring privacy of patients records</li> <li>Delivery of documentation to other areas</li> <li>Other specific administration / clerical tasks as delegated</li> <li>Managing stationery supplies</li> </ul> <p><b>Technical Support</b></p> <ul style="list-style-type: none"> <li>Ensures equipment cleaned and stored as appropriate</li> <li>Reports faulty equipment in appropriate manner</li> </ul>			
<b>HEALTH &amp; SAFETY RESPONSIBILITIES</b>	<p>HBDHB is committed to maintaining and promoting the health &amp; safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <ul style="list-style-type: none"> <li>Not to do anything that puts your own H&amp;S at risk</li> <li>Not to do anything that puts others H&amp;S at risk</li> <li>To follow all health and safety policies and procedures</li> <li>To follow all reasonable health and safety instructions</li> </ul> <p>(You have the right to cease work if you believe that you, or others, are at risk of serious harm).</p>			
<b>KEY WORKING RELATIONSHIPS</b>	<p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>Patients/Consumer/Tangata Whaiora</li> <li>Clinical Nurse Manager / Associate Nurse Manager</li> <li>Wider department nursing team</li> <li>Wider Organisational Nursing teams</li> <li>Chief Nursing and Midwifery Officer</li> <li>Allied Health Staff</li> <li>Medical Staff</li> <li>Other team members</li> <li>Administration staff</li> <li>Procurement staff</li> </ul>	<p><b>EXTERNAL</b></p> <ul style="list-style-type: none"> <li>Other service providers</li> <li>Primary and NGO sector</li> <li>Regional/other DHB services</li> </ul>		

<b>DELEGATION AND DECISION</b>	Health Care Assistants, as unregulated health care workers, work under the direction and delegation of registered nurses / midwives.
<b>EMPLOYMENT AGREEMENT &amp; SALARY</b>	In accordance with the DHB's / NZNO Nursing & Midwifery Multi Employer Collective Agreement (MECA) – Health Care Assistants and Hospital Aides - \$40,382 - \$48,003 gross per annum according to qualifications and experience pro rata for hours worked.
<b>DATE</b>	April 2020

**ESSENTIAL CRITERIA**

**Qualifications**

- New Zealand Certificate in Health and Wellbeing (Level 3) Health Assistance **OR**
- Actively on this qualification pathway **OR** commitment to commence this qualification within two months of employment

**Experience**

- Understanding of the needs of other cultures, including lifestyle, spiritual beliefs and choices of others
- Ability to accept and respond to direction
- Sensitive to the needs of patients, staff and the public
- Ability to make an effective unit/team contribution to ensure excellent teamwork is supported
- Proven ability to communicate effectively; verbal and written
- Proven customer service skills
- Proven ability to adapt within a changing environment
- Ability to maintain confidentiality
- Computer and telephone skills

**Effectively Engaging with Māori**

- Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori
- Is visible, welcoming and accessible to Māori consumers and their whānau
- Actively engages in respectful relationships with Māori consumers and whānau and the Māori community
- Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience
- Actively facilitates the participation of whānau in the care and support of their whānau member

**Physical requirements for role:**

- Agility
  - Able to kneel
  - Able to get 1 knee up on bed
  - Able to squat
  - Able to raise arms above head
  - Able to reach arms out in front
- Fitness
  - Able to walk up 2 flights of stairs without stopping
- Strength
  - Able to do at least 3 half press ups (i.e. on knees)

**Vaccination status for role:**

- Vaccinations as per the current employee immunisation policy, including annual influenza vaccination

**DESIRABLE CRITERIA**

**Key Attributes**

- An enthusiastic nature
- Fit and active
- Basic problem solving skills



**OUR HEALTH**  
HAWKE'S BAY  
Whakawāteatia

**Our Vision and Values**

*Te hauora o te Matau-ā-Māui: Healthy Hawke's Bay*

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



**HE KAUANUANU RESPECT**

**ĀKINA IMPROVEMENT**

**RARANGATE TIRA PARTNERSHIP**

**TAUWHIRO CARE**

**HE KAUANUANU RESPECT**

Showing *respect* for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

**ĀKINA IMPROVEMENT**

Continuous *improvement* in everything we do. This means that I actively seek to improve my service.

**RARANGA TE TIRA PARTNERSHIP**

Working together in *partnership* across the community. This means I will work with you and your whānau on what matters to you.

**TAUWHIRO CARE**

Delivering high quality *care* to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.