

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

DELEGATION AND DECISION	Health Care Assistants, as unregulated health care workers, work under the direction and delegation of registered nurses / midwives.
HOURS OF WORK	64 per fortnight
EMPLOYMENT AGREEMENT & SALARY	In accordance with the DHB's / NZNO Nursing & Midwifery Multi Employer Collective Agreement (MECA) – Health Care Assistants and Hospital Aides - \$39,206 - \$46,605 gross per annum according to qualifications and experience pro rata for hours worked.
DATE	May 2019

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
- 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

Key Attributes

- An enthusiastic nature
- Fit and active
- Basic problem solving skills
- Knowledge of ECA (patient and management system)



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
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.