

JOB DESCRIPTION

Job Title	Clinical Support Assistant (CSA)
Reporting to:	Adult Services Lead Nurse
Main purpose of Job	<p>The Clinical Support Assistant will assist and carry out duties delegated by Duty Nurse & Lead Nurse.</p> <p>They will undertake personal care duties, carry out basic clinical assessments, and report patient's condition and health status to registered professionals, contribute to updating patient records, dispense medication in line with DHRT policy and support the duty nurse daily in meeting the healthcare needs of the young adults.</p>
Main duties:	
<p><u>CLINICAL RESPONSIBILITIES</u></p> <ul style="list-style-type: none"> • Under the supervision of the duty nurse, the CSA will carry out delegated tasks to provide support to meet individual healthcare needs for young adults at Hannahwood transitions and Hannahwood Mews. • The post holder will, under the supervision of the duty nurse, carry out delegated tasks including but not confined to, routine observations, full medication administration, suctioning, oxygen administration, cough assist and BiPaP and to be trained in the administration of medication via invasive routes (e.g. subcutaneous injection, Suppositories) • Participate and contribute to the completion of nursing needs assessment carried out on young adults within Hannahwood Transitions and Hannahwood Mews. • Complete and ensure that nursing care plans are up to date, within a delegated capacity. • The CSA will Work within a multidisciplinary team providing clinical support and advice within the scope of their delegated competency. • Be responsible for assessing and prioritising complex health needs and providing accurate and reliable information to the Duty nurse / Lead nurse • Participate in administration of medication as required following the policies and procedures of Dame Hannah Rogers Trust. • Be aware and act within the agreed policies on safeguarding vulnerable Adults, liaising with other personnel in the prevention and early detection of abuse. • Liaise with colleagues to ensure continuity of care. • Receive and follow up information and actively communicate with parents/guardians and other health professionals. 	

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01752 892461 | enquiries@discoverhannahs.org | Facebook: /discoverhannahs | Twitter: @discoverhannahs

Dame Hannahs, Woodland Road, Ivybridge, PL21 9HQ



- Actively be involved in the direct care of all young adults, supporting the individual's health needs.
- Support and provide training for carers, as part of the multi-disciplinary team.

EDUCATIONAL

- Maintain professional expertise through courses, study days, self-directed learning
- Keep abreast of current trends, developments and research in the associated nursing profession(s) in general and in the promotion of positive health.
- Disseminate knowledge to other Clinical Support Assistants and to nurses and carers as part of the multidisciplinary team
- Actively take part in providing assessment and competencies for care staff.

ADMINISTRATIVE

- Keep contemporaneous, legible and accurate records and reports, submitting returns as required.
- Be aware of the implications of the Health and Safety at work Act and report any accident or untoward incident in accordance with the recognised policy.
- Be aware of the implications of the requirement of the Data Protection Act, and the UKCC guidelines pertaining to confidentiality.

COMMUNICATION

- Communicate with all students/young people/ young adults effectively and appropriately at all times within specific communication plan developed for each individual and assist in overcoming any barriers.
- Embrace total communication and use a variety of communication methods and aids to enable students/young people/young adults.
- Develop good relationships with students/young people/ young adults, building trust and knowledge.
- Communicate with all staff effectively and appropriately at all times, including effective handovers.
- Share experience with colleagues to allow for continues improvement in communication.
- Attending relevant meeting as required.
- Attend appropriate training to enable effective communication with students/ young people/ young adults.
- To keep appropriate, clear, accurate and timely records as required in line with trust policies and legislation.

General Duties

VALUES

- To act as a positive and professional ambassador in order to support the Trust's mission and profile
- Facilitate good practice in others by acting as a role model at all times
- Respect and value all students and staff within the Trust

SAFEGUARDING

- To adhere to and follow adult protection policies and procedures, in order to promote the safety of all service users at all times.
- Understand your responsibility in reporting any unacceptable behaviour/ safeguarding issues involving staff in a confidential, timely manner and complying with policies and procedures as required.
- Follow all policies and procedures of the Trust relating to your employment at all times
- To keep up to date and comply with relevant legislation and good practice

HEALTH AND SAFETY

Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.

- Ensure the safety of everyone on site and staff at all times
- Identify potential risk and assist in carrying out risk assessments as required
- Be proactive in taking action to report and rectify faults
- Ensure Health and Safety documentation is completed e.g. accident and incident forms, within time stated in Trust policy and/or legislation

EQUALITY AND DIVERSITY

The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this.

CONFIDENTIALITY

The post holder must maintain appropriate levels of confidentiality at all times about adults with disabilities, staff and other Trust business at all times.

The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act and comply with the Trusts policies and procedures around confidentiality.

COMMUNICATION

- Communicate with everyone on site effectively and appropriately at all times
- Communicate with all staff effectively and appropriately at all times
- Share experience with colleagues to allow for continued improvement in communication
- Attending relevant meetings as required
- Attend appropriate training to enable effective communication with service users
- To keep appropriate, clear, accurate and timely records as required in line with Trust policies and legislation

TEAMWORKING

- Build and maintain good working relationships with colleagues/staff, and external contacts as appropriate
- Liaising, co-operating and support colleagues/staff within own department and other departments as required, in a professional and timely manner, especially in relation to an activity that will directly impact on service users well-being and safety

PROFESSIONAL DEVELOPMENT

- Adhere to Performance Management processes in line with Trust policies and procedures
- Undertake all Mandatory Training and other training to maintain and improve own knowledge and skills.
- Undertake any extended training required to ensure continued professional development

FLEXIBILITY

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other duty or task within the responsibility level for their post.

