6	POSITION TITLE	POSITION TITLE Health Care Assistant (HCA)			
HAWKE'S BAY District Health Board Whakawāteatia	DIRECTORATE	Operations Directorate	DEPARTMENT	Hospital Coordination Unit	
	<b>REPORTING TO</b> (operationally)	Resource Unit Manager	<b>REPORTING TO</b> (professionally)	Resource Unit Manager	
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	This role covers the all areas in the Hawke's Bay District Health Board (HBDHB)				
PURPOSE OF THE POSITION	To provide clinical, technical and clerical support to the nursing team and other professional staff work within the multidisciplinary team.				
	To ensure and prioritise a focus on patient safety and quality relating to care and processes.				
	<ul> <li>Clinical Support</li> <li>By assisting in the provision of patient care and related activities as delegated by the Registered Nurse</li> </ul>				
	(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				
	To complete specific technical tasks once training has been completed (and approved by CNM or delegate) as described in the department task list				
KEY DELIVERABLES	Administration and Clerical Support				
	<ul> <li>Photocopying/faxing/scanning of documents or other health record management requirements as delegated</li> </ul>				
	<ul> <li>Ensuring privacy of patients records</li> </ul>				
	<ul> <li>Delivery of documentation to other areas</li> </ul>				
	<ul> <li>Other specific administration / clerical tasks as delegated</li> </ul>				
	<ul> <li>Managing stationery supplies</li> </ul>				
	Technical Support				
	• Ensures equipment cleaned and stored as appropriate				
	o Reports faulty equipment in appropriate manner				
HEALTH & SAFETY RESPONSIBILITIES	HBDHB is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In <b>this role, your duties are:</b>				
	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				
	(You have the right to cease work if you believe that you, or others, are at risk of serious harm).				
KEY WORKING RELATIONSHIPS	INTERNAL		EXTERNAL		
	Patients/Consu	umer/Tangata Whaiora	• Other service pro	oviders	
	Clinical Nurse     Manager	Manager / Associate Nurse	Primary and NG		
	_	nent nursing team	Regional/other [	OHB services	
	-	ational Nursing teams			
	_	and Midwifery Officer			
	Allied Health S	-			
	Medical Staff				
	Other team me	embers			
	Administration				
	Procurement s				
	<ul> <li>Procurement s</li> </ul>	ldII			

DELEGATION AND DECISION	Care Associates, as unregulated health care workers, work under the direction and delegation of registere nurses / midwives.		
HOURS OF WORK	Permanent, hours negotiated at offer		
EMPLOYMENT AGREEMENT & SALARY	In accordance with the DHB's / NZNO Nursing & Midwifery Multi Employer Collective Agreement (MEC, \$40,382 - \$48,003 gross per annum according to qualifications and experience pro rata for hours worke		
DATE	August 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 gualification 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 whanau and the Maori community
- Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience
- Actively facilitates the participation of whanau in the care and support of their whanau member

#### Physical requirements for role: -

- 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 .
- . Able to walk up 2 flights of stairs without stopping
- . 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-a-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 **AKINA IMPROVEMENT RARANGATETIRA 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.



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

# **R**ARANGA 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.