

## Matched Job Report

Job Title	Healthcare Assistant (Maternity Wards/FMU)
Job ID	RVC/2023/0158
Score	192
Band	Band 2
Status	Profile Matched
Matched To	Clinical Support Worker
Job Statement	

The Healthcare Assistant (Maternity) compliments the work of the maternity team to ensure that delivery of safe, high quality, personalised care within the obstetric unit wards or Free Standing Midwifery Unit (FMU).

The post holder will work at all times under the delegation of a registered midwife in the delivery of woman centred care.

The post holder will be responsible for following care plans and recording all personally generated observations and documenting care given in individual's notes.

### 1. Communication & Relationship Skills

National Profile	3a	Profile	3
Factor Status	Matched	Score	21

#### Relevant Job Information

Reports observations/ any perceived changes noted in the woman's condition to the registered midwife without delay.

- Ensure valid consent is obtained prior to undertaking care procedures
- Assist in the reception and care of women and their relatives, ensure that patients property and valuables are dealt with as per Health Board policy and maintaining confidentiality of information.
- Develop communication skills in order to convey routine information effectively to women and their families and all members of the multidisciplinary team, overcoming any barriers to understanding (e.g. physical impairment, mental health condition or learning disabilities) and providing support during distressing or emotional events.
- Respond appropriately to routine queries, take phone messages and pass on written and verbal information to patients and staff in a timely manner.
- Ensure all information related to women's care is treated sensitively and adhere to the principles of confidentiality and privacy at all times.
- Report any untoward incidents/complaints as soon as possible to the registered midwife.
- Work as an effective member of the team promoting good team relationships.

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- Attend team meetings where possible contribute to team discussions that help improve and maintain excellent quality care for patients.
- Undertake administrative tasks/ duties when required to support the smooth running of the service by answering telephone enquiries, communicating via email and supporting the registered midwife to co-ordinate admissions, transfers and discharges.

### 2. Knowledge, Training & Experience

National Profile	2	Profile	2
Factor Status	Matched	Score	36

#### Relevant Job Information

Vocational qualification at level 2 e.g. Qualification Credit Framework (QCF) formally NVQ L2 in Health or undertake current framework qualification (as set out within the Personal Development Plan)

Undertake a period of Induction to include a range of work related procedures

Demonstrates an understanding of the requirements of the role.

Knowledge and understanding of the Code of Conduct for Healthcare Support Workers in Wales.

Understands the principles of confidentiality.

Understands the principles of Safeguarding adults/children to keep patients within their care safe.

Previous experience of working in NHS.

Previous experience of working with people.

Able to demonstrate a positive, caring and compassionate attitude to all patients, relatives and members of staff in a calm manner.

Good communication skills.

Ability to deal with challenging or distressing situations.

Ability to work effectively as a member of the team.

Able to organise self and others to achieve delegated task.

Able to effectively and appropriately escalate concerns to reduce risk and promote patient safety.

Can demonstrate SBU values.

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Able to work hours flexibly over a 24 hour period, 7 days per week.

### 3. Analytical & Judgemental Skills

National Profile	2	Profile	2
Factor Status	Matched	Score	15

#### Relevant Job Information

Recognises and effectively responds to emergency situations escalating support from the registered midwife in a timely and appropriate manner.

- Recognise issues relating to safeguarding vulnerable adults/children and report any problems or raise concerns to the registered midwife in a timely manner.
- Identify situations which may cause concern in relation to care or health and safety and report to the registered midwife in a timely and appropriate manner.

### 4. Planning & Organisational Skills

National Profile	1	Profile	1
Factor Status	Matched	Score	6

#### Relevant Job Information

• Work in an effective and organised manner demonstrating excellent time management skills, planning of own daily workload, to effectively deliver woman-centred care.

### 5. Physical Skills

National Profile	2	Profile	2
Factor Status	Matched	Score	15

#### Relevant Job Information

Lifting weights/equipment with mechanical aids

Daily

Hoisting patients

Pushing/pulling trolleys or similar

Daily

Pushing wheelchairs, trolleys, beds

#### 6. Patient / Client Care

National Profile	3(a)	Profile	3
Factor Status	Matched	Score	15

#### Relevant Job Information

The Healthcare Assistant (Maternity) compliments the work of the maternity team to ensure that delivery of safe, high quality, personalised care within the obstetric unit wards or Free Standing Midwifery Unit (FMU).

The post holder will work at all times under the delegation of a registered midwife in the delivery of woman centred care.

The post holder will be responsible for following care plans and recording all personally generated observations and documenting care given in individual's notes.

- Support the registered midwife in the delivery of the fundamentals of care e.g. assisting women with personal hygiene, nutrition and overall wellbeing, and escalating any concerns where appropriate.
- Carry out specific delegated care tasks to a high standard and competency, under the direction and supervision of a registered midwife, and contribute to updating the patient records.
  - o Record basic maternal information such as fluid balance (intake and output), nutrition, height, weight and age.
- Assist women to achieve physical and emotional wellbeing and comfort, encouraging independence where appropriate.
- Support women and their birth companions to foster an environment of comfort and privacy that enhances their experience within the unit.
- Promote health promotion in relation to life style choices for mothers and their babies.
- Respect the privacy, dignity, needs, beliefs, choices and preferences of women and their birth companions.
- Assist the registered midwife to support women's choices to achieve their desired birthing experience where possible.
- Under the direction of a registered midwife, assist mothers to initiate infant feeding according to their choice and report any concerns in relation to feeding to the registered midwife.

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- Act as a chaperon for women undergoing examinations or other procedures under the direction of a registered midwife.
- Respect the needs of caring for individuals from diverse backgrounds and abilities.
- Undertake additional champion/ link roles within the maternity service as requested by their line manager.
- Identify and take action by raising concerns when own or others' behaviour undermines equality and diversity.

### 7. Policy & Service

National Profile	1	Profile	1
Factor Status	Matched	Score	5

#### Relevant Job Information

Promote good hand hygiene and minimise the spread of infection. Take responsibility and accountability for own infection prevention control practice in line with Health Board Infection Prevention & Control policy and guidance

- Contribute to the improvement of service by reflecting on own practice and supporting that of others.
- Support the registered midwife with other relevant or ad hoc administrative tasks when required.
- Demonstrate behaviours and attitudes in accordance with the health board's values and behaviours framework and act in the best interest of patients, relatives and carers at all times

### 8. Financial & Physical

National Profile	1-2abc	Profile	1
Factor Status	Matched	Score	5

#### Relevant Job Information

Ensure that the care environment is safe for women, babies and families in relation to cleanliness of the area and equipment, and the area is free from health and safety hazards.

- Contribute to maintenance of stock levels in clinical areas.
- Report to the registered midwife when maintenance work is required by Estates Facilities or Clinical Engineering. Prepare equipment for collection ensuring decontamination of equipment and completion of relevant documentation
- Identify and take action by raising concerns when own or others' behaviour undermines equality and diversity.
- Be environmentally aware and financially prudent in use of resources and energy.

### 9. Human Resources

National Profile	1	Profile	1
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Factor Status	Matched	Score	5
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### Relevant Job Information

Take responsibility for attending statutory, mandatory training and work based learning opportunities in accordance with the health board policy and local training needs analysis.

- Make effective use of e-learning opportunities to achieve compliance with mandatory training.
- Prepare for and takes an active part in the appraisal process in accordance with organisation policy in partnership with reviewer, identifies opportunities to develop own competence/own skills in order to achieve objectives.
- Take responsibility for own continuing development and performance.
- Provide support and guidance to new healthcare assistants.

## 10. Information Resources

National Profile	1	Profile	1
Factor Status	Matched	Score	4

### Relevant Job Information

Maintain clear and accurate patient records relating to care delivery utilising both digital and paper based records as directed by the registered midwife.

- Take responsibility for maintaining a record of own personal development to provide the evidence to meet progress through the KSF gateways.

## 11. Research & Development

National Profile	1	Profile	1
Factor Status	Matched	Score	5

### Relevant Job Information

Participates occasionally in audits, surveys and research as appropriate.

## 12. Freedom To Act

National Profile	1-2	Profile	2
Factor Status	Matched	Score	12

### Relevant Job Information

Demonstrate integrity and acts in line with the Code of Conduct for Healthcare Support Workers in Wales working in accordance health policies, protocols and guidelines at all times.

- Recognise and consistently works within boundaries of the role and assessed competencies.
- Is responsible and accountable for own practice.

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### 13. Physical Effort

National Profile	3c-4bc	Profile	3
Factor Status	Matched	Score	12

#### Relevant Job Information

Assist in the movement of patients to ensure maximum comfort and safety at all times.

Lifting weights/equipment with mechanical aids

Daily

Hoisting patients

Pushing/pulling trolleys or similar

Daily

Pushing wheelchairs, trolleys, beds

### 14. Mental Effort

National Profile	2a	Profile	2
Factor Status	Matched	Score	7

#### Relevant Job Information

Carry out clinical/social care interventions

Daily

Direct clinical care delivery

Operate equipment/machinery

## Matched Job Report

Daily

Hoist

Attend meetings

Monthly

Staff meetings, Ward Team meetings

Check documents

Daily

Check observations, charts, check patient documents

### 15. Emotional Effort

National Profile	2a-3a	Profile	2
Factor Status	Matched	Score	11
Relevant Job Information			

Dealing with difficult situations/circumstances

As necessary

Dealing with people with challenging behaviour

## 16. Working Conditions

National Profile	3b-4b	Profile	4
Factor Status	Matched	Score	18

### Relevant Job Information

Ensure the cleanliness of equipment in all clinical and non-clinical areas and assist the registered midwife in appropriately preparing the environment.

- Ensure the correct disposal of linen and used clinical waste, and cleaning of the clinical environment of care.

Unpleasant smells/odours

Daily

Direct care delivery in the care of the older person

Infections Material/Foul linen

CDiff, D&V, MRSA Vomit, faecal matter

Body fluids, faeces, vomit

Daily

Daily exposure expected

Dust/dirt

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Daily

Daily ward cleaning

Contaminated equipment or work areas

Monthly

e.g. infected material following infectious outbreaks