<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Health Care Assistant (HCA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIRECTORATE</td>
<td>Medical Directorate</td>
</tr>
<tr>
<td>REPORTING TO</td>
<td>Clinical Nurse Manager</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>Intensive Care Unit</td>
</tr>
<tr>
<td>REPORTING TO (operationally)</td>
<td>Clinical Nurse Manager</td>
</tr>
<tr>
<td>REPORTING TO (professionally)</td>
<td>Clinical Nurse Manager</td>
</tr>
<tr>
<td>DIRECTORATE RESPONSIBILITIES &amp; DIRECT REPORTS</td>
<td>This role covers the Medical Directorate in the Hawke’s Bay District Health Board (HBDHB)</td>
</tr>
<tr>
<td>PURPOSE OF THE POSITION</td>
<td>To provide clinical, technical and clerical support to the nursing team and other professional staff working within the multidisciplinary team. To ensure and prioritise a focus on patient safety and quality relating to care and processes.</td>
</tr>
</tbody>
</table>
| KEY DELIVERABLES | **Clinical Support**  
| | o By assisting in the provision of patient care and related activities as delegated by the Registered Nurse (RN).
| | o By treating patients with respect and dignity and with confidentiality 
| | o By completing tasks (once appropriately trained), as approved in the HBDHB task list. 
| | o Ensuring patient comfort 
| | o 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  
| | **Administration and Clerical Support**  
| | o Photocopying/faxing/scanning of documents or other health record management requirements as delegated 
| | o Ensuring privacy of patients records 
| | o Delivery of documentation to other areas 
| | o Other specific administration / clerical tasks as delegated 
| | o Managing stationery supplies 
| | **Technical Support**  
| | o 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 this role, your duties are:  
| | • 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**  
| | • 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 |
| | **EXTERNAL**  
| | • Other service providers  
| | • Primary and NGO sector  
<p>| | • Regional/other DHB services |</p>
<table>
<thead>
<tr>
<th><strong>DELEGATION AND DECISION</strong></th>
<th>Health Care Assistants, as unregulated health care workers, work under the direction and delegation of registered nurses / midwives.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HOURS OF WORK</strong></td>
<td>67.5 hours per fortnight</td>
</tr>
<tr>
<td><strong>EMPLOYMENT AGREEMENT &amp; SALARY</strong></td>
<td>In accordance with the DHB’s / NZNO Nursing &amp; 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.</td>
</tr>
<tr>
<td><strong>DATE</strong></td>
<td>December 2019</td>
</tr>
</tbody>
</table>

### 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

### 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.

---

**Kauanau HE**

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 I will work with you and your whānau on what matters to you.

---

**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.