



St. Francis Hospice

JOB DESCRIPTION

Job Title:	HOUSEHOLD ASSISTANT IN-PATIENT UNIT (St Francis Hospice Blanchardstown)
Employer:	St. Francis Hospice, Dublin
Reports to:	CNM2 / CNM1
Accountable to:	Director of Nursing / Assistant Director of Nursing
Role:	The household assistant is responsible for the provision of household support in the IPU and may be required to provide assistance in other areas of the Hospice e.g. HDC and Laundry to cover sickleave and annual leave. Additional duties will be identified by your Line Manager/Nurse Management.

Duties & Responsibilities:

1. To assist in providing a welcoming, friendly and professional environment in the In-Patient Unit.
2. To encompass the Core Values of SFHD in their daily duties.
3. To ensure that each patient, all family members, volunteers and staff are treated with the utmost dignity and respect.
4. To maintain a respectful, non-judgmental and caring attitude toward all patients, their families and friends.
5. To maintain strict confidentiality.
6. To be responsible for the kitchenette services requirements of the In-Patient Unit. On occasion, the household assistant may be required to cover laundry services.
7. All food services are regulated under HACCP. It is important that staff responsible for these essential services is knowledgeable in relation to and comply with these regulations including temperature control.
8. Prepare stores list, collect stores and dinner menu from the main kitchen.

9. Check dietary requirements of patients and delivery meals to the patients ensuring that the trays are collected from the patient's room in a timely manner. Volunteer support is provided daily to the household assistant.
10. Ensure kitchen stores are rotated when collected daily from main kitchen.
11. When serving meals to patients, please ensure that they are in a comfortable upright position. Please remember to offer a glass of milk to patients and butter for their potatoes. Also, ensure patient is given a serviette. If not, ask the Healthcare Assistant/Staff Nurse for assistance.
12. When assisting with meals, to be aware of the individual dietary requirements of the patients and to be conscious of the possibility of food allergies and allergens on the menu.
13. All meals should be covered when transported to the patient's room. If patient is asleep, remove meal from room and offer meal when patient is awake.
14. Serve small appetising meals, second helpings can always be offered. Ensure breaks in between courses for patients.
15. In the absence of a volunteer, please ensure patients bed tables are wiped down as required.
16. In the absence of a volunteer, please ensure that water jugs are checked and refilled regularly. In addition, offer patients ice and ensure they are in reach of patient (if appropriate).
17. If meals appear unappetising, please inform your line manager.
18. Cleaning schedules to be followed and accurate records kept.
19. To ensure the kitchen area is clean and tidy at all times.
20. Wash down all surfaces at the end of the day.
21. To be flexible regarding the roster and be available to work on either site as and when required by management.
22. Duty and annual leave requests to be made in a timely manner to ensure equity and that the service is covered at all times.
23. To participate in committees or on projects if requested to do so.
24. To assist with the induction of new household assistants when required.
25. Hair net must be worn in the kitchen at all times.
26. In the absence of volunteer florist, please remove and dispose of any dead flowers you see on the In-patient Unit.

Please note: All relevant cleaning schedules and checklists to be completed and signed.

The Household Assistant is responsible for the following:

Kitchenette

- Deep clean. Line manager will allocate a date for deep cleaning to be carried out.
- Microwave and fridge shelves to be cleaned daily.
- Clean the icemaker and plate warmer weekly.
- Tidy presses and drawers weekly.
- Clean teapots weekly.

Family Room:

- Check the room each morning ensuring that it is tidy and that all linen is sent to the laundry as required.
- Check the fridge and remove perishable goods.
- Change kitchen towels and dish cloths daily when family room has been used.
- Check the shower is clean and tidy.
- Replenish tea and coffee supply.
- Lock the door on leaving the room.

Staff Room:

- Check the fridge and remove any out of date items.
- Replenish tea and coffee supply.
- Change tea towels and dish cloths daily.

Health and Safety:

1. To be aware of Health & Safety issues and to report to Line Manager as necessary.
2. To ensure the safety of yourself and other persons in the workplace, in line with the agreed policies of St. Francis Hospice and in accordance with the Health, Safety and Welfare Act, 2005.

3. To work in a safe manner with due care and attention.
4. To familiarise yourself with and follow Hospice Policies, Procedures and Guidelines.
5. All accidents/incidents to be reported on the day of occurrence to Line Manager. Relevant NIM's form to be completed on the day of occurrence.
6. To complete, date and sign schedule checklists in relation to HACCP, Cleaning and Health & Safety.
7. All damaged or broken equipment to be reported to Line Manager or Senior Nurse on duty.
8. To participate in mandatory training as required e.g. Manual Handling and Fire Safety.
9. To ensure the economical use of resources.

Personal /Educational Development:

1. To undertake HACCP Training if not already completed and to undertake updates when required.
2. To learn required skills and to widen experience as appropriate.
3. To participate in In-Service Training Programmes.
4. To take responsibility for own personal development and continuing education.
5. To assist with the induction of new household assistants as required.
6. To undertake ongoing professional development reviews with the Line Manager.

This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined in consultation with the post holder and the Director of Nursing.