


## JOB DESCRIPTION FOR

### *HCA TEA TROLLEY AND ACTIVITIES (FROM 09:30 TO 15:30)*

<b>VERSION No</b>	<b>3</b>	
<b>REVIEWED BY</b>	<b>Mariana Philipova</b>	
<b>NUMBER OF PAGES</b>	<b>2</b>	

<b>JOB TITLE</b>		<b>Health Care Assistant (HCA)</b>
<b>RESPONSIBLE TO / REPORTS TO</b>		<b>Senior Health Care Assistant / Nurse in Charge</b>
<b>ACCOUNTABLE TO</b>		<b>Registered Manager / Deputy Manager</b>
<b>LOCATION</b>		<b>Bendigo Nursing Home</b>
<b>HOURS OF WORK</b>		As Per Off Duty Roster devised by the manager, including nights, weekends, Bank Holidays and other official holidays, usually on two weekly basis
<b>No</b>	<b>APPROXIMATE TIME</b>	<b>DUTIES AND RESPONSIBILITIES</b>
<b>1</b>	<b>BEGINNING OF SHIFT</b> <i>(at 09:30 am)</i>	Report to RGN in charge for duties
<b>2</b>	<b>TEA / COFFEE TROLLEY</b>	To prepare the tea / coffee trolley
<b>3</b>	<b>MORNING TEA / COFFEE ROUND</b>	Go around the home with the tea / coffee trolley and offer the service users tea / coffee, hot chocolate etc, and biscuits / snacks or fruit (as per their choice) to the residents and assist them if required and record food / fluid intake if necessary
<b>4</b>	<b>TOILET FACILITIES</b>	After tea / coffee round is completed to offer service users to use toilet facilities and / or assist other staff in doing so
<b>5</b>	<b>ACTIVITY TIME</b> <i>(around 11:00 am)</i>	Offer service users to have activity as per activities schedule or if they wish other activity and record in activities records
<b>6</b>	<b>LUNCH TIME</b>	Help with lunch, serve lunch to service users on ground floor and assist them if required and record food / fluid intake if necessary
<b>7</b>	<b>TOILET FACILITIES</b> <i>(after lunch)</i>	After lunch is completed to offer service users to use toilet facilities and / or assist other staff in doing so
<b>8</b>	<b>STAFF BREAK</b>	Take 15 min break <b><i>after and not before</i></b> other staff has come back from their lunch break
<b>9</b>	<b>ACTIVITY TIME</b> <i>(around 14:00 pm)</i>	If a visiting activity person (for example Brett) is not scheduled then staff to offer service users to have activity as per activities schedule or if they wish other activity and record in activities records
		Alternatively (if a visiting activity person is scheduled), then the staff to offer individual activities to service users that remain in their rooms such as reminiscence and record in activities records

<b>10</b>	<b>TEA / COFFEE TROLLEY</b>	To prepare the tea / coffee trolley
<b>11</b>	<b>AFTERNOON TEA / COFFEE ROUND</b>	Go around the home with the tea / coffee trolley and offer the service users tea / coffee, hot chocolate etc, and biscuits / snacks or fruit (as per their choice) to the residents and assist them if required and record food / fluid intake if necessary
<b>12</b>	<b>END OF SHIFT (at 15:30 pm)</b>	Enquire from the RGN in charge if any other tasks are required to be done and if not to inform that the shift has finished and they are leaving the premises

*This job description / routine is a subject to periodic review and amendment in consultation with the post-holder in the light of changing circumstances (i.e. legislation, guidance, best practice, etc.).*

*The above list is not exhaustive*