



Position Description

Position Title:	Health Care Assistant
Department:	Surgical Ward
Location:	Kaweka Hospital
Reporting To:	Surgical Ward Team Leader

The Kaweka Way – Making It Better

The Kaweka Way encompasses the foundational values that allow us to provide a world class facility and service to our patients, our local community and our teams.

Kounga - Quality

I will confidently ensure that all patients have a quality experience and the best possible health outcome.

Ngākau tapatahi - Integrity

I will create an environment of trust that will set the standard for others to aspire to.

Mahi ngātahi - Teamwork

I will remove barriers to create more efficient systems and processes and ensure that collaboration and inclusiveness are at the heart of everything I do.

Atawhai - Kindness

I will treat all of our patients and colleagues with compassion and genuine care so that they feel reassured and at ease.

Pārekareka - Fun

I will embrace Kaweka Hospital being an irresistible workplace which is happy and fulfilling for our team.

Whakapai ake - Improvement

I will continually improve my knowledge and skills to ensure that Kaweka Hospital is a leading surgical facility innovating healthcare in New Zealand.

Purpose of the position

Our Health Care Assistants are an important part of Kaweka Health, working closely with the wider surgical teams to create a safe environment for every patient as well as colleagues. They provide basic care, observe patients under the direction of a Registered Nurse and ensure patients have the best experience possible during their journey with Kaweka Health. They are a crucial part of the team, supporting our Registered Nurses to work effectively and efficiently.

Position Responsibilities

- Ensure that professional, legal, ethical and cultural safety standards, are maintained.
- Demonstrate knowledge and judgement and be accountable for one's own actions and decisions, while promoting an environment that maximises patient safety, independence, quality of life and health.
- Assists in the provision of patient care as delegated by the Registered Nurse including observation, patient comfort and hygiene care.
- Work closely with the Peri-Operative team to enable them to deliver the best possible care, and outcome, for our patients.

- Provide professional communication and documentation with all staff.
- Ensure repairs and incidents are processed through appropriate channels.
- Contributes to the delivery of safe and effective services.
- Communicate and collaborate effectively with members of the team and other stakeholders.
- Maintain privacy and confidentiality of individuals and health information.

Your Commitment to Diversity and Reducing Inequities

- Supports a health workforce that reflects the Hawke's Bay community.
- Demonstrates knowledge and understanding of local tikanga and Māori culture and supports the use of Te Reo Māori.
- Is visible, welcoming and accessible to Māori, Pasifika patients and their whānau, and all other ethnicities without prejudice.
- Is committed to reducing inequities for Māori and Pasifika in accessing services.
- Is able to apply the Tiriti o Waitangi within the delivery of services on behalf of Kaweka Hospital.
- Actively engages in respectful relationships with all patients and their support networks to encourage participation in the delivery of care.
- Demonstrates the ability to engage with all patients and how they identify themselves.
- Provides an accessible service for the disabled community that recognises the individual needs of the patient.
- Promotes awareness of LGBTTQIA+ communities, the challenges they face and being an ally in the workplace.

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Your Commitment to Quality, Occupational Health, Safety, & Wellbeing, and Environment

- You will be proactive in the use of appropriate mechanisms to identify all accidents, incidents, near misses, and nonconformances.
- You will participate in multi-disciplinary meetings and systems.
- You will not do anything that puts your own or others occupational health & safety, or wellbeing at risk.
- Follows all quality, occupational health, safety, & wellbeing, and environmental policies, procedures, and instructions.
- Understand your rights and responsibilities as a worker under the Health and Safety at Work Act 2015.

Kaweka Hospital Staff are People Who

- Lead by example and are self-confident but humble.
- Operate with a defined vision and a bias for action.
- Are self-directed, rapid learners.

- Aren't content with the status quo and are able to break down barriers to move the organisation forward.
- Exhibit passion and excitement regarding their work.
- Are tenacious and willing to put in extra effort to achieve their, and Kaweka's goals.
- Are collaborative by choice and don't make decisions in isolation.
- Are passionate about improving the responsiveness and quality of the solutions delivered.
- Have effective written and face-to-face communication skills.
- Are problem solvers by nature.
- Have superior customer service mindsets.
- Are able to influence others, work in a team environment, and also able to work independently.
- Are able to handle multiple, and sometimes conflicting, priorities.

All Hands on Deck Approach

At Kaweka Hospital we know the most successful teams are made up of people who are willing to "jump in and get the job done", even if it's a task not specifically stated in your position description. From time-to-time we may ask this of you, however, we will always ensure that your safety, and that of our patients, is paramount so you will never be asked to do anything outside what is reasonable for your role.

Education and Experience

Education

Required

- NCEA Level 3 or equivalent

Desired

- New Zealand Certificate in Health and Wellbeing (Level 3)

Experience

At least two years practical experience.

Expectations and Scope

- Makes decisions within delegated responsibility to meet requirements within the team.

People Management

- No people management required.

Physical Status

- Physically demanding role, high stress environment.
- Exposure to blood, body fluids and tissue, communicable diseases, chemicals, radiation and repetitive motions.
- Full range of body motion including handling and lifting patients.
- Manual and finger dexterity.
- Hand and eye coordination.
- Sitting, standing and walking for extensive periods of time.
- Lifting and carrying items weighing up to 20kgs.
- Corrected vision and hearing to within normal range.

Vaccination Status

Recommend vaccinations and those deemed mandatory and as required by the Ministry of Health. This will be reviewed frequently by the Senior Leadership Team following any amendments to the requirements of the Ministry of Health.

Employment Agreement:	Individual Employment Agreement as agreed with the employee, commensurate with experience.
Position Description Prepared Date:	January 2023
Employee Name:	
Signed by Employee:	
Date of Signature:	

Small changes to your position may occur however anything of an ongoing nature will be reviewed, agreed and entered in writing as a variation.