



NURSING SERVICES - POSITION DESCRIPTION

POSITION TITLE: Health Care Assistant

JOB CATEGORY: Nursing

QUALIFICATIONS:

Training course as health care assistant **OR** Working as health care assistant in a facility with appropriate years of experience as per Minister's Cabinet Decree # 10 (1975).

ACCOUNTABLE TO: Director of Nursing

REPORTS TO: Immediate In charge/Supervisor

ORGANIZATIONAL RELATIONSHIP:

Collaborates with multidisciplinary healthcare team members.

1. POSITION SUMMARY

1.1 To assist nursing team in providing nursing care.

2. KNOWLEDGE, SKILLS, ABILITIES

- 2.1 Knowledge and skill to perform basic nursing care procedures and specific tasks as assigned.
- 2.2 Knowledge and skills to operate and maintain basic nursing care equipment.
- 2.3 Understanding of the diverse cultural customs and religious beliefs of the clients.
- 2.4 Ability to communicate effectively in English and/or Arabic.

3. RESPONSIBILITIES

- 3.1 Performs a range of basic client care duties as directed in accordance with the client's individuality, abilities, culture and choices.
- 3.2 Practices nursing in accordance with professional values and moral principles and maintains confidentiality as appropriate.
- 3.3 Assists nurses in performing basic duties that are in line with the facility, Federal Department of Nursing and Ministry of Health (MOH) policies, procedures and standards.
- 3.4 Assists the client with general hygiene and helps maintain a safe, clean environment using infection control practices.
- 3.5 Provides information and observations to assist the staff nurse in planning nursing care.

- 3.6 Reports client's problems and changes in his/her condition to team leader or charge nurse.
- 3.7 Utilizes basic nursing equipment to obtain data and keeps them clean.
- 3.8 Participates in nursing Continuous Quality Improvement initiatives, in-service education programs and unit meetings as assigned.
- 3.9 Initiates emergency, safety practices and fire safety measures as necessary.
- 3.10 Performs other job-related duties as assigned.

I have read and I understand my Position Description. I understand that these responsibilities may be modified to meet arising issues in the health facility.

Signature: _____
Employee

Date: _____

Name (Print): _____
Employee

Facility Name:

Approved by:

Signature:

Review Date: 3 years

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