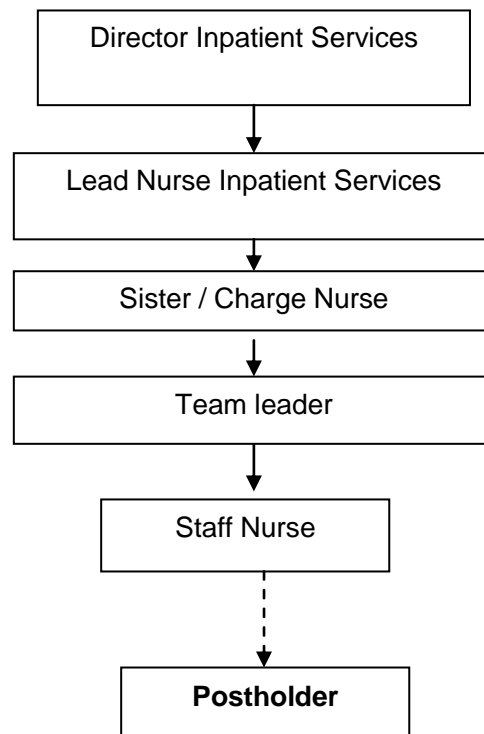


### **Nursing Assistant Job Description**

<b>Post Title:</b>	Nursing Assistant - Wards
<b>Band :</b>	2
<b>Reports to:</b>	Team Leader
<b>Purpose of the post:</b>	<p>To assist in the care of patients with a life limiting illness under the direction of a Registered Nurse and to maintain a high standard of care. To support the patients and relatives through ongoing communication</p> <p>To generate and maintain a friendly team spirit with all the staff and volunteers of the Hospice.</p> <p>To provide a safe environment for patients, visitors, staff and volunteers.</p> <p>To assist in training of new NAs into their duties</p>

#### **Organisation Position**



## **PRINCIPAL RESPONSIBILITIES**

1. To support the trained members of the nursing team in the implementation of individualised care programmes for patients' comfort, safety and dignity at all times (e.g. checking drugs with trained members of staff/working within current risk assessments for individual patients)
2. To perform designated nursing tasks when deemed competent theoretically and practically by a qualified nurse with the Mentor qualification, as part of a planned programme of care (e.g. changing dressings, catheters, observing and documenting, testing urine).
3. To report to the Team leader / Nurse in Charge as appropriate for any changes in patients' condition or relevant information pertinent to patient care (e.g. dietary requirements).
4. To monitor and record observations (e.g. Temperature, Pulse, Respiration, Blood Sugar and Blood Pressure) on completion of relevant competency training.
5. To second check CD administration with qualified staff when theoretical and clinical competence has been achieved – WASP competency document.
6. To record information on care given in patient held records and other documentation to comply with legal and professional requirements.
7. To maintain confidentiality at all times.
8. To comply with all appropriate policies and clinical practices and protocols.
9. To attend such courses/lectures/in-service training as indicated by needs of the service and own personal developments as identified via appraisal, actively participating in the appraisal process.
10. To give verbal handovers to other members of the team, including ward volunteers.
11. To act as a mentor to newly appointed NA's in order to support them and enhance their progress.
12. To escort patients to hospital appointments or transfer to another place.
13. Assisting to carry out personal care after death incorporating family members if that is their wish.

## **GENERAL**

1. To have an understanding of the role of other professionals involved in the patient's care and provide support to them.
2. To work collaboratively alongside volunteers on a day-to-day basis. To give support, guidance and instruction to the volunteer team member(s) as and when required, incorporating handover at commencement of session.
3. To give practical support to relatives/carers/visitors.
4. At all times to act as ambassador for Severn Hospice to patients, relatives, to colleagues and members of the public.

5. To support the process of audit in an active way. Attending meetings and making a contribution.
6. To comply with Health and Safety policy and fire regulations and to report accidents/incidents/potential risks immediately to a Senior Nurse.
7. To abide by security procedures relating to staff, patients, visitors and their property.
8. To participate in shift rotation as and when requested (subject to 4 weeks maximum per year for staff employed prior to 2010).
9. The ability to work flexibly across the organisation as and when required.

Responsibilities and duties may include other tasks as determined by Lead Nurse Inpatient Services

This job description is intended as a guide to the range of duties covered and should not be regarded as inflexible. There is a mutual obligation to modify the description when changes in the work situation occur

### **Supplementary Information and Requirements**

All new Hospice employees are on a three months probationary period.

A DBS Disclosure will be requested in the event of an individual being offered the post.

### ***Health and Safety***

In accordance with the Hospice's Health & Safety Policy all employed persons while at work are required by Section 7 of the Health & Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

### ***Appraisal***

All employees are required to participate in the Hospice's appraisal process (permanent contracts only).

*Last updated March 2014 (RS/GT)*

**Person Specification : Nursing Assistant**

	Essential	Desirable
<b>Qualifications / Training</b>		
Level of education necessary	Good basic education	Training in aspects of palliative care
Professional and post basic qualifications		
Specialised training required for post		

<b>xperience</b>  Length, type and level of post related work experience required (additional or alternative to qualifications above)	Ability to work as part of a team Previous experience in healthcare	Palliative care experience
<b>Skills &amp; Knowledge</b>  Range and level of skills  Depth and extent of knowledge required	Excellent interpersonal and communication skills both verbal and written Basic nursing skills Basic understanding of Hospice philosophy Good listening skills Good understanding of holistic care Willingness to undertake the HCA 2nd checking – controlled drugs course and carry this out in practice when deemed competent	Experience of nursing terminally ill patients
<b>Aptitudes &amp; Attributes Required</b>	Vocation for palliative care Good sense of humour Good team player Able to take instruction Sensitive Emotionally strong To be motivated and enthusiastic Organised and reliable Common sense	Good sense of humour
<b>Other Requirements</b>	Enhanced DBS disclosure Prepared to work flexible hours Willingness to undergo further training as required Self awareness relating to death and dying Self recognition when support/supervision is required The ability to working flexibly across the organisation as and when required	