

Hull University Teaching Hospitals NHS Trust

JOB DESCRIPTION

Job Title: Nursing Assistant

Band: 2

Reports to: Senior Sister

Job Statement

The post holder is responsible for supporting the registered nurse in the delivery of direct patient care procedures. They assist in the maintenance of patient comfort. The post holder will work flexibly alongside the team members to meet the needs of the service.

Knowledge and Skills

Communication and Relationship skills

- Supports patients and their families, through communicating information using a variety of methods, to ensure effective understanding and reporting the outcome to the nurse in charge.
- Contributes to the effective communication between members of the multi disciplinary team, taking personal responsibility to share update and share information
- Ensures information is conveyed to the patient in a timely and understandable manner, using different communication methods to clarify understanding
- Responsible for ensuring the registered nurse receives factual, prompt and accurate information on how patients progress
- Attends and contributes to ward meetings regularly

Knowledge, Training and Experience

- Uses knowledge and experience to deliver routine tasks as agreed with the registered nurse
- Uses knowledge and experience to follow agreed policy and procedure
- Undertakes a range of predefined procedures, for which specific training has been given under the direction of the registered nurse
- Provides advice to patients and their families on hospital procedures, and information about facilities available during their stay in hospital
- Attends mandatory training and other training courses as appropriate
- Uses opportunities to promote health education

Analytical and Judgemental skills

- Follows written and verbal instruction to deliver treatment plans devised by the registered nurse

Planning and Organisational skills

- Responsible for delivering a delegated workload against the needs of patients and service

Final version July 2016

requirements

- Reports any changes or concerns about the patients well-being to the registered nurse

Physical skills

- Practices safe moving and handling procedures when assisting patients with mobility
- Assists patients in a variety of procedures, including hygiene, eating and drinks and toileting

Responsibilities

Responsibilities for Patient / Client Care

- Responsible for providing direct care to the defined group of patients under the direction of the registered nurse
- Assists patients to undertake normal activities of daily living
- Follows care plans developed by the registered nurse
- Reports any changes in patients condition, untoward incidents or accidents to the senior nurse immediately
- Assists with the maintenance of ward cleanliness
- Assists in maintaining stock levels
- Assists with the transportation of patients, equipment and supplies

Responsibilities for Policy and Service Development Implementation

- Contributes and comments on policies and procedures affecting the ward or department
- Follows policy and guidelines informing members of the multi professional team of any changes

Responsibilities for Financial and Physical Resources

- Responsible for the cleaning of equipment and preparing for further use

Responsibilities for Human Resources

- Supports new members of staff during their induction
- Explains and demonstrates to other team members a range of learnt procedures, assisting them to develop skills

Responsibilities for Information Resources

- Responsible for providing accurate and timely records on patient care and performance using paper and IT based systems, in accordance with trust policy

Responsibilities for Research and Development

- Assists in audits, and research-based studies to evaluate the effectiveness of care interventions.
- Assist patients to complete satisfaction surveys

Freedom to Act

- Works under the direction of a registered nurse, to deliver a range of pre determined care procedures
- The post holder is required to undertake a range of routine procedures for the ward and department, without the need to refer to the trained nurse

Effort and Environment

Physical Effort

- The post holder will have direct patient contact, delivering direct care in a variety of hospital settings in accordance with the need of patients. In particular dealing with intimate procedures

Mental Effort

- The post holder is required to be adaptable, to the changing clinical priorities, which will including responding to emergency procedures

Emotional Effort

- The post holder assists patients, through a range of treatments and experiences. Many of which can be highly distressing.

Working Conditions

- The post holder will work in a hospital ward or department, handling soiled linen, disposing of bodily fluids and following infection control procedures

Health and Safety

In addition to the Trust's overall responsibility for your health and safety you have a personal responsibility for your own health and safety. As such you are required to inform your line manager of any safety issues that you identify, that could affect you or others in the workplace. You must co-operate with management and colleagues at all times in achieving safer work processes and work places, particularly where it can impact on others.

As a Trust employee you will be trained in the correct use of any equipment provided to improve safety and health within the Trust. You are required to use the equipment when necessary and as instructed which will include checking the equipment is safe to use, prior to its use and must report any defects immediately to your line manager.

You are responsible for the implementation and adherence to Trust safety policies and procedures for areas within your remit.

You are required to ensure suitable and sufficient risk assessments are completed for all areas within your remit. The controls identified must be evaluated and implemented where necessary.

You are required to review all risk assessments periodically and particularly when staffing and/or equipment changes, monitoring the effectiveness of any control measure implemented.

You are to ensure suitable and sufficient equipment is provided to sustain the health and safety of staff, patients and visitors to areas within your remit.

This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the current post. It may be subject to change in light of developing organisational and service needs. Wherever possible such changes will follow consultation with the post holder.

Infection Control

In addition to the Trust's overall responsibilities under The Health and Social Care Act 2008 Code of Practice for healthcare, including primary and adult social care on the prevention and control of infections (revised December 2010) for your safety, you have a personal responsibility to ensure your work adheres to this Code in the delivery of safe patient care within the organisation. This code relates to ALL Trust staff and contractors working within the organisation who are employed to ensure this level of care is provided.

As an employee you will be trained to ensure adherence and compliance to the various Infection Control policies within the Trust.

Sustainability

- To actively support the Trusts goals for sustainability by encouraging and adopting sustainable ideas and practices.

Safeguarding

The Trust has a duty and is committed to safeguarding all service users and provide additional measures for adults and children who are less able to protect themselves from harm or abuse. As an employee* you have a individual responsibility to contribute to the detection, reporting and prevention of abuse to safeguard those in our care (Section 11 Childrens Act, 2004, Human rights Act 1998, Equality Act 2010 Mental Capacity Act 2005 Care Act 2014) and are accountable to ensure that you know how to respond when you are concerned for the safety of a child, young person or adult at risk. The Trust will assist you in this process by providing training, guidance and advice. There are corporate safeguarding teams who can be contacted for advice, support and safeguarding supervision. All concerns must be reported as per Trust Safeguarding Policies which are available on the Trust Intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role

Person Specification – Nursing Assistant

| Education/ qualification | Essential | Desirable | Assessment criteria |
|---|------------------|------------------|----------------------------|
| Evidence of continued development | | ✓ | Port |
| Skills and ability | Essential | Desirable | Assessment criteria |
| Effective communication both written and verbal | ✓ | | App / Int |
| Work under own initiative | | ✓ | Int / Ref |
| Able to work in stressful environment | ✓ | | Int/Ref |
| Attention to detail | | ✓ | Int / Ref |
| Flexible approach to work | ✓ | | App / Ref |
| Computer skills | | ✓ | Port |
| Knowledge | Essential | Desirable | Assessment criteria |
| To work effectively as part of a team | ✓ | | Interview |
| Basic literacy, and arithmetic skills | ✓ | | App / Int |
| Understands the importance of confidentiality | ✓ | | Interview |
| Understand the principals of Clinical Governance, and the implications for practice | | ✓ | Interview |
| Insight into needs of patients and colleagues | ✓ | | Interview |
| Show awareness of risk assessment, and risk management | | ✓ | Interview |
| Disposition | Essential | Desirable | Assessment criteria |
| Displays insight into effective team work | ✓ | | Interview |
| Demonstrates flexibility | ✓ | | Int / Ref |
| Other Requirements | Essential | Desirable | Assessment criteria |
| Prepared to develop responsibilities | ✓ | | App / Int |

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| Should demonstrate a caring manner, committed to caring to people from any type of cultural background or illness | ✓ | | App / Int |
| Able to care for both physical and emotional needs of others | | ✓ | App / Int |
| Prepared to dress in accordance with hospital policy | ✓ | | Interview |
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