

## **JOB DESCRIPTION**

**POST:** Nursing Assistant (Acute Adult Services)

**DEPARTMENT:** Lung Screening

**BAND:** Band 2

**HOURS:** 37.5

**RESPONSIBLE TO:** Ward Manager

**WORKBASE:** Community sites

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### **JOB PURPOSE**

The post holder will:

- Work under the overall supervision of a registered practitioner.
- Be responsible for participating and assisting in the delivery of delegated personal care to patients within the ward/department team.
- Carry out a number of delegated routine procedures requiring a base level of knowledge, understanding, practical competency and skill specific to the personal care of patients.

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### **MAIN DUTIES & RESPONSIBILITIES**

#### **Clinical Practice:**

The post holder will:

- Welcome and orientate patients and visitors to the ward/department.
- Assist in preparing patients notes, relevant charts/documentation and identity name bands prior to, and on admission.
- Undertake clerical duties as directed by the registered member of staff in relation to all verbal and written communications, ensuring messages and communications are passed to other team members, as required.
- Communicate effectively with patients, relatives and healthcare practitioners.
- Ensure patients nutritional needs are met through assisting in the preparation of patients prior to meals and beverages, providing help and assistance in feeding/drinking as necessary.
- Appropriately record and monitor dietary intake of patients, informing relevant staff of progress and/or any difficulties relating to dietary/fluid intake.

- Assist patients in gaining access to and in the use of appropriate toilet facilities. Measure and record body waste/fluid balance accurately.
- Assist patients in maintaining their personal hygiene, grooming and dressing needs with specific concern for their religious, cultural and personal preference, ensuring privacy and dignity at all times.
- Assist patients in their mobility requirements, help move and position appropriately to maximise their physical comfort, utilising equipment when trained to use and as directed by the multi professional team.
- Prepare individual patients and the environment to ensure effective movement and/or handling procedures to ensure patient and staff safety.
- Assist in the care of patient's pressure areas and prevention of pressure sores, recording and maintaining relevant documentation.
- Assist in the correct procedure of duties relating to last offices for deceased persons. Ensure that all religious and cultural wishes, obligations are adhered with.
- At the delegation of the registered staff member, transfer the patient from one care area to another, i.e. ward environment to discharge lounge/ other ward.
- Assist in providing conditions to meet the patient's need for rest and sleep.
- Chaperone the patient as required ensuring appropriate support.
- Actively support and assist in alleviating distress and anxiety of patients or carers, consistent with their personal beliefs and preferences. Seeking support from registered staff as needed.
- Support patients with dementia/cognitive impairment
- Promote standards of health and safety in working practice and the workplace, by being responsible for self and others through identifying risks, undertaking work activities in a safe manner.
- Use a range of techniques for infection prevention and control including waste management, hand washing and the use of Personal Protective Equipment (PPE).
- Under the direction of registered staff record patient's items of property in the ward property and valuables book, ensuring valuables are correctly placed into safekeeping.
- Maintain cleanliness in the work environment in line with Trust Health and Safety and Infection Prevention Practice policies.
- Prepare and maintain environments for clinical procedures.
- Organise the supply and maintenance of materials and equipment, ensuring they are placed in the correct area and present no hazard to staff, patients and visitors.

## **Management**

The post holder will:

- Proactively help patients and carers to take an active role in their care.
- Be familiar and comply with all Trust Policies and Procedures.
- Adhere to Trust Uniform Policy.
- Adhere to Trust Social Media Policy.
- Act at all times in a manner, which illustrates respect for privacy, dignity and confidentiality.
- Exhibit professional behaviour and attitude at all times and demonstrate excellent customer care skills.
- Contribute to effective team working, by being fully involved, committed and participating, to achieving full potential.
- Attend ward /departmental meetings as required.
- Use IT systems for e.g. patient records and data collection.

- Contribute in the supply and maintenance of materials and equipment to ensure the efficient running of the clinical environment.
- Assist with the checking and recording of deliveries to the clinical areas against original orders.
- Ensure stock rotation is undertaken to minimise the risk of equipment becoming out of date.
- Assist in the transfer of materials and equipment as requested, including the maintenance of equipment as appropriate.
- Clean and return equipment utilised in procedures and treatments to Central Sterile Supplies Department (CSSD) or dispose of as appropriate.

## **Education and Development**

The post holder will:

- Maintain responsibility for the identification of own continuing educational needs and development and take part in annual appraisal.
- Maintain competence through annual mandatory training to include; - Basic Life Support Resuscitation, Moving and Handling and Fire training in adherence to Trust Policy.
- Attend appropriate training courses and keep up to date with developments within the service area.
- Assist in the induction and orientation of new staff and advise/demonstrate own activities to less experienced staff.

## **Key Processes**

The post holder will:

- Under the delegation of a registered member of staff, participate and assist in the delivery of patient care, as outlined above.
- Demonstrate self-directed development to ensure they practise in accordance with established protocols and standard operating procedures under close, but not continuous, supervision.
- Within the scope of their role, recognise their limitations and present them in a credible and competent manner.
- Act at all times in a manner, which illustrates respect for privacy, dignity and confidentiality.
- Have a responsibility to ensure all information processed for patients and staff is kept confidential, accurate and in line with the data protection act 1998 and Caldecott principles.

**This job description is an outline of the key tasks and responsibilities of the role and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services, as well as the personal development needs of the post holder.**

## **INFECTION PREVENTION AND CONTROL**

It is the requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection control policies. The post Holder is also responsible for ensuring that they and all their staff attend mandatory training, including infection prevention and control.

## **HEALTH AND SAFETY**

The trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or missions. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate. The Trust's Health and Safety Policies outline your responsibilities regarding Health and Safety at work.

## **RISK MANAGEMENT**

It is a standard element of the role, and responsibility of all staff of the Trust, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

## **SAFEGUARDING**

Ensure that the policy and legislation relating to child protection and safeguarding of Children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to be aware of their individual responsibilities and to report any concerns to the identified person within your department/ division or area of responsibility.

## **CONFIDENTIALITY AND SECURITY**

The post holder is required to maintain confidentiality at all times in all aspects of their work. All employees must maintain confidentiality and abide by the Data Protection Act.

## **VALUES AND BEHAVIOURS**

The post holder will adhere to the values and behaviours framework, encompassing; care and compassion, treating everyone with dignity and respect. The post holder must extend these values and adhere to the social media policy.

## **TEAM BRIEFING**

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

## **NO SMOKING POLICY**

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

## **THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER**

**This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.**

Final

## Person Specification

### Job Title: Nursing Assistant - Adults (Band 2)

| ATTRIBUTES                      | ESSENTIAL  | DESIRABLE   | METHOD OF ASSESSMENT                 |
|---------------------------------|--|---|--------------------------------------|
| <b>QUALIFICATIONS</b>           | <p>Holds National Care Certificate or be willing to undertake and complete within 12 weeks of starting.</p> <p>Level 2 Apprenticeship in health care <b>OR</b><br/>Gain equivalent knowledge and skill undertaking the Trust Clinical Support Worker Development Programme.</p> <p>On completion of the Trust Clinical Support Worker Development Programme demonstrating evidence of clinical knowledge, skill and competency the worker will move to band 3 AfC.</p> <p>Holds Functional Skills Level 1 Maths and English or education equivalent.</p> |   | Certificates                         |
| <b>KNOWLEDGE AND EXPERIENCE</b> | Experience working in a healthcare, social care organisation/setting or service industry requiring people contact.   | Experience of working within a health care environment. | Application form and Interview       |
| <b>SKILLS AND ABILITIES</b>     | <p>Good communication skills (written and verbal).</p> <p>Able to work as a team.</p> <p>Able to carry out well defined routine tasks.</p> <p>Able to work on own initiative, following direction/supervision by a Registered Healthcare Practitioner.</p> <p>Able to relate well with patients/relatives/visitors/ Colleagues/the multi-disciplinary team and wider Trust staff.</p>  | Computer skills.  | Application form and Interview       |
| <b>ATTRIBUTES</b>               | <p>Committed to delivering high standards of patient care.</p> <p>Friendly, open, empathetic and compassionate.</p>  |   | Interview<br>EHWB apt and references |

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|  | <p>Professional outlook and positive attitude.</p> <p>Able to meet the flexible needs of the role and duty roster.</p> |  |  |
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