

## **JOB DESCRIPTION**

**POST:** Senior Nursing Assistant (Children's services)

**DEPARTMENT:**

**BAND:** Band 3

**HOURS:**

**RESPONSIBLE TO:** Ward Manager

**WORKBASE:**

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### **JOB PURPOSE**

The post holder will:

- Undertake the role of caring for a group of patients through indirect and direct supervision by a registered practitioner so as to aid in the deliverance of all aspects of care in a safe and timely manner.
- Act as a role model providing guidance and support to Trainee and Band 2 Nursing's Assistant's as required, helping to ensure the efficient and effective running of the ward/department at all times.
- Independently plan tasks and workload activities whilst ensuring that their practice is guided by standard operating procedures and established protocols. They will demonstrate self-directed development, recognising own limitations, and work within the scope of their role at all times.
- Prioritise own workload and may be responsible for planned care and tasks delegated from a registered practitioner.

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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.
- 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.
- Provide practical support for mothers with chosen method of infant feeding. Undertake the promotion of breastfeeding, including practical assistance. Report any feeding concerns to the registered practitioner.
- Appropriately record and monitor dietary intake of patients, informing relevant staff of progress and/or any difficulties relating to dietary/fluid intake.
- Ensure breastfeeding mothers are provided with meals.
- 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 as directed by the multi professional team.
- Prepare individual patients and the environment to ensure effective movement and/or handling procedures.
- Assist in the care of patient's pressure areas and prevention of pressure sores, recording and maintaining relevant documentation.
- Support the development of children and young people through therapeutic play and learning.
- Communicate with children and young people using age appropriate communication and shared decision making with them, the family/carer.
- Help patients to understand their own health and wellbeing, working in partnership with them, offering advice, information and support on how they manage their own condition.
- Support life-limiting conditions and contribute to end of life care.
- 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.
- When necessary initiate and assist with basic cardio-pulmonary resuscitation procedures.
- 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.
- Perform and record patient's vital signs as directed, reporting findings to the registered member of staff on duty – Temperature, Blood Pressure, Respiration, Oxygen Saturation and Pulse.
- Record findings on electronic Patient Track system in real time.
- Perform venepuncture as directed by the registered practitioner, ensuring relevant documentation is countersigned by the same practitioner and PPI policy followed.
- Perform and record Blood Glucose levels – finger pricks, utilising blood glucose monitoring equipment - reporting results to registered member of staff on duty.
- Perform and record urine testing - Midstream Specimen, 24hr collection, Ileu Conduit Urine, Dip Stick – as per Trust policy, reporting results to registered staff member on duty.
- Perform additional clinical skills as directed by the registered practitioner (that have been agreed by the Line Manager) where trained and competent to do so and within the scope of the role and speciality.
- Assist in providing conditions to meet the patient's need for rest and sleep.
- Chaperone the patient as required ensuring appropriate support.
- Be available, where possible to supervise patients for parents/carers in their absence.
- 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.

- Prepare and support the discharge home of patients.
- Assist with teaching parenting skills; encouraging public health awareness in relation to immunisation, nutrition, healthy diet and other safeguarding issues that affect children and young people.
- Ask for, listen and value the views of children and their families/carers about their experience and discuss with the registered practitioner in order to improve/develop the service in an appropriate manner.
- 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.
- 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 policies.
- Use a range of techniques for infection prevention and control including waste management, hand washing and the use of Personal Protective Equipment (PPE).
- Prepare a bedside environment for patient and parent/carer, ensuring safety.
- Arrange accommodation and beds for parents/carers who wish to be resident.
- Ensure parents rooms are kept clean and tidy and maintained to acceptable standards of safety and hygiene.
- 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.
- Provide support and guidance to junior staff, with support from registered practitioner.
- Contributes to accurately and appropriately updating patient records as required

## **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:

- Recognises and consistently works within boundaries of the role and acquire skills and knowledge to develop competencies in service area.
- Maintain responsibility for the identification of own continuing educational needs and development and take part in annual appraisal.
- Maintain competence in Mandatory, Basic Life Support Resuscitation, Moving and Handling, and Fire Education through annual online and face to face attendance of lectures in adherence to Trust Policy.
- Support a rich learning environment for Band 2 NA's.
- 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 to advise and demonstrate own activities to less experienced staff.
- Participate in audits and improving quality programmes to support the ward/department manager and team.

### **Key Processes**

The post holder will:

- Independently plan tasks and workload activities whilst ensuring that their practice is guided by standard operating procedures and established protocols.
- 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.
- Prioritise own workload and may be responsible for planned care and tasks delegated from a registered nurse
- On a day-by-day basis, be responsible for the delivery of clinical care under the indirect /direct supervision of the registered staff member (indirect - where trained to do so).
- 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.

### **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.

**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.**

## **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.**

## **Person Specification**

**Job Title: Senior Nursing Assistant – Children and Young People Services (Band 3)**

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>QUALIFICATIONS</b>	<p>Holds a level 3 Vocational Qualification (e.g. NVQ or Apprenticeship) in clinical health care <b>OR</b> equivalent experience</p> <p>Worked at a band 2 Nursing Assistant or equivalent</p>	<p>Speciality specific training and evidence of competencies being achieved and continued development</p>	<p>Certificates</p>
<b>KNOWLEDGE AND EXPERIENCE</b>	<p>Working in an environment caring for children and young people e.g. hospital, nursery or school, undertaking a wide range of clinical commitments.</p> <p>Knowledge of Infection Control &amp; Safeguarding processes</p> <p>Experience of working with the multidisciplinary team.</p> <p>Experience of caring for a group of patients.</p> <p>Experience of dealing with patient/relative complaints as appropriate.</p>	<p>Experience in supporting Quality Improvement audits and research and development activities.</p> <p>Experience of working in more than one speciality within a health care environment.</p>	<p>Application form and Interview</p>

<b>SKILLS AND ABILITIES</b>	<p>Good communication skills (written and verbal).</p> <p>Taking and recording vital signs and other clinical skill following appropriate training</p>	Experience of inducting, coaching and supervising junior staff	Application form and Interview
	<p>and assessment and within scope of job role</p> <p>Able to work as a team.</p> <p>Able to carry out routine and non-routine tasks.</p> <p>Able to work on own initiative in delivery patient care, following direction 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> <p>Computer skills.</p>		
<b>ATTRIBUTES</b>	<p>Committed to delivering high standards of patient care.</p> <p>Friendly, open, empathetic and compassionate.</p> <p>Professional outlook and positive attitude.</p> <p>Able to meet the flexible needs of the role and duty roster.</p> <p>Honest and trustworthy.</p>		Interview, EHWP apt and references

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