

JOB DESCRIPTION

POST: Nursing Assistant

DEPARTMENT: Outpatient Department

BAND: Band 2

HOURS: Click or tap here to enter text.

RESPONSIBLE TO: Ward Manager

WORKBASE: Click or tap here to enter text.

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 care to patients within the department team.
 - Carry out several delegated routine procedures requiring a base level of knowledge and understanding specific to the care of patients.
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MAIN DUTIES & RESPONSIBILITIES

Clinical Practice:

The post holder will:

- Welcome and orientate patients and visitors to the department.
- Assist in preparing patients notes and relevant charts/documentation prior to, and on attendance to the department.
- 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.
- Assist patients in gaining access to and in the use of appropriate toilet facilities.
- Assist patients in maintaining their personal hygiene 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.
- Report to Nurse in Charge on patients' condition or changing circumstances and any environmental issues.
- At the delegation of the registered staff member, transfer the patient from the outpatient department to another area, i.e. ward.
- Chaperone the patient as required ensuring appropriate support.
- Assist with interventional procedures as required.
- 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).
- 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.

Where particular Directorates require the post holder to focus on specific issues and/or areas of concern, this will be discussed through the performance management process.

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) Outpatient Department

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<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 OR 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
KNOWLEDGE AND EXPERIENCE	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
SKILLS AND ABILITIES	<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
ATTRIBUTES	<p>Committed to delivering high standards of patient care.</p> <p>Friendly, open, empathetic and compassionate.</p>		Interview EHWB apt and references

	<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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Final