

JOB DESCRIPTION TEMPLATE

1. JOB IDENTIFICATION

Job Title:	Nursing Assistant
Responsible to (insert job title):	Senior Staff Nurse/Charge Nurse
Department(s):	Care Of the Elderly (In Patient)
Operating Division:	REAS
Job Reference:	P-COE-IP-NA1
No of Job Holders:	
Last Update (insert date):	May 08

2. JOB PURPOSE

As part of a multidisciplinary team the post holder will carry out routine personal care duties for patients in support of and supervised by a registered nurse. Carry out assigned duties to maintain hygiene, order and safety within the ward environment.

3. DIMENSIONS

To assist registered nursing staff in the delivery of patient care within a safe and therapeutic environment within a care of the Elderly in-patient ward

4. ORGANISATIONAL POSITION

Chief Nurse

Clinical Services Development Manager

Charge Nurse

Staff Nurse

Nursing Assistant (This post)

5. ROLE OF DEPARTMENT

To provide a high quality, safe and supportive environment in order to care for patients within adult mental health meeting the identified physical and psycho-social needs.

6. KEY RESULT AREAS

1. Undertake to ensure the best possible level of personal comfort and privacy to all individual patients
2. Maintain a safe environment, reporting any hazards and adhering to all aspects of Health & Safety at Work Act.
3. Gather information about patients' presentations and report to senior staff. This will include confidential information and this should be dealt with sensitively.
4. Welcome carers and visitors, and provide privacy for patients to talk with relatives if they so wish.
5. Unpack patients belongings if required and unpack, sort or tidy other supplies and equipment requested by senior staff. May be requested to deliver messages mail or other effects to different wards and departments within the hospital
6. Provide mental stimulation and diversional/recreational activities to patients
7. Carry out assigned tasks in delivering and supporting direct patient care under the direction of a registered nurse to ensure delivery of a high quality of patient care.
8. Co-operate with and maintain good relationships with other disciplines that are attending and treating clients to maximise patient care.
9. Maintain good relationships and an empathic approach to clients' carers and relatives and refer them to a trained nurse for any questions they may have on the clients' condition or for any suggestions or complaints that they wish to raise.
10. Report observed changes in the clients' physical/psychological needs and participate in maintaining accurate and up-to-date records to ensure effective communication.
11. Work within Divisional policies and procedures to ensure maintenance of safe working practices

for patients and colleagues.

12. Adhere to ward and unit procedures for the use of supplies and equipment in order to promote the effective and efficient use of resources.
13. Maintain stock levels of all supplies and carry out housekeeping duties, to support the smooth running of the ward area.
14. Participate in personal career development plan to maintain skills and develop personal growth through training and education.
15. Maintain patient confidentiality at all times.
16. When required to accompany patients outwith the ward area.
17. Participate in the observation of patients in accordance with the observation policy.
18. To assist registered staff in responding to clinical and non clinical emergencies.

7a. EQUIPMENT AND MACHINERY

Manual Handling Equipment

Communication Aids – telephone, computers, faxes etc.

This list is not exhaustive.

7b. SYSTEMS

- Integrated Care Pathway – appropriate to grade
- Maintenance of patient records – appropriate to grade
- Supplies and ordering

This list is not exhaustive

8. ASSIGNMENT AND REVIEW OF WORK

Assignment of work will be by the Staff Nurse/Charge Nurse.

Work review and formal appraisal of performance will be carried out by the Staff Nurse/Charge Nurse.

9. DECISIONS AND JUDGEMENTS

Planning order of work

Acknowledging changes in patient's conditions and reporting.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

The Nursing Assistant Band 2 must provide the highest standard of care irrespective of the patients' behaviour and responses. He/she must also come to terms with the systems of work and then role within the ward team and the need to be reliable.

11. COMMUNICATIONS AND RELATIONSHIPS

The post holder will communicate on a regular basis with the patient, their relatives, the multidisciplinary team and external agencies involved with the provision of care. For example nursing homes, other hospitals.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical Skills:

Skills to safely manoeuvre equipment.
General Services Management of Aggression

Physical Demands:

Patient movement with use of mechanical aides, manoeuvre patients
Push trolley's, etc
Stand/walking for the majority of shift.

Mental Demands:

Concentration required when undertaking personal care for patients.

Emotional Demands:

Communicating with distressed/anxious/worried patients/relatives.
Caring for patients following receipt of bad news.
Dealing with patients who may present with challenging behaviour.
Responding to emergency situations.

Working Conditions:

Provision of full physical care to the patient.
Exposure to verbal aggression potentially on a daily basis
Exposure to physically aggressive behaviour potentially on a daily basis

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB
Ability to work with people and as part of a multidisciplinary team. Effective written and verbal communication skills Ability to carry out assigned tasks effectively in a busy environment.

14. JOB DESCRIPTION AGREEMENT	
A separate job description will need to be signed off by each jobholder to whom the job description applies. Job Holder's Signature: Line Manager Signature:	 Date: Date:

NHS Lothian**Post: Band 2 Nursing Assistant****PERSON SPECIFICATION**

In order to be shortlisted you must demonstrate you meet all the essential criteria and as much of the desirable as possible. When a large volume of applications are received for a vacancy and most applicants meet the essential criteria then the desirable criteria is used to produce the shortlist.

Criteria	Essential	Desirable	How assessed
Personal Traits	Caring, respectful, polite, compassionate Good communication skills Well presented Flexible with shift pattern		A, I, R
Qualifications and Training	Must have a good educational background and a high standard of written and verbal communication.	SVQ level 2/3 in health and social care	A, C, I
Experience and Knowledge	Evidence of ability to work within a mental health team Awareness of confidentiality within the job remit Previous experience within a mental health or care environment		A, I, R
Skills and/or Abilities	Ability to plan and carry out tasks effectively in a busy environment Contribute and work as part of a wider team of healthcare professionals Good interpersonal skills particularly dealing with people either in person or on the telephone.	IT skills Enthusiasm to learn and develop	A, I, R
Specific Job Requirements	Good time keeping and flexibility Involves direct contact with body fluids, on a number of occasions per shift. Able to work efficiently under pressure, to strict timelines and across a range of clinical tasks	Evidence of further education	A, C, R
Key – how assessed			
A = Application form		I = Interview	
C = Copies of certificates		T = Test or exercise	
P = Presentation		R = References	