

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title:	Nursing Assistant Band 2
Responsible to:	Charge Nurse/Unit Manager
Department(s):	Learning Disability Inpatient Services
Directorate:	Learning Disabilities
Operating Division:	Midlothian CHP
Job Reference:	P-PC-LD-NUR5
No of Job Holders:	80
Last Update :	21 March 05

2. JOB PURPOSE

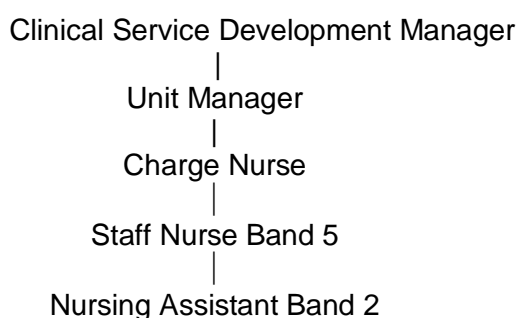
As part of a multidisciplinary team the post holder will assist in the assessment and treatment plans for clients with a learning disability with severe and enduring challenging behaviour under the supervision of senior staff.

3. DIMENSIONS

The nursing assistant band 2 will assist in multidisciplinary treatment plan objectives under the supervision of trained staff.

The nursing assistant band 2 will also work outwith the unit unsupervised.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

To provide quality inpatient assessment and treatment programmes for adults with a learning disability and severe challenging behaviour within a safe supported environment.

6. KEY RESULT AREAS

1. To work under supervision within the clinical areas and escorting within the community areas unsupervised on a daily basis.
2. Record and report client observations in treatment plans to ensure maintenance of accurate and up-to-date records.
3. Co-operate with and maintain good relationships with other disciplines that are attending and treating clients to maximise patient care.
4. Maintain good relationships and an empathic approach to clients' carers and relatives and refer 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.
5. Work within Divisional policies and procedures to ensure maintenance of safe working practices for clients and colleagues.
6. Adhere to unit procedures for use of supplies and equipment in order to promote the effective and efficient use of resources.
7. Maintain stock levels of all supplies and carry out housekeeping duties, to support the smooth running of the unit area. Handling money and patient's valuables.
8. Participate in personal career development plan to maintain skills and develop personal growth through training and education.
9. Maintain patient confidentiality at all times.

7a. EQUIPMENT AND MACHINERY

Mobile phone
Standard office equipment
Pinpoint alarm

7b. SYSTEMS

Under the supervision of senior staff a band 2 nursing assistant would be involved in the following systems:

Client progress recordings
Involvement in collation and compilation of data
Recording requests for annual leave & duty rotas

8. ASSIGNMENT AND REVIEW OF WORK

Assignment of work will be by senior staff by the following methods:
Staff Handovers
Work reviewed on a daily basis
Review of written information
Monthly staff meetings
Clinical supervision
Appraisal

The post holder will be expected to work supervised and exercise initiative when unsupervised daily providing client care, however a trained nurse will be available for advice and guidance.

9. DECISIONS AND JUDGEMENTS

Following assignment the band 2 nursing assistant will prioritise and plan their work
Take decisions regarding care of the client when necessary and in the sphere of experience.
Seek advice from senior staff if required.
Acknowledging and reporting changes in clients' conditions.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Modelling appropriate interactions with clients who display severe challenging behaviour.
Effectively managing behaviours that pose a risk of injury to self and others.
Ensuring client safety at all times and when in the community respond to any emergency situation which may arise including contacting the emergency services.

11. COMMUNICATIONS AND RELATIONSHIPS

The post holder will communicate on a regular basis with the client, the multidisciplinary team and sometimes relatives. Use of sign language, persuasive skills, barriers to understanding and de-escalation techniques.

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

Physical Skills:

Skills to safely participate in control and restraint and manual handling.

Driving skills

Control and restraint for long periods of time up to one hour.

Physical Demands:

Stand/walking for the majority of shift.

Reasonable level of fitness to meet the demands of the job.

Mental Demands:

Concentration required when working with clients who display very unpredictable and challenging behaviour.

Concentration when carrying out special observations.

Being interrupted due to responding to attack alarms.

Emotional Demands:

Communicating with distressed/anxious/worried clients.

Working in an unpredictable environment.

Helping to support clients who are aggressive and have emotional difficulties

Working Conditions:

Frequent exposure to body fluids, faeces –daily

Frequent exposure to verbal aggression (15-30 times per day)

Frequent exposure to physically aggressive behaviour (1-5 times per day)

Frequent near misses (4-5 times per day)

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB
Willingness to work towards SVQ level 1 11 and 111. This is preferable but not essential Previous experience in a caring environment/role preferable. Ability to work with people and as part of a multidisciplinary team. Ability to work unsupervised with guidance form senior staff. Ability to communicate and convey information / messages Driving license preferable but not essential.

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: Head of Department Signature:	 Date: Date:

NHS Lothian

Post: Nursing Assistant, Band 2, Learning Disability Inpatient Service

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	<ul style="list-style-type: none"> Calm and confident. Motivated and enthusiastic. Caring, compassionate, reliable and demonstrates respect. 		I
Qualifications and Training	<ul style="list-style-type: none"> Good general education. 	<ul style="list-style-type: none"> SVQ 2, 3 or equivalent, or working towards. 	C
Experience and Knowledge	<ul style="list-style-type: none"> Basic knowledge of computers (email, Microsoft packages etc). 	<ul style="list-style-type: none"> Previous experience of working within a care setting, in particular Learning Disability settings and/or knowledge of learning disabilities through social experience. Experience of working as part of a team. 	A, I, R
Skills and/or Abilities	<ul style="list-style-type: none"> Effective written and verbal skills. Motivated to further personal development of skills and knowledge. 	<ul style="list-style-type: none"> Car driver. 	I, R
Specific Job Requirements	<ul style="list-style-type: none"> Ability to work long shifts. Rotational days/nights/weekend working Commitment to post. 		I

Key – how assessed

A = Application form	I = Interview
C = Copies of certificates	T= Test or exercise
P = Presentation	R = References