

NHS Lothian Primary and Community Division

JOB DESCRIPTION

1. JOB IDENTIFICATION

P-COE-IP-NA1

Job Title: Nursing Assistant

Responsible to: Ward Manager/Registered Nurses

Department(s): Care of the Elderly (In-Patient)

Directorate: Older People's Services

Operating Division: NHS Lothian Primary and Community Division

Job Reference:

No. of Job Holders:

Last Update: 17th January 2005

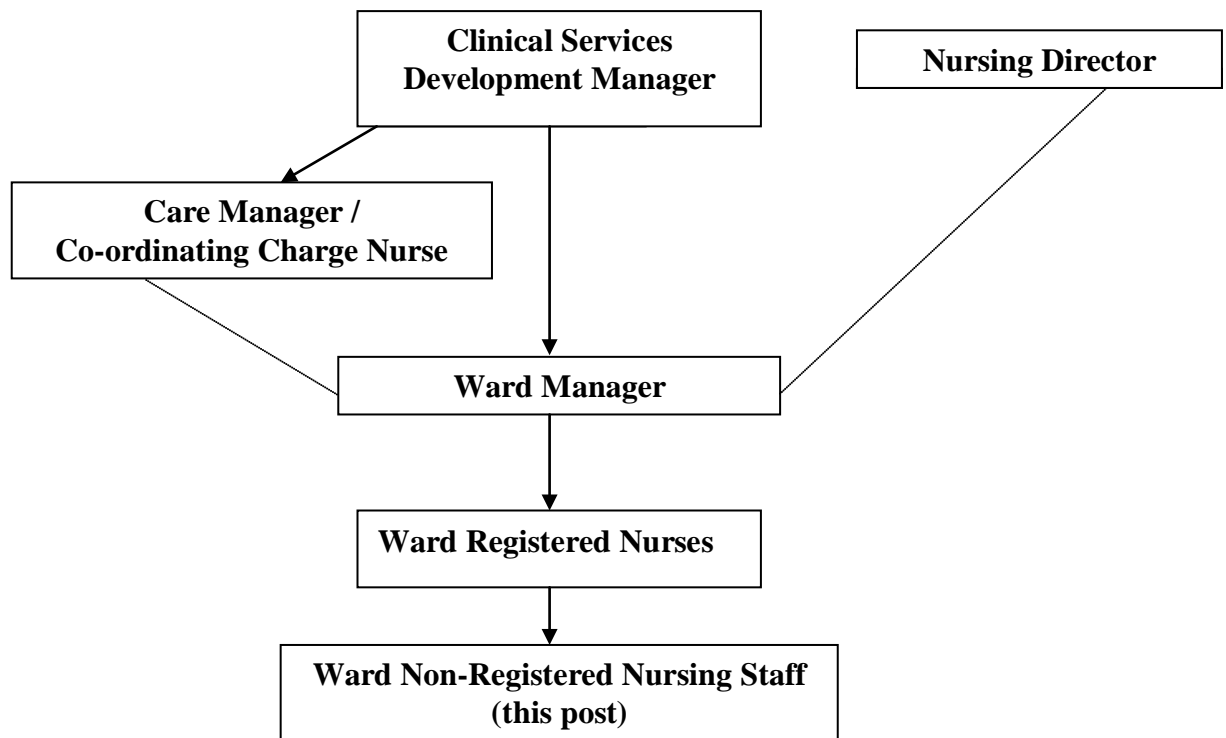
2. JOB PURPOSE

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.
- See attached sheet.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

To provide a high quality, safe and supportive environment in order to care for patients within care of the elderly (in-patient) meeting the identified physical and psycho-social needs.

6. KEY RESULT AREAS

- Undertake to ensure the best possible level of personal comfort and privacy to all individual patients.
- Maintain a safe environment, reporting any hazards and adhering to all aspects of Health & Safety at Work Act.
- Gather information about patients' presentations and report to senior staff. This will include confidential information and this should be dealt with sensitively.
- Welcome carers and visitors, and provide privacy for patients to talk with relatives if they so wish.
- 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. KEY RESULT AREAS (CONTD.)

- Provide mental stimulation and diversional/recreational activities to patients.
- 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.
- Co-operate with and maintain good relationships with other disciplines that are attending and treating clients to maximise patient care.
- 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.
- Report observed changes in the clients' physical/psychological needs and participate in maintaining accurate and up-to-date records to ensure effective communication.
- Work within Divisional policies and procedures to ensure maintenance of safe working practices for patients and colleagues.
- Adhere to ward and unit procedures for the use of supplies and equipment in order to promote the effective and efficient use of resources.
- Maintain stock levels of all supplies and carry out housekeeping duties, to support the smooth running of the ward area.
- Participate in personal career development plan to maintain skills and develop personal growth through training and education.
- Maintain patient confidentiality at all times.

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 the grade.
- Maintenance of patient records – appropriate to the grade.

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 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 with severely challenging behaviour.

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 postholder to whom the job description applies.

Postholder's Signature: _____ Date: _____

Head of Department Signature: _____ Date: _____

NHS Lothian EDINBURGH COMMUNITY HEALTH PARTNERSHIP
EMPLOYEE SPECIFICATION FOR THE POST OF NURSING ASSISTANT

	EXPERIENCE OR QUALITIES SOUGHT FOR THIS POST	
CATEGORIES	Essential	Desirable
1. PHYSICAL / HEALTH	<ul style="list-style-type: none"> • Good attendance record • Smart appearance • Articulate • Pleasant manner • Ability to carry out physical duties required for the post 	
2. TRAINING		<ul style="list-style-type: none"> • SVQ2 in health care or willing to work towards
3. PREVIOUS EXPERIENCE ('Paid' and 'Voluntary' work)		<ul style="list-style-type: none"> • Experience of palliative nursing. • Experience of working with public
4. SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to work with people and as part of a team. • Good written and verbal communication skills. • Ability to carry out assigned tasks to the expected standard in a busy environment. 	
5. OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Caring, friendly manner. • Approachable and enthusiastic. • Flexibility. • Genuine interest in care of the elderly. 	
6. DISQUALIFIERS	<ul style="list-style-type: none"> • Inability to commit to full shift patterns including internal rotation • Inability to comply with European Working Time Regulations 	