

**JOB DESCRIPTION  
CLINICAL SUPPORT WORKER TRAINEE**

**1. JOB IDENTIFICATION**

Job Title:	Clinical Support Worker Trainee
Responsible to:	Band 7
Department(s):	ICU/HDU, St Johns Hospital
Directorate:	Critical Care
Operating Division:	LUHD – Medical and Associated Services
No of Job Holders:	4 WTE
Last Update (insert date):	2014

**2. JOB PURPOSE**

Working towards the achievement of Clinical Support Worker level 2.

As part of a multidisciplinary team the post holder will carry out personal care duties for patients in support of and supervised by the registered nurse/CSW Level II. Carry out assigned duties to maintain Activities of Daily Living for patient care.

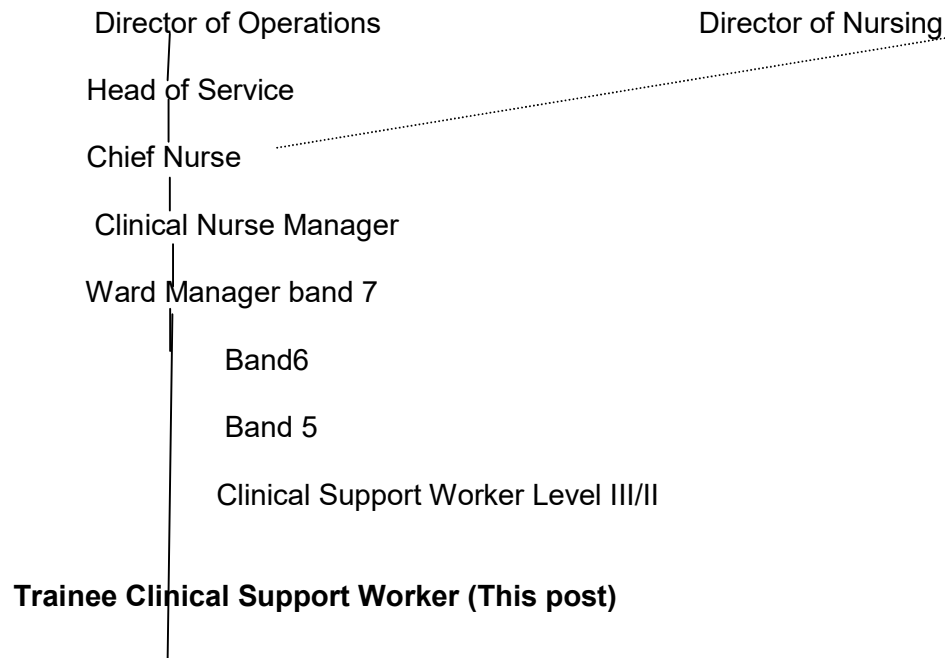
Undertake associated clerical and patients centred duties, under supervision of registered nurse and trained CSW Level II

**3. DIMENSIONS**

The post holder is not responsible for managing the budget but needs to be aware of the resources available and the need to work within the financial envelope.

The post holder's primary post will be within an 7 -bedded ICU/HDU.

#### 4. ORGANISATIONAL POSITION



#### 5. ROLE OF DEPARTMENT

The Directorate of Critical Care provides adult General ICU and HDU on the Royal Infirmary of Edinburgh (RIE) site, General ICU, Level 2 HDU, Level 1 Surgical HDU and a Community High Dependency Service at the Western General Hospital (WGH) and a general ICU/HDU and Regional Burns Unit at St Johns, Livingston.

The services on both sites are consultant led. A highly skilled multiprofessional team delivers quality care.

The national contract for Liver Transplantation and Thoraco-Abdominal Aortic Aneurysm surgery is based on that RIE site, however this site also admits patients from all other specialties.

The major upper GI surgery service for Lothians is based in the RIE.  
The colorectal surgery service for Lothians is based on the WGH site

The WGH has, as its main ICU speciality, neurosciences, however admits from all other specialty and general area.

The regional burns unit is located at St Johns Hospital, which also admits general ICU/HDU patients.

#### 6. KEY RESULT AREAS

Under the direct/indirect supervision of the registered nurse the post holder will deliver the Activities of Daily Living to the patient to ensure a high standard of care following the Division's infection control policies and procedures.

Refer patients, relatives and carers to a trained nurse for any questions they may have on the patient's condition or for any suggestions or complaints that they wish to raise.

Establish effective communication with patients, relatives, carers and other members of the multidisciplinary team, ensuring any observed changes in the patient's activities of daily living are effectively communicated both verbally and in writing.

Work within the defined policies, procedures, standards and protocols of the Ward, Directorate and Division to ensure maintenance of safe working practices for patients and colleagues.

Develop the knowledge and skills to maintain stock levels of all supplies and carry out housekeeping duties, including ward cleaning schedules to support and maintain the running of the ward area in order to promote the effective and efficient use of resources.

Ensure patients property and valuables that are received by the ward for safe keeping are secured and processed as division policy.

In partnership with the registered nurse and trained clinical support worker level 2 support the planned health promotion activities relevant to the patient group.

Be proactive in personal career development plan to achieve clinical support work level 2 and develop personal growth through training and education.

### 7a. EQUIPMENT AND MACHINERY

Post holder is expected to have knowledge and ability to use all equipment used in the area however may not have daily clinical involvement.

Generic	Specialised	Very Specialised
Television Bedside Unit	Hoists – Encore, Sara, Maxi/Arjo	Ward Watcher Audit System
Fridge		
Ice Machine	Suction Equipment (checking and cleaning)	
Nursing Call System	Nimbus Pressure Mattress	
Fire Equipment	Flow tron boots	
Pneumatic Tube System	Skeletal Traction	
Pat Slides	Humified Therapy	
Jackson Boiler	Oxygen Points (cleaning)	
Walking Aids (Zimmer, Gutta Frame, Crutches, Walking Sticks)	Glucometers	
	Monitoring equipment for Blood Pressure and Temperature	
	Venepuncture	
	Urinalysis testing	

Glide Sheets		
Electrically Controlled Chair		
Wheelchairs		
Trolleys		
Drip Stands		
Weighing scales/Height Measurement Tool		
Telephone		
Foot stools		
Macerators		

### **7b. SYSTEMS**

- Maintenance of patient records
- Trak Laboratory System
- Datix System reporting incidents
- Human Resource System
- Intranet/Internet - Personal Use and Learning

### **8. ASSIGNMENT AND REVIEW OF WORK**

The daily workload will be assigned by the Nurse in Charge and during your working day you will be directly/indirectly supervised by a registered nurse.

Work review and formal appraisal of performance will be carried out by the appropriate line manager.

### **9. DECISIONS AND JUDGEMENTS**

In partnership with the registered nurse/trained clinical support worker level 2 plan order of work.  
 Discuss with the registered nurse/trained clinical support worker level 2 an overview of their interaction with patients.  
 Observe patient changes and report to the registered nurse/.

### **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

- Balancing the demands of training and being an active member of the multidisciplinary team.
- Maintain high standards of patient care within defined resources.
- Develop and establish communication with the multidisciplinary team, the patient, carer and their families.
- Ensuring patient safety at all times.

Managing self within dynamic clinical environment.  
 Developing skills and knowledge necessary to fulfil their job role.  
 Addressing the equality and diversity needs of patients and staff.

### 11. COMMUNICATIONS AND RELATIONSHIPS

Provide effective and efficient communication and working relationships with colleagues, patients, their relatives, and the general public.  
 Develop awareness of current Divisional issues and impart information to colleagues.  
 Supporting clinical departments  
 External agencies – community health care practitioners/ Scottish Ambulance Service/Social Work

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

Physical Skills / Demands:	Frequency
Skills to safely manoeuvre wheelchairs, trolleys and other test equipment in accordance with M&H policy Movement and manoeuvring of patients Use of mechanical aides, hoists etc Stand/walking for the majority of shift. PC Skills	Constantly
<b>Mental Demands:</b>	
Concentration required when undertaking personal care and clinical skills for patients. Delivering patient care under in-direct supervision, within defined resources Interpersonal relationships with staff , patients, relatives and carers. Interruptions by colleagues, patients, relatives and the public (indirect and direct)	Constantly
<b>Emotional Demands:</b>	
Communicating with distressed/anxious/worried patients/relatives. Caring for the terminally ill under supervision. Caring for patients following receipt of bad news under supervision. Dealing with patients/relatives/carers with severely challenging behaviour. Recognising and seeking help to manage their emotions	
<b>Working Conditions:</b>	
Exposure to body fluids, emptying bed pans/urinals, catheter bags ,blood Exposure to aggression both verbal and physical	

### 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Be willing to work within a multidisciplinary team  
 Effective communication skills

Good interpersonal skills  
Ability to carry out delegated responsibilities within a dynamic clinical environment  
Recognising ones limitations.  
Have awareness of equality and diversity needs.

#### **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:

Date:

Head of Department Signature:

Date:

**NHS Lothian**

**Post: Band 2 (Trainee) Clinical Support Worker**

**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.

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
Personal Traits	<ul style="list-style-type: none"> <li>• Team player</li> <li>• Flexible with shift pattern</li> <li>• Good Communication skills</li> <li>• Commitment to high standard of care</li> <li>• Compassionate</li> <li>• Comfortable working in a multidisciplinary team environment</li> </ul>		A, I, R
Qualifications and Training	<ul style="list-style-type: none"> <li>• Must have a good educational background and a high standard of written and verbal communication</li> </ul>	<ul style="list-style-type: none"> <li>• SVQ level 2 or 3 in Health or Social Care (or equivalent)</li> <li>• Commitment to ongoing Education/Training</li> <li>• Updated and active EKSF</li> </ul>	A, C, I, R
Experience and Knowledge	<ul style="list-style-type: none"> <li>• Evidence of ability to work in a team</li> <li>• Awareness of confidentiality within the remit of the role</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience within a caring or healthcare environment</li> <li>• Experience of medical device management</li> </ul>	A, I
Skills and/or Abilities	<ul style="list-style-type: none"> <li>• <input type="checkbox"/> Ability to carry out assigned tasks effectively in a busy environment</li> <li>• Contribute and work as part of a wider team of healthcare professionals</li> <li>• Good interpersonal skills (in person and on telephone)</li> <li>• Basic IT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using TRAK system.</li> <li>• Enthusiasm to learn and develop</li> </ul>	A, C, I, R
Specific Job Requirements	<ul style="list-style-type: none"> <li>• Ability to work within standards set out in HCSW code of conduct</li> <li>• Involves direct contact with body fluids, on a number of occasions per shift.</li> <li>• Ability to manually handle patients</li> </ul>	<ul style="list-style-type: none"> <li>• Other non health care experience that would add to skills to undertake the role.</li> </ul>	A, I, R

	and equipment e.g. patient hoists, commodes, wheelchairs etc		
--	---	--	--

<b>Key – how assessed</b>	
A = Application form	I = Interview
C = Copies of certificates	T= Test or exercise
P = Presentation	R = References