

NHS Lothian
Post: Nursing Assistant Band 2
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"> • Good communication (verbal and written) skills • Ability to establish good working relationships with a wide variety of professionals and disciplines • Ability to work independently and use initiative • Ability to work flexibly as part of a team 		
Qualifications and Training		<ul style="list-style-type: none"> • SVQ level II or III • Phlebotomy • Glucose monitoring • B/P monitoring. 	
Experience and Knowledge		<ul style="list-style-type: none"> • Recent experience in working in a clinical setting. 	
Skills and/or Abilities	<ul style="list-style-type: none"> • Good organisational skills 	It literate, ability to learn and use varied IT systems	
Specific Job Requirements	<ul style="list-style-type: none"> • Flexible in approach to work • Committed to ongoing personnel and career development • Willing to undertake further education, training and development relevant to the post. • Satisfactory attendance over the past two years. 		

Key – how assessed

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

NHS Lothian Primary and Community Division**JOB DESCRIPTION****1. JOB IDENTIFICATION**

Job Title: Nursing Assistant

Responsible to: Ward Charge Nurse

Department(s): Ward 3, East Lothian Community Hospital

Directorate: General Medicine

Operating Division: East Lothian Health and Social Care Partnership

Job Reference: P-GM-R03-NA1

No of Job Holders:

Last Update: July 2020

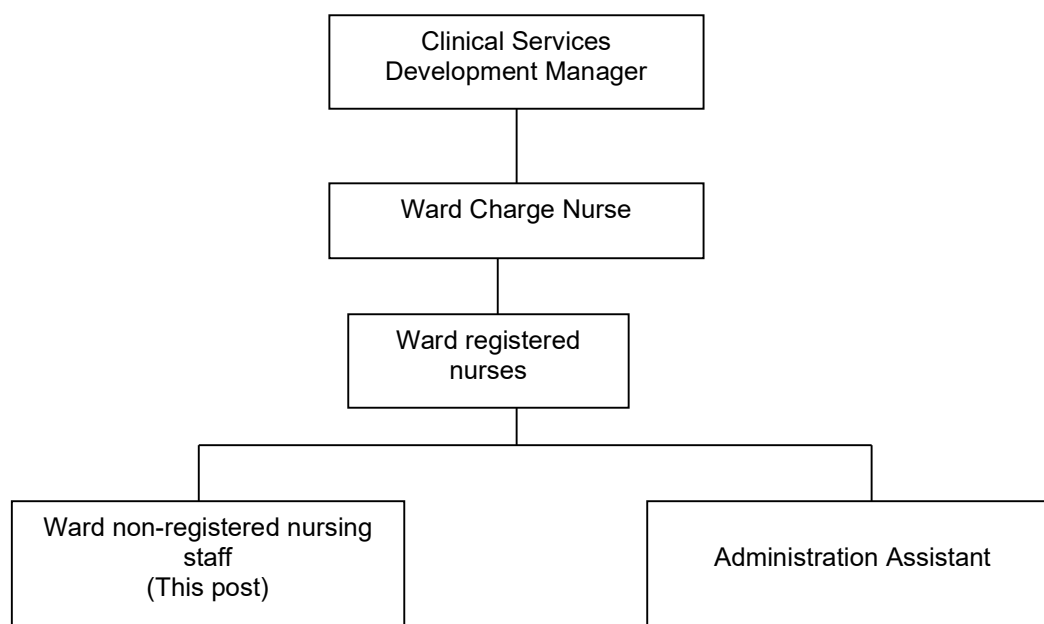
2. JOB PURPOSE

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

3. DIMENSIONS

- Number of Beds – 24
- The Ward 3 comprises of one unit with one nursing team.
- The Ward 3 is based in East Lothian Community Hospital and forms part of the General Medicine Directorate.
- Uses ward supplies cost-effectively.
- Provides care to patients with chronic/acute medical conditions.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

To provide nursing care, and support rehabilitation as an integral part of a multidisciplinary programme, to patients within the Ward 3 in East Lothian Community Hospital throughout the 24-hour period.

6. KEY RESULT AREAS

1. To carry out assigned tasks in delivering and supporting direct patient care, under the direction of a registered nurse to ensure delivery of high quality patient care.
2. To co-operate with and maintain good working relationships with other members of the multidisciplinary team who are attending to and treating patients so patient care is maximised.
3. To maintain good relationships and an empathic approach to patients, carers and relatives and refer them to a registered nurse for any questions, concerns or complaints they may have on the patients'

condition or care so they feel involved in the care process and queries are dealt with by an appropriate person.

4. To report any observed changes in the patients physical / psychological needs or condition and participate in the maintenance of accurate and up-to-date written and verbal communications to ensure patient needs are met and appropriate information is shared and documented.
5. To work within defined policies, procedures, standards and protocols of the ward, unit, directorate and division and contribute to audit systems to ensure delivery of the highest level of patient care at all times.
6. To adhere to ward procedures for ordering, maintaining and using supplies and equipment so equipment is safe to use and resources are used economically.
7. To assist registered nurses with the orientation / induction of clinical support workers and registered nurses unfamiliar with the ward to ensure the nursing team is able to deliver appropriate care to patients.
8. To participate in personal career development to maintain skills and develop personal growth through training and education.
9. To respect patients' privacy and maintain patient confidentiality at all times so patients are treated sensitively and personal information is restricted to the multidisciplinary team involved in the patients' care.
10. To occasionally accompany patients to other wards / departments / hospitals to ensure patients are safe whilst outwith the ward.

7a. EQUIPMENT AND MACHINERY

The nursing auxiliary is expected to have knowledge of equipment required to carry out role however may not use all of them on a daily basis. Examples of equipment and machinery used:

Range of hoist and other manual handling equipment.
 Pressure reducing / relieving mattresses, static and electrical.
 Wheelchairs and specialist seating.
 Blood collection systems (if trained in venepuncture)
 Continence products.
 Weighing scales.

7b. SYSTEMS

Maintenance of patient records on a daily basis and according to ward procedures.
 Maintenance request telephone 'hot line'.

8. ASSIGNMENT AND REVIEW OF WORK

Workload is determined by the needs of the service.

The Charge Nurse or a registered nurse will assign workload; however, the post holder will have responsibility for organising a defined workload as determined by ward activity.

The post holder will be responsible to the ward Charge Nurse, or registered nurse for clinical guidance and professional management, work review and formal appraisal of performance.

9. DECISIONS AND JUDGEMENTS

The post holder is expected to notice any changes in patients' condition and report accordingly to a senior colleague.

The post holder will plan the order in which they carry out the assigned workload.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Managing competing demands on time.

Providing care, in a ward setting, to patients who are used to receiving care in their own home on a one-to-one basis.

11. COMMUNICATIONS AND RELATIONSHIPS

The post holder will be expected to communicate and liaise with:

- The patient, their relatives and the multidisciplinary team involved in the provision of care.
- Ward charge nurse / registered nurse – patient care, workload issues.
- Other relevant departments within the hospital e.g. Facilities, Estates, Infection Control.

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

Physical Skills:

Manual handling techniques.

Skills to manoeuvre wheelchairs and other equipment.

Skills to feed patients with swallowing difficulties.

Physical Demands:

Physical manual handling of patient, patient movement with use of mechanical aides

Push wheelchairs and other mobile equipment.

Stand / walk for the majority of shift.

Bending and kneeling frequently on each shift..

Mental Demands:

Retention and communication of information.

Concentration required when providing care to patients.

Interruptions from patient / relatives / team members.

Concentration required when observing patient behaviours which may be unpredictable.

Additional time and effort required encouraging patients to increase independence, including frequent repetition of instructions.

Emotional Demands:

Communicating with distressed / anxious / worried patients and relatives.

Caring for patients and supporting relatives following receipt of bad news.

Caring for the terminally ill.

Working Conditions:

Exposure to body fluids, faeces, emptying bed pans/urinals, catheter bags, sick bowls, sputum cartons (several times each shift)

Exposure to verbal and physical aggression from patients and relatives / other visitors.

Exposure to infections and temperature variations.

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

SVQII in health care or willing to work towards or equivalent level of practical nursing experience.

Ability to work with people and as part of a team.

Effective written and verbal communication skills.

Ability to carry out assigned tasks to the expected standard in a busy environment.

14. JOB DESCRIPTION AGREEMENT

Job Holder's Signature:	Date:
Head of Department Signature:	Date: