

The Myton Hospices

Job Description

Job Title: Nursing Assistant

Department: In Patient Unit

Responsible to: Ward Sister

Primary Work Base: Coventry

NB as we are a multi- site organisation some flexibility relating to place of work will be required. We reserve the right to change the work base of our employees to meet our business needs.

Please outline a brief summary of the role below:

Under direction of trained staff, the post holder will assist in the provision of direct patient care for patients admitted to the In-Patient Unit. Under the direction of trained colleagues, the post holder will carry out any other activities which contribute to efficient communication and to the provision of nursing care.

The post holder will at all times work with care, compassion, competence, good communication, courage and commitment.

Myton Core Values

Our Core Values underpin everything we do and all employees are expected to comply with our Values and reflect these in their day to day work.



Main Duties & Responsibilities

1. To assist the nursing staff with the range of duties within the competence or limitation of their level of experience/training.

2. Recognise and feedback any changes in patient condition and where required take appropriate action to support care and treatment under the direction of a trained nurse.
3. To ensure effective communication with staff and patients and to refer back to the Registered nurse as appropriate.
4. Actively contributes and promotes a team approach to care based on mutual support and respect.
5. Ensures safe and responsible use of equipment identifies and reports to senior colleagues any malfunctions and takes action to maintain safety as directed.
6. Following appropriate training performs and records accurately observations of temperature, pulse, blood pressure, blood glucose monitoring, intake and output, weight, urine tests, demonstrating an understanding of normal results and the importance to promptly report results out of normal range.
7. Assists with patients' nutritional requirements and maintains accurate nutritional records.
8. Following appropriate training undertakes transfer of patients from bed to trolley/chair, or as required, using available equipment, in a safe manner and in accordance to Moving and Manual Handling Policy.
9. To report any changes observed in the patient's condition to the trained nurses.
10. Ensures that documentation is completed accurately and legibly in accordance with local guidance and confidentiality is maintained using Caldicott Guidelines.
11. Assist with administration of patient's medication under the direction of a trained nurse in accordance with Myton Hospice policy.
12. Assist with admission/discharge of patients and caring for their property in accordance with Myton Hospice policy.
13. Under the direction of the trained nurse assist the patient with all their activities of daily living, including :-
 - a. Bathing, bed bathing including care of hair, nails, shaving. Basic mouth care.
 - b. Care of patients with continence problems. Assist with toileting needs.
 - c. Assist patients as required, with drinking and eating.
 - d. Ensure patients comfort and be aware of the needs for changing patient's position in preventing pressure ulcer formation.
 - e. Assist patients to mobilise using appropriate aids.
 - f. To be with anxious/restless patient and sit with an unconscious patient as required.

To help make relatives and friends feel comfortable and welcome.
14. Prepare bed space for admission and cleaning bed/locker after discharge as per Infection prevention and control adherence.
15. Participate in cleaning equipment, commodes, hoists and other nursing and medical equipment as per cleaning schedule and compliance to infection prevention and control.
16. Assist with care of patients after death and support other nursing staff with the care of the deceased and performing of last offices.
17. Transfer deceased patients to the mortuary whilst ensuring the philosophy of the hospice is respected and maintained.
18. Actively contribute to developing the service to enhance the care and support available to patients and families.
19. Be responsible for own continued development.

Communication

1. Answers the telephone in a polite and courteous manner and with regards to confidentiality policy. Refers calls to senior colleagues as appropriate.
2. Contribute to the support of volunteers on the Ward ensuring effective communication is maintained.
3. Demonstrate effective communication at all times with all professionals, patients, relatives and all disciplines within the wider multi-disciplinary team.
4. Promote patients and users as partners in care and treatment.
5. Participate in the orientation/education programmes of all new staff.
6. Under guidance from senior colleagues, develops excellent customer care skills, which will contribute to a positive profile of the ward and Hospice.
7. Deals with bereavement issues in a sensitive and compassionate manner under the guidance from senior colleagues.
8. Contribute to the appropriate and efficient use of supplies and resources.
9. Ensuring incidents and clinical adverse events and near misses are reported and assist in the investigation at clinical level as required.
10. To be conversant and comply with the policies and procedures of Myton Hospice including Confidentiality, Health and Safety, Fire and Child Protection.
11. To promote a safe working environment under the Health and Safety at work Act (1974), ensure health and safety of staff, patients and visitors by complying with appropriate standards including, decontamination, infection control, COSHH, Medical Devices.

Other Duties:

12. Maintain general tidiness in nursing, patient and storage areas.
13. Ensure the Ward environment is safe, clean and tidy and adhere and comply with the Hospices Infection Control Prevention and Control Policy, Dress code and all other Hospice Policies and Guidance.

GENERAL RESPONSIBILITIES & OBLIGATIONS OF ALL EMPLOYEES

Policies and Procedures

The post holder is required to have a good understanding of and to comply with all relevant Myton policies, procedures and guidelines. Any contravention of Myton policies or procedures may result in disciplinary action.

Volunteers

Myton recognises the valuable contribution that volunteers make and we expect all employees to be able to support and work effectively with our volunteers.

Confidentiality and Data protection

It is a requirement of employment with Myton that all staff must comply with the obligation of confidentiality relating to personal information that could identify individuals. The Data Protection Act 1974/1998 safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by Myton to uphold the principles of the Act, adhere to Myton policies and to maintain strict confidentiality at all times.

Infection Control

All employees of Myton must be aware of infection prevention and control policies and are expected to follow them at all times. Any breach of infection control policies which places patients, visitors or colleagues at risk may result in disciplinary action.

Equality & Diversity

The post-holder must at all times carry out his/her responsibilities in line with Myton's Equality & Diversity Policy.

Health & Safety

Employees must be aware of the responsibilities placed upon them under the Health and Safety work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and colleagues. The post holder is required to conform with Myton's policies on Health and Safety and Fire Prevention, and to attend related training as required.

Safeguarding Vulnerable Adults and Children

It is the duty of all staff working for Myton to safeguard children and vulnerable adults and undertake safeguarding training at an appropriate level.

Code of Conduct

Employees are required to represent Myton in a positive light and embody the corporate identity in appearance, demeanour, values and ethics.

Review of Job Description

This job description is an outline of the key duties and responsibilities of the role and is not intended as an exhaustive list. The job description may change over time to reflect the changing needs of the service. The post holder may be required to undertake other duties that could reasonably be considered commensurate with the post.

This job description is subject to periodic review and may be changed/updated following consultation with the postholder(s).

Employee/Managers Signature

I agree that this Job Description is a true reflection of the main duties and responsibilities of my role:

Employee Name: _____

Signature: _____ **Date:** _____

Managers Name: _____

Signature: _____ **Date:** _____