

# The Myton Hospices Job Description



<b>Job Title:</b>	<b>Nursing Assistant, Myton at Home, Nights</b>
<b>Department:</b>	<b>Myton at Home</b>
<b>Responsible to:</b>	<b>Hospice at Home Lead</b>
<b>Primary Work Base:</b>	<b>Rugby/Warwick Myton</b>

*(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:**

To support the nursing team in the delivery of nursing care to the patients and their family/caregivers, in their own home, providing evidence based, individualised end of life care. To support the Primary Healthcare teams in the delivery of its services, in line with the District nurses care plan, whilst adhering to statutory regulations and Hospice policies.

## **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 work under the direct and indirect supervision of the Hospice at Home Lead, in the delivery of quality holistic nursing care for patients in their own homes.
2. Respond to the specific needs of palliative care patients and their significant others, in line with agreed care plans.
3. Recognise and report/escalate any changes in patients' condition and work collaboratively with external partners, such as, the Rapid Response night team.
4. Communicate effectively and sensitively to patients, their significant others and other professionals, referring questions and concerns to the appropriate personnel.
5. Assess and reassess patient's capabilities as needs change regarding assistance with the activities of daily living and emotional care including;
  - a. Personal care including hair, nails, shaving.
  - b. Mouth care.
  - c. Toileting needs, continence issues/care.
  - d. Drinking and eating.
  - e. Mobility, assisting patients and utilising safe moving and handling techniques/equipment to help maintain skin integrity.
  - f. Comfort measures and reassuring presence.
  - g. Provide emotional support to patients and those that are important to them, including post bereavement support.
6. Ensures safe and responsible use of equipment identifying and reporting any malfunction, taking action to maintain safety as directed.
7. To provide practical support to the family in terms of guidance and advice around safe delivery of personal care when appropriate.
8. Where appropriate assist with 'last offices' and support other nursing staff with the care of the deceased.
9. Help promote and maintain an environment that is safe and conducive to meeting the needs of patients, their relatives and friends.
10. Promote and maintain dignity and privacy at all times
11. To take into account, and meet, the physical, emotional, spiritual, and social needs of the patient, their relatives and friends.
12. Actively contributes and promotes a team approach to care based on mutual support and respect
13. Ensure effective and efficient use of time and other resources
14. At all times to maintain the following standards:
  - a. Ensure confidentiality in line with Caldicott Guidelines.
  - b. Be approachable
  - c. Non-judgemental
  - d. Trustworthy
  - e. Motivated to deliver high quality care
  - f. Supportive to the patient, their family/informal carers and colleagues
  - g. Use own initiative
  - h. Ability to work autonomously or as part of a team
  - i. Flexible and professional approach to meet service needs

15. To create and maintain accurate contemporaneous patient records, ensuring compliance with Myton Hospice policy and procedures
16. Take all measures to ensure the safety and welfare of all patients and staff, having due regard to the Health and Safety at Work Act. Actively contribute to developing the service to enhance the care and support available to patients and families.
17. Be responsible for own continued development
18. Manage clinical duties and resources effectively to ensure the smooth running of the service, working alone for periods adhering to The Myton Hospices Lone Worker Policy.
19. Ensure that their transport is road-worthy and fit for use as per policy.

## **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 at Work Act 1974, to ensure the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors & colleagues. The post holder is required to conform with Myton's policies on Health & Safety and Fire Prevention, & to attend related training as required.

### **Safeguarding Vulnerable Adults and Children**

It's 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:** \_\_\_\_\_

*Last reviewed November 2022*