

HOSPITAL SERVICES

HEALTHCARE ASSISTANT / AUXILIARY NURSE

BAND 3

JOB DESCRIPTION

JOB SUMMARY:

The post holder will be required to carry out a wide range of duties under the direction of a Registered Nurse and with minimal supervision will ensure high quality care is delivered to the clients. The post holder will demonstrate skills to new or less experienced members of staff and participate in ward based induction and orientation programmes.

The post holder will report to the Ward Manager, be responsible to the Service Manager, Older People and be accountable to the Assistant Director, Community, Disability & Cancer Services.

MAIN DUTIES AND RESPONSIBILITIES:

Promote Patient's Equality, Diversity and Rights – Unit O2

- Support and care for the patient and their relatives redirecting any enquiries about specific care and progress to the Registered Nurse in Charge.
- Report any complaints made by the patient, relatives, visitors or others to the Ward Sister or Nurse in Charge.
- To comply with the principles contained in the Data Protection (Bailiwick of Guernsey) Law 2001, concerning improper disclosure, misuse or breach of confidentiality in respect of information held on computer systems or otherwise in respect of information relating to patients.

Promote effective communication and Relationships – Unit CLI

- Demonstrate the ability to develop relationships with patients that value them as individuals.
- Report any deterioration or abnormalities observed in patient's condition directly to a Registered Nurse.
- Demonstrate effective communication skills with all members of the multidisciplinary team.
- Under the supervision of a Registered nurse will participate in assessing, planning, implementing and evaluating patient care needs.

- Maintain records of nursing care and patient progress in accordance with standards and policies for records and record keeping ensuring all entries are countersigned by a Registered nurse.

Promote, monitor and maintain health, safety and security in the workplace – Unit CU1

- Ensure that persons entering the environment are identified correctly and their right to entry established.
- In all areas of practice promote and maintain a safe environment for patients, visitors and not least oneself in accordance with the Health and Social Services 'Health and Safety at Work Policy'.
- Understand and comply with the policies and procedures laid out in the approved Infection Control Manual.
- Be aware of the reporting mechanism for accidents and incidents including relevant documentation.
- Pay due regard to fire safety regulations and Health and Social Care Fire policies including location and effective use of resources.
- Attend mandatory update session for Fire Safety, Basic Life Support and Safe Moving and Handling.
- In accordance with Hospital policy, protect patient's property and report any loss or damage to the Nurse in Charge.

Develop one's own knowledge and practice – Unit CU7

- Using a reflective process evaluate one's own values, priorities, interests and effectiveness in the workplace.
- Demonstrate the ability to develop new knowledge and apply this to practice in order to promote development of knowledge and skills.
- Through the avenue of formal appraisal and performance interviews agree targets that enhance professional development to meet personal and organisational objectives.

Contribute to the protection of individuals from abuse – Unit Z1

- Contribute to minimising the level of abuse in the work environment.
- Assist qualified staff in monitoring individuals who are at risk from abuse.

Contribute to the development and effectiveness of work teams – Unit CU9

- Demonstrate an understanding of and adhere to the principles contained within the Ward Philosophy.
- Show an awareness of and work towards meeting the agreed aims and objectives of the ward.
- Contribute to effective team practice through communicating with other team members in a constructive way offering support and assistance and making suggestions for improvement of care delivery.
- Attend and participate in Ward and Team Meetings.
- Participate in the induction and orientation of new members of unqualified staff to the work area.
- Undertake relevant study or in house training in order to develop own practice and that of others.

Contribute to raising awareness of health issues – Unit NC7

- Assist in assessing the need for raising awareness and planning activities to raise awareness of health issues.
- Provide patients with relevant health promotion materials according to the individual plan of care.
- Participate in evaluation of care with the Registered nurse and offer information relevant to the activity.

Contribute to the movement and handling of individuals to maximise their physical comfort - Unit Z7

- Adhere to Princess Elizabeth Hospital Moving and Handling Policy.
- Attends annual update in moving and handling.
- Ensure patients moving and handling assessment is accurately recorded and documented in the plan of care.

SPECIALITY UNITS

Receive, transmit, store and retrieve information - Unit CU5

- Adhere to Health and Social Care Policy G131 Policy and Procedure for Nursing Records.
- That information, messages are accurate, recorded correctly and actioned, paying due regard to confidentiality.
- Ensure that entries in records are legible and complete.

- Ensure stored records are safe.

Support clients during clinical activities - Unit X12

- Provision of assistance to clients as they are prepared for treatments, investigations and procedures or emergency admission.
- Ensure the support of clients during such activity.
- Assist the recovery of clients following procedures to wards, discharges for further admission.

Support individuals and others through the process of dying - Unit NC3

- Provide support to patient's family and friends in adjusting to imminent death.
- Provide support to patients as they die.
- Provide support to family and friends of patients who have died.
- Pay due regard for respect and sensitivity required when death has occurred.

Management of continence - Unit Z12

- Assist qualified nursing staff in assessment and maintenance of continence.
- Support patients in maintaining continence, and the management of incontinence including the use of appropriate appliances.
- Ensure that the measurements are accurately interpreted, correctly recorded and reported to the registered nurse.

KEY CRITERIA:

ESSENTIAL

1. Eight NVQ Level 3 Generic Care Units.
2. Four speciality units relevant to the work area.
3. Experience in a Health Care Setting.
4. Enjoy caring for the elderly.
5. Enjoy being part of a team providing a high standard of care.
6. Be able to communicate effectively with staff and service users.
7. Have a good understanding for the need of a high level of confidentiality.

8. Have a flexible approach to shift patterns and be able at times to work additional hours.
9. Have the ability to cover a wide range of duties, as per job description.
10. Have a pleasant personality.