

## JOB DESCRIPTION

### JOB INFORMATION

<b>Job Title</b>	<b>Hospice at Home Nursing Assistant</b>
<b>Department</b>	<b>Fair Havens Hospice at Home</b>
<b>Reporting to</b>	<b>Hospice at Home Sister</b>
<b>Location</b>	<b>Community</b>

#### PURPOSE OF ROLE

To work as a member of the Fair Havens Hospice at Home team and be part of the wider Fair Havens Community Hospice service.  
To provide physical, social, emotional and spiritual care in the home in agreement with the patient and the family co-ordinated by Fair havens Hospice at Home.

#### MAIN DUTIES AND RESPONSIBILITIES

The following list is not exhaustive and is intended only to indicate the range of activities that the post holder will be required to undertake. Further duties and responsibilities may be added as identified from time to time and it is expected that the post-holder will accept all reasonable requirements and developments of the job.

- To work within this job description and level of competence.
- To care for the person and their family holistically i.e. recognising the importance of physical, emotional, social and spiritual aspects of care.
- To assist / supervise family members (caring for the patient) or other untrained carers in the patients home if required.
- To be flexible in working patterns due to the unpredictable nature of referrals to the service and the needs of the patients and relatives.
- To work unsupervised in the patient's home.
- To administer certain prescribed oral medication to incapacitated/terminal patients. This being medication which is clearly written in the care plan or on a medication chart.
- To empower and enable the family and friends to continue caring for the patient and support them as appropriate.
- To refer to the Hospice at Home Nurse Co-ordinator any symptoms, concerns, changes or deterioration of the patient's condition.
- To take necessary advice/instructions from Hospice Medical and Senior Staff on-call when necessary.
- To be flexible and creative in the care of the patient and family

- To have awareness of the function and use of equipment used in the care of the palliative/end of life patient at home.
- To communicate effectively with members of the multi-disciplinary team Palliative Care nurse, District Nurse, GP and Social Services etc.
- To ensure confidentiality of information at all times, in both written and verbal form.
- To maintain accurate records of patient care in accordance with Hospice policy, including Single Assessment Process notes and other specialist notes e.g. Care plans, Systmone (when smart card issues and training completed)
- To participate in educational programmes carried out within the Hospice, as both provider and recipient.
- To attend Hospice at home team meetings
- The post holder is legally required to have regard to the Mental Capacity Act 2005 Code of Practice

**Team / Organisational**

- To foster a 'can do' culture by actively seeking solutions to problems
- To foster a good working relationship with all Trustees, Executive and department staff with whom the job interacts
- To be responsible for conforming to the policies and procedures as set out in the staff handbook, including health & safety requirements and attending courses as directed
- To attend staff meetings as required

**Personal Development**

- To participate in annual appraisals
- To identify own on-going educational needs and discuss with the Director to achieve those development needs
- To be prepared to develop skills and competencies that are required to meet the demands of the role as it evolves over time period
- To attend regular staff meetings and professionals palliative care updates- as well as other statutory updates
- To always conduct yourself in a professional manner
- To carry out all aspects of your role positively and with enthusiasm

**This is an outline Job description and may be subject to change, according to the needs of the service, in consultation with the post holder.**

**Expected Behaviour (Competencies)**

<b>Core Competencies</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>
Working With Others		X			
Planning and Analysis	X				
Managing Change		X			

Customer Focus		X			
Communication, Drive & Impact		X			
<b>Copy of Job Description Issued to Current Job Holder</b>					
I have received a copy of the above job description and agree that this gives an accurate overview of the main duties and activities of my job role. I understand that the Company will review job descriptions on a regular basis and that my job role may change or be amended in order to meet the needs of the business.					
<b>Name</b>			<b>Date</b>		
<b>PERSONAL SPECIFICATION</b>			<b>ASSESSMENT METHOD</b>		
<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>Application</b>	<b>Interview</b>	<b>Test</b>
<b>Qualifications and Experience</b>	Experience in relevant care work.		X	X	
		Counselling certificate or experience in this field	X	X	X
		NVQ Level 2 in Health and social care	X	X	
<b>Skills and Abilities</b>	Proven awareness of the possible needs of patients and families under the care of the hospice.		X	X	X
		Knowledge of illness as a carer and the ability to recognise when a person has physical,	X	X	X

	<p>social, psychological or spiritual needs.</p> <p>Demonstrated commitment and understanding to the hospice/palliative care philosophy.</p>		X	X	X
<b>Attitudes and Values</b>	<p>Communication Skills Proven written and verbal communication skills. Clear verbal communication skills demonstrable with a range of people.</p> <p>Ability to accurately record any information required i.e. patient notes, telephone messages or information as requested by patients or other health care professionals.</p>			X	
				X	

<b>Personal Attributes</b>	A flexible approach to the working day			X	
	Ability to work weekends if required		X	X	
	The ability to work unsupervised in the patient's home.		X	X	
	Proven ability to work off own initiative as well as member of the team.		X	X	
	Flexibility to meet the needs of the service		X	X	
	Physically able to undertake the job			X	
	Proven coping strategies when under emotional pressure			X	
	Full valid UK Driving Licence Car Owner				