

## JOB DESCRIPTION

### JOB INFORMATION

**Job Title**      **Nursing Assistant**  
**Department**   **Fair Havens In Patient Unit**  
**Reporting to**   **Ward Sister**  
**Location**       **Fair Havens**

### PURPOSE OF ROLE

- To work as a member of the multidisciplinary team ensuring a holistic package of care is provided to those using the In Patient Unit.
- Enhance independence and quality of life and support provision of a variety of therapies, practical and emotional support to patients and their carers
- To work as part of a team to support Havens Christian Hospice.

### 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

#### **Provision of care**

- To work under the direction of the nurse in charge to participate in the delivery of the highest quality of nursing care.
- To help create a welcoming, caring, safe and supportive environment for patients and families.
- To co-ordinate the care of named patients during the working shift.
- To act as key worker in liaison with the named nurse.
- To assist the registered nurse in assessing, planning, implementing and evaluating the care in conjunction with the patient / family.
- To be alert to changing needs and adapt to these appropriately.
- To report any changes observed.
- To be aware of the needs of the whole family and to encourage trust and open communication.
- To supervise nutritional intake of patients and liaise with catering staff to ensure dietary requirements are met in conjunction with the named nurse.

- To participate in the administration of drugs, when no second trained nurse is available, following the protocol and ensuring that prescribed medications are given as directed by the trained nurse.
- To perform the tasks relating to care of the recently deceased person with tact, consideration and dignity.
- To maintain accurate records.
- To liaise with other care staff and pass on information at changes of shift.
- To provide support to volunteer staff working within the care area.

### **Team / Organisational Work**

- 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

### **Administration**

- To be available to provide telephone information to families.
- To participate in discharge planning in liaison with the other professionals involved.
- To take part in weekly patient discussion meetings when necessary.
- To participate in referrals to the bereavement team.
- To maintain confidentiality at all times.
- To take the lead on certain projects in conjunction and with the direction of the Ward Sister.

### **Communication**

- To foster good relationships between all Fair Havens departments and with professional and lay people having contact with the organisation.
- To give to other members of staff, as well as receive from them, mutual support as needed.
- To communicate in a positive and effective way with other professionals in order to implement and evaluate care plans.
- Develop and maintain close working relationships with other statutory and voluntary agencies, ensuring continuity of patient/family support.
- To represent the In Patient Unit at the daily referrals / admissions meeting when requested.
- Take part in daily patient discussion meetings.

### **Personal Development**

- Be prepared to develop skills and competencies that are required to meet the demands of the role as it evolves over time

- To undertake NVQ levels 2 or 3 or equivalent such as QCF qualification
- To take part in annual appraisal.
- To share knowledge and skills with other members of the multidisciplinary team.
- To abide by the agreed policies and procedures, as set out in the staff handbook, including health and safety requirements.
- To be prepared to work internal rotation to night duty and to day care.

**Summary of Other Responsibilities & Duties**

- To actively follow the organisation's policies and procedures, particularly in relation to Health and Safety, Equal Opportunities and Finance.
- To attend staff meetings and training as required.
- To be prepared to develop skills and competencies to meet the demands of the role as it naturally evolves over time.
- This job description does not provide an exhaustive list of duties and the post holder may be required to carry out other incidental duties within the scope, spirit and purpose of the job or other reasonable duties as requested by the line manager.

**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			

**Copy of Job Description Issued to Current Job Holder**

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.

**Safeguarding Statement.**

Havens Hospices is committed to safeguarding and promoting the welfare of children, young people and adults at risk. Havens expects all staff and post holders to share this commitment. References: A minimum of two referees must be obtained, one of which should be the current or most recent employer and both should be able to testify to the suitability for the role and whether there is any known reason why any candidate should not work with vulnerable groups. The charity will request a check via The Disclosure and Barring Service (DBS) for roles that require contact with children, young people and vulnerable adults and these must be obtained prior to commencing employment with the charity.

<b>Name</b>	<b>Date</b>
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PERSONAL SPECIFICATION			ASSESSMENT METHOD		
Requirements	Essential	Desirable	Application	Interview	Test
<b>Qualifications and Experience</b>	Proven experience in a healthcare environment		X	X	
	GCSE level or equivalent in maths and English		X	X	X
		Palliative Care experience	X	X	
		Experience of working in the Charity sector	X	X	
		Experience of working with Volunteers	X	X	
<b>Skills and Abilities</b>	Intermediate keyboard and IT skills, working with Word, Excel and outlook, powerpoint	Phlebotomy and Cannulation skills	X	X	X
	Numeracy skills			X	
	Excellent customer service		X	X	X
	Willingness to learn and develop new skills			X	
	Ability to communicate sensitively and diplomatically with a wide range of people		X	X	X
	Ability to work on own initiative and work effectively within a team			X	X
	Ability to multi task and manage a busy and varied workload, working methodically and paying attention to detail			X	X
<b>Attitudes and Values</b>	Friendly, caring attitude towards people			X	

	<p>Committed to maintaining confidentiality</p> <p>Committed to Equal Opportunities</p> <p>Enthusiasm</p> <p>'Can do' attitude</p>			<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
<b>Personal Circumstances</b>	<p>Able to work flexible shift pattern which will include days/nights and weekends</p>	<p>Car owner / driver or have access to own transport</p>	X	X	