

SALISBURY HEALTH CARE NHS TRUST

JOB DESCRIPTION

1. JOB DETAILS

Job Title: Clinical Healthcare Assistant: including Nursing Associate, Assistant Practitioner, Overseas Nurse

Grade: Band 4

Location: All Wards and Departments

2. JOB PURPOSE and FREEDOM TO ACT

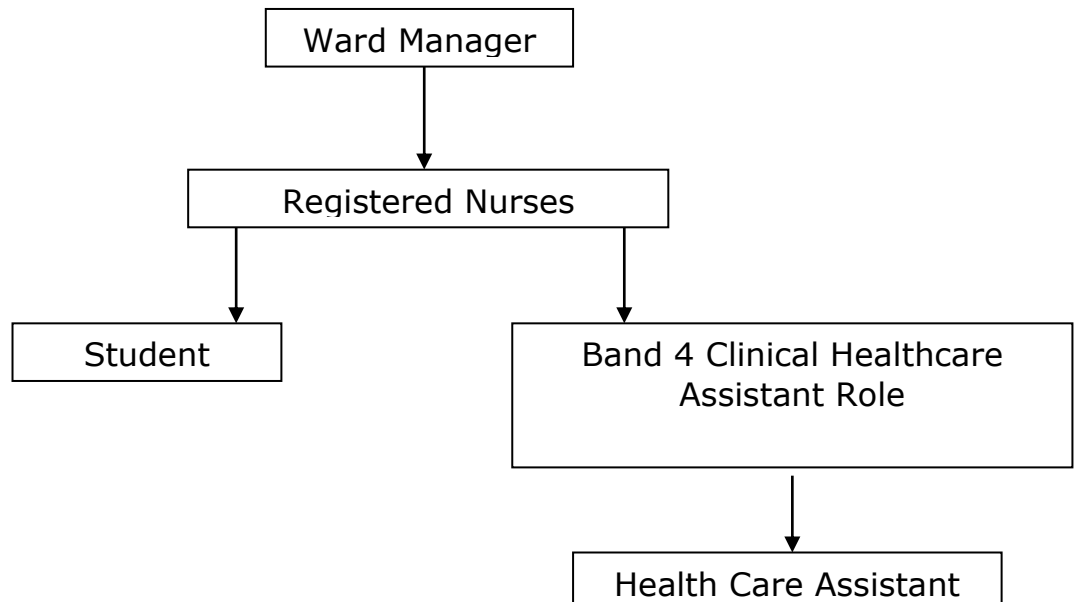
To contribute to the provision and monitoring of high quality individualised nursing care in accordance with agreed policies and procedures. To carry out independent assessment and implementation of direct care for patients

To work in a collaborative and co-operative manner

To develop personally and professionally to undertake all aspects of the Band 4 Role

It is important that personal limitations in knowledge and competence are acknowledged by the practitioner and that those duties in which they do not feel competent are declined. (See appendix 1)

3. ORGANISATION CHART



4. QUALIFICATIONS, SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED

Knowledge, Training and Experience:

- Literacy and Numeracy Level 2 or GCSE grade A to C Mathematics and English (ideally gained in the last 5 years)
- Level 5 equivalent qualification in a Health and Social care related subject. (Nursing Associates are required to have a Nursing Associate qualification and current registration with the NMC)
- Evidence of personal and professional development

Planning and Organisational Skills:

- Able to organise, prioritise and adjust own workload to manage care delivery for a defined group of patients, liaising with the ward co-ordinator, clinical site co-ordinators, therapy staff and on call medical teams.

Analytical and Judgemental Skills:

- Able to assess, monitor and initiate care against a treatment/intervention plan for a specific group of patients, working within established pathways and protocols.
- Able to recognise and work within the limitations and boundaries of the role
- Knowledge of when to refer to a senior healthcare professional

Physical Skills:

- Moving and handling of patients
- Provision of direct care to patients
- Ability to carry out Clinical Skills as appropriate to role and where appropriately trained

Other related knowledge, experience and skills:

- Good interpersonal and communication skills
- Customer care skills
- Good IT Skills
- Good coping strategies for busy fluctuating environment
- Able to develop a relationship with patients and their families

5. KEY RESPONSIBILITIES

You will undertake the following duties, referring to a Registered Nurse when required. Practitioners are personally accountable for their practice and recognising their professional limitations.

ASSESSMENT OF CARE

- Receive patients and their relatives in a calm, courteous and reassuring manner, providing appropriate information and support.
- Recognise and acknowledge personal beliefs and wishes of patients.
- Communicate with individuals in ways which are appropriate to them and take account of their needs and requests.
- Recognise potential safeguarding issues and escalate concerns as per Trust policy.
- Obtain, pass on and record information relating to all aspects of care accurately and in a timely manner.

- Participate in patient assessment e.g. initial information gathering from the patient related to physical conditions and social situation.
- To be involved in risk assessment of patients as appropriate, including falls, acuity, nutrition, pressure ulcer prevention, infection control and manual handling.
- Collect and record data onto Trust IT systems as required.
- Monitor and record pump infusions ensuring accurate fluid balance monitoring and record keeping is maintained.

PLANNING OF CARE

- Formulate in conjunction with a Registered Nurse a plan of care for the patient.
- Handover care of patients both formally and informally.
- In conjunction with a Registered Nurse amend care plans accordingly for patients.
- Make referrals to clinical specialists as appropriate and within scope of practice.
- Undertake discharge planning, in conjunction with the multidisciplinary team, patients and relatives and ensure the appropriate discharge of patients.

DELIVERY OF CARE

- Respect and maintain the patient's privacy and dignity at all times.
- Ensure accurate and timely recording of all observations and report any abnormal findings to a Registered Nurse.
- Assist with dietary and fluid intake and monitor and record as appropriate.
- Assist patients with menu choices, taking account of any dietary requirements and offer alternatives depending on patient's medical condition as appropriate.
- Assist patients to meet hygiene and elimination needs, providing support as required.
- Recognise situations where emotional and spiritual support are required and offer appropriate intervention, referring to the multidisciplinary team as needed e.g. chaplaincy etc.
- Provide patient and families with information on health promotion to support them in making choices for healthy living.
- Escalate concerns in relation to the patient's clinical condition and care to the Registered Nurse in charge and multi-professional team, including use of early warning score as appropriate, within scope of practice.
- Instigate appropriate action in an emergency situation, as per current Trust policy.
- Collect any requested specimens and send to the appropriate department, documenting in the patient's notes.
- Take laboratory results via the telephone and computer system, reporting these to the Registered Nurse in charge.
- Assist with bed making, cleaning tasks, errands or general duties appropriate to the clinical area as required.
- Ensure adherence to manual handling and infection control policies.
- Ensure that all equipment is in good working order and ready for immediate use. Report any faults as per Trust process.
- Safely escort patients to/from wards/departments as per current Trust/Care Group policy.
- To carry out a range of clinical skills as appropriate to local department and where appropriately trained- examples include

Venepuncture and Cannulation, Catheterisation, NG Tube Insertion and Care, ECG Recording

- **Administer medications as per Trust policy having completed the appropriate competency assessment and adhering to any national and professional guidance.**

EVALUATION OF CARE

- Document all care given and any other patient contact in nursing notes in a comprehensive and concise manner, adhering to the NMC guidelines for records and record keeping.
- Represent a caseload of patients at ward round and case conference where appropriate.
- Accurately collect and record data in a timely way to support patient care and discharge planning.
- Analyse patient data to identify and implement patient care needs.
- Participate in research, audit and quality improvement initiatives delegated by the ward manager and appropriate to role and scope of practice.

SUPERVISION AND DEVELOPMENT OF OTHER STAFF

- Supervise healthcare assistants to undertake clinical activities on a day-to-day basis as agreed with the ward manager.
- Support the development, training and assessment of healthcare assistants and other learners, within scope of practice.
- To be involved in induction of any new staff to the clinical area e.g. healthcare assistants, ward clerks, porters, students and Registered Nurses.
- If a Nursing Associate, after the completion of appropriate training, act as practice supervisor in line with the NMC standards.

DEVELOPMENT OF SELF

- Maintain and improve the knowledge and skills required to perform all agreed health care activities competently through appropriate continuing personal development (CPD) as agreed through appraisal and recorded on the personal development plan (PDP).

PRINCIPLES OF CONDUCT

- Recognise direct and indirect discrimination and ensure that discriminatory behaviour from any source is responded to in an appropriate manner.
- Work within Trust policies to maintain confidentiality of verbal and written information obtained in the course of duty and ensure that any disclosure is consistent with statutory requirements and Trust policy.
- Comply with Trust Health & Safety and Control of Infection policies, to contribute to the safety and security of individuals and their belongings and to ensure that hazards associated with treatment, infection risks or spillages are communicated to appropriate persons and/or dealt with as soon as possible.
- Adhere to all Trust and Divisional/Care Group Policies and Procedures at all times.

6. WORKING CONDITIONS

Working conditions:

There will be frequent exposure to dealing with uncontained body fluids and foul linen.

Physical effort:

There will be a frequent requirement to exert moderate physical effort for several short periods during a shift. This includes the moving and handling of patients, and delivery of direct patient care.

Mental effort:

There will be a frequent requirement for concentration in an unpredictable work pattern consisting of competing demands for attention, changes of activity and frequent interruptions.

Emotional effort:

There will be frequent exposure to distressing or emotional circumstances which includes caring for the terminally ill and their families.

7. GENERAL REQUIREMENTS

This job description is intended as a guide to the general duties required of this post, which may vary from time to time. It does not form part of the terms and conditions of employment.

Employees are required to co-operate with management and safety representatives on matters relating to the Health and Safety at Work Act, including the Radiation Protection Supervisor. Employees are required to follow all Trust Policies in own role.

This post is bound by the Data Protection Act 1998 and Trust Regulations on confidentiality.

WORKING TO THE TRUST'S VALUES AND BEHAVIOURS

Patient centred and safe

- You will put patients and carers at the centre of your thinking, listen and positively respond to your patient's feedback at all times.
- You will adopt a positive approach to change, offer ideas for improving services and patient experience in a collaborative manner.

Professional

- You will understand your own emotions and recognise the impact on others.
- You will behave in an open, honest, professional and inclusive manner, upholding personal and organisational values and acting as a role model to others.
- If using a social networking site or other on-line forum you will act responsibly at all times and uphold the reputation of the profession and organisation

Friendly

- You will show warmth and empathy towards colleagues, patients and carers, making it clear you are always happy to help.

- You will show compassion and kindness in your patient care, giving time to listen before responding to need.
- You will show respect to colleagues, patients and carers, treating them equally regardless of their background.

Responsive

- You will approach your duties and tasks in an organised, planned and structured way.
- You will use every opportunity to communicate with your team, your patients and their family or carers.
- You will always challenge unacceptable practice and know how to raise concerns.

11. CONDITIONS OF SERVICE

Hours

Salary

Holiday

12. JOB DESCRIPTION AGREEMENT

**Job Holder's
Signature**

Date:

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**Senior Officer/Head of Department
Signature**

Date:

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Appendix 1

| Nursing associate | Registered nurse | NMC Nursing & Midwifery Council |
|--|---|--|
| 6 platforms | 7 platforms | |
| Be an accountable professional | Be an accountable professional | |
| Promoting health and preventing ill health | Promoting health and preventing ill health | |
| Provide and monitor care | Provide and evaluate care | |
| Working in teams | Leading and managing nursing care and working in teams | |
| Improving safety and quality of care | Improving safety and quality of care | |
| Contributing to integrated care | Coordinating care | |
| | Assessing needs and planning care | |