

Agreed Job Description and Person Specification Template

PART 1: JOB DESCRIPTION

Job Title: Nursing Auxiliary

Line Manager: Inpatient Unit Manager

Professionally Accountable to: Director of Nursing and Clinical Services

Hours of Work: Various

Job Purpose:

- To work as part of the multidisciplinary team and to assist in the total care of patients and their families / carers.
- To support other members of the team in the provision of care.

Principle Responsibilities:

- To demonstrate knowledge of, and work according to the policies and procedures of Weston Hospicecare and to maintain confidentiality.
- To provide nursing care in accordance with instructions and training in the Inpatient Unit and Day Hospice as directed by the Team Leader.
- To help promote and maintain an environment conducive to meeting the needs of patients, their relatives and friends.
- To contribute to a team approach to patient care in conjunction with nursing colleagues, medical staff and professions allied to medicine.
- To assist qualified staff undertake clinical procedures.
- To document all care given.
- To support bereaved relatives in conjunction with trained staff.

Educational Responsibilities:

- To provide the highest possible standards in Palliative Care through ongoing education.
- To participate in job training as required.
- To assist in the promotion of health education with patients and their family/carers.
- To assist in the training and induction of new staff.

Personal Responsibilities:

- To assist in ensuring that Health and Safety requirements are met. To report and record all accidents, incidents and complaints and refer to the Inpatient Unit Manager/Team Leader.
- To maintain effective communication with internal departments, patients and relatives.
- To support the Registered nurses.
- To keep up to date with changing practice.

- To utilize equipment / aids provided by Weston Hospicecare and ensure these are cleaned and maintained in good working order, and to report any defects to the nurse in charge.
- To take part in appraisal and clinical support sessions.
- To take part in at least 3 unit meetings per year and attend statutory training.

Additional Job Facts:

- Over 650 volunteers in Hospicecare and Mart.
- Maintain a responsible attitude towards economy and care of equipment and other resources.
- Maintain a smart, professional appearance at all times in line with hospice policy.
- Weston Hospicecare operates a NO SMOKING policy for staff.

Professional Responsibilities:

- To maintain confidentiality.
- To work within the policies and guidelines of Weston Hospicecare.
- To attend all statutory training updates.
- To maintain good working relationships with all members of the hospice staff and volunteers.
- Undertake any in-service training in line with Weston Hospicecare's policy.

Educational Responsibilities:

- To participate in the orientation and development of new staff members and volunteers.
- To keep up to date with current practice and legislation.
- To maintain and extend personal knowledge and expertise in all aspects of Administration and to share information.

Health and Safety:

Under the provision of the Health and Safety at Work Act 1974, it is the duty of every employee:

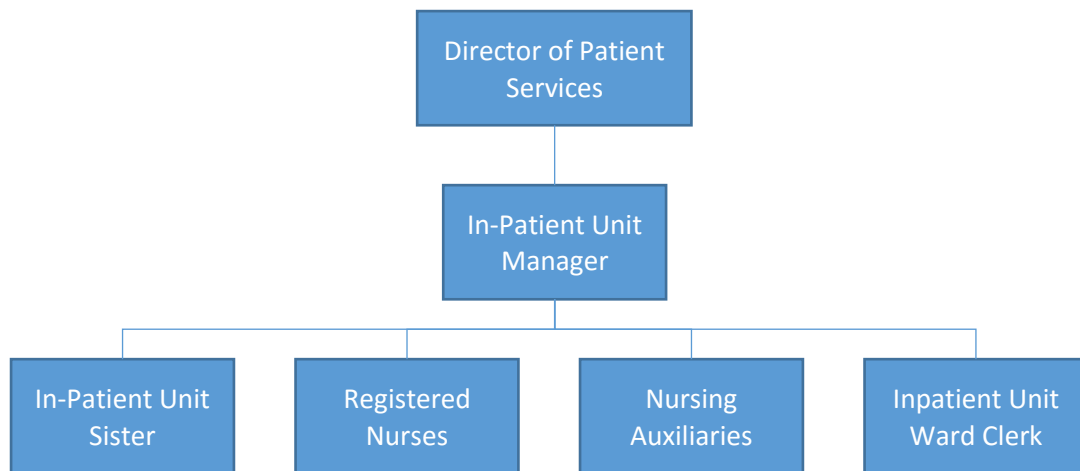
- To take reasonable care of themselves and others at work.
- To co-operate with the hospice as far as is necessary to enable them to carry out their legal duty.
- Not to intentionally or recklessly interfere with anything provided, including personal, protective equipment for health and safety or welfare at work.

Scope of Job Description:

This job description reflects the immediate requirements and objectives of this post. It is not an exhaustive list of the duties, but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantive changes will be carried out in consultation with the postholder.

This job description is subject to periodic review and amendment.

Organisational Chart:



PART 2: PERSON SPECIFICATION

<u>Inpatient Unit Nursing Auxiliary</u>		
Criteria	Essential / Desirable	How Evidenced & Assessed
Qualifications and Education		
<ul style="list-style-type: none"> ▪ NVQ Level 2 in Care ▪ Evidence of personal development and continuous training 	E E	A A
Experience		
<ul style="list-style-type: none"> ▪ Experience in a care environment ▪ Experience of caring for palliative care patients ▪ Knowledge of the pressures that exist for patients & families who are living with a life limiting condition ▪ Experience of working with distressed patients and their families & carers 	E D D D	A/I A/I A/I A/I
Communication and People Skills		
<ul style="list-style-type: none"> ▪ Able to demonstrate clear & effective communication skills both written and verbal ▪ Sensitive communication and listening skills ▪ Ability to maintain a professional attitude ▪ Able to work effectively as part of a team ▪ Basic IT skills ▪ Experience of using an electronic patient record system 	E E E E D D	I I I A/I A/I A/I
Organisational Skills		
<ul style="list-style-type: none"> ▪ Work within own limitations and recognise when support is needed ▪ Flexible, reliable and good timekeeping skills ▪ Good organisational skills 	E E E	I I I
Other Requirements		
<ul style="list-style-type: none"> ▪ Physical ability to use appropriate moving and handling techniques and equipment ▪ Able to maintain high standards of care ▪ Enthusiastic and passionate about working in palliative care ▪ Respond actively and positively to change ▪ Self-motivated ▪ Ability to work flexibly to meet changing circumstances 	E E E E E	A/I I I I I I

Key

E	Essential	A	Application
D	Desirable	I	Interview