

PAUL SARTORI FOUNDATION (PSF)

JOB DESCRIPTION

Title of post:	Nursing Assistant
Report to:	Care Management Team
Responsible to:	Clinical Team Manager
Salary scale:	£18,116.67 pro rata per annum. Hourly rate £9.29
Hours:	20 hours per week, day or night shifts
Accountable to:	Board of Trustees

Summary of Post:

The post holder will provide hands on nursing care to patients with palliative care needs and their families. The post holder must hold a minimum of a Level 2 QCF in Health and Social care in order to register with Social Care Wales.

Main Duties and Responsibilities

Health and wellbeing

To:

- Provide care for patient in accordance with task lists and relevant care plans
- Ensure care takes account of patient and family wishes
- Monitor patient's condition and report as appropriate
- Administer medication in accordance with Medication Policy
- Monitor syringe drivers in accordance with 'Clinical Notes' document
- Care for the body and the patient's family after death
- Provide basic 'social care' advice to families

Communication

- Offer the patient informed choices about all aspects of care
- Feedback on patient's condition at end of each shift
- Maintain confidentiality in accordance with PSF policy
- Involve the family in care as appropriate
- Update social care plans in response to changes in the patient's condition
- Read all communications from the Foundation at the earliest reasonable opportunity

People Management

- This role has no management or supervision component

Personal and people development

- Identify own learning needs
- Participate in appraisal system
- Attend mandatory study days as directed

Health, Safety and Security

- Ensure the safety of the patient, self and co-workers
- Inform the management team of any risks to same
- Follow PSF guidance and policy on all matters relating to Health, Safety and Security

Service improvement

- Participate in meetings
- Contribute ideas for the improvement of the service
- Comment as appropriate when consulted on matters relating to the Foundation

Quality

- Follow Foundation policies and procedures
- Participate in the formulation of policies and procedures
- Participate in quality surveys
- Report any adverse incidents or 'near misses' in accordance with the Adverse Incidents policy
- Follow the Foundation Clinical Complaints Policy

Financial Management

- Use Foundation resources efficiently

Equality and diversity

- Treat all patients and co-workers fairly
- Identify any knowledge deficits relating to equality and diversity
- Take account of patient's individual wishes

Information and knowledge

- Keep records in accordance with Foundation policies
- Collect other data commensurate with duties

Public relations and marketing

- Always act in such a way as to uphold the good reputation of the Foundation

Variation

The job description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the post-holder.

Recruitment will be completed in accordance with Care Inspectorate Wales and Social Care Wales regulations.

Dec 2017, Reviewed April 2021.

PERSON SPECIFICATION

ATTRIBUTE/ SKILL	ESSENTIAL	DESIRABLE	MEASURABLE
Education and Professional Qualifications	<ul style="list-style-type: none"> • Literate • Numerate • NVQ 2 in health and social care 	<ul style="list-style-type: none"> • Registration with Social Care Wales • NVQ 3 in health and social care • Medication administration certificate • Up to date moving and handling certificate 	<ul style="list-style-type: none"> • Application form • Interview • Certs • assessment of numeracy and literacy
Skills/Abilities	<ul style="list-style-type: none"> • Well organised • Well-developed interpersonal skills • Able to prioritise • Articulate with good oral communication skills. • Driving licence 	<ul style="list-style-type: none"> • Ability to speak Welsh • Ability to map read 	Interview Application form References
Experience	<ul style="list-style-type: none"> • At least 2 years experience including work with dying patients 	<ul style="list-style-type: none"> • Community or care home experience • Hospice experience • Wide range of experience 	Interview Application form References
Personal Qualities	<ul style="list-style-type: none"> • Kind • Tactful • Approachable • Enthusiastic • Calm under reasonable pressure 	<ul style="list-style-type: none"> • Confident and assertive 	Interview Application form References
Other	<ul style="list-style-type: none"> • Reliable access to vehicle for work use • Mobile phone and answerphone 		