

ALL HALLOWS HOSPITAL **JOB DESCRIPTION**

Post of: Nursing Assistant (Grade I)
Responsible to: Matron
Reporting to: Registered Nurse in charge of shift

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Objective and Job Summary

To support trained staff in the provision of care to all patients and to help maintain a high standard of care in a way that respects the privacy and dignity of the individual patient and promotes their independence.

To maintain a comfortable physical environment for each patient and assist in the general day-to-day activities of the Hospital.

Responsibilities

1. To assist the trained staff in day-to-day nursing care provision and to help patients with getting dressed, bathing and the toilet.
2. To monitor patient blood glucose and urinalysis.
3. To follow the care plan and implement care as directed under the supervision of the trained nurse with correct record keeping.
4. To report any abnormalities or concerns to the senior nurse on duty.
5. To handle and treat gently and with compassion each patient, bearing in mind their age, frailty, set ways, ethnicity and religion.
6. To help patients with all aspects of personal care, paying special attention to pressure areas.
7. To answer call bells promptly including emergency call bells, assessing the situation and either dealing with the patient's needs or summoning a trained staff member.
8. To ensure confidentiality of patients and their records at all times.
9. To carry out routine nursing procedures to a high and safe standard.
10. To help motivate patients, by organizing occupational therapy, talking to them, taking them out, sharing with them in activities such as reading, writing, hobbies and recreation.
11. Under supervision, to sit with seriously ill or dying patients and to comfort their families and friends.
12. To participate in regular staff meetings.
13. To make welcome all visitors.

14. To answer the telephone in a friendly manner and to contact the matron manager or staff nurse when appropriate.
15. To be aware of carpet care in each area which may involve the spot cleaning of urine/faeces/blood.
16. To aim to keep all rooms/chairs/carpets/beds and the environment tidy, clean and free from odours.
17. Make and change patients' beds.
18. Care of personal clothing.
19. To participate in teaching sessions and attend statutory training days.
20. To take part in clinical supervision.
21. To undertake any other duties as may be requested.
22. To adhere to all policies and guidelines which include health and safety, fire, incident/accident and manual handling.

Principal Responsibilities:

1. To maintain a clean and tidy appearance and good personal conduct at all times.
2. To be aware of and adhere to Legislative/Staff Handbooks.
3. To attend Fire, Health & Safety and other mandatory training lectures as required.
4. To observe and adhere to current policies and procedures relating to Fire, Health & Safety at all times.

This job description is not exhaustive and should be related to a contract of employment.

The post holder will be subject to a system of annual performance review and career development.

This job description is flexible and serves to provide guidelines to the duties expected of the post and will be reviewed and amended in the light of changing needs.

Signed.....

Print Name.....

Date.....

Reviewed: October 2008