

# SENIOR NURSING ASSISTANT CORE JOB DESCRIPTION

**POST:** SENIOR NURSING ASSISTANT

**SALARY:** Band 3 equivalent

**REPORTS TO:**

**RESPONSIBILITIES:**

## ***JOB PURPOSE***

The post-holder will carry out tasks delegated by a Registered Nurse or Medical Practitioner assisting in the delivery of a high quality service by providing a high standard of skilled patient care and support. The post-holder is also required to assist in the provision of safe effective compassionate patient centred care. The post-holder will undertake physiological observations/ clinical duties as required in the General Practice. The Senior Nursing Assistant will adhere to the DOH standards for Nursing Assistants (2018).

## **MAIN DUTIES/RESPONSIBILITIES**

### ***CLINICAL PRACTICE***

The post-holder will:

1. Carry out procedures/treatments/observations as delegated by a Registered Nurse or Medical Practitioner, in accordance with skills and competencies of a Senior Nursing Assistant. This may include for example, venepuncture, vital signs, monitoring – this list is not definitive
2. Assist with specialist clinics if appropriate and health promotion as required.
3. Assist the Registered Nurse in checking administration of drugs as per the local policy. This includes the safe storage and safe disposal of drugs as per the local policy and guidelines.
4. Maintain the confidentiality of all information, regarding patients/clients at all times.
5. Respect the dignity, wishes and beliefs of all patients/clients.
6. Obtain consent from patient/client for all care and treatment provision.
7. Assist patients/clients in all the activities of Daily Living while receiving care in the General Practice setting.

8. Accurately record and report all activities undertaken including, physiological observations/clinical duties.
9. Deal courteously with patients/clients, and others with whom they come into contact within the course of their duties.
10. Communicate effectively with patients/clients and others taking into account their physical and mental state.
11. Report any changes in patients/clients condition or behaviour to relevant registered nursing staff.
12. Work within the limits of own competence and responsibility and refer issues beyond these limits to registered nursing staff. In emergencies, work within own role and summon help.
13. Ensure that all information/messages are passed onto relevant registered nursing staff in an appropriate and timely manner.

### ***EDUCATION AND LEARNING***

The post-holder will:

1. Participate fully in the General Practice appraisal and personal development planning system.
2. Attend Induction Programme and participate in training and other Learning and Development activities as required.
3. Undertake Quality 2020 Level 1 Strengthening Foundations Attributes Framework training

### ***RESEARCH AND EVIDENCE-BASED PRACTICE***

The post-holder will:

1. Fully participate in all work place audits and quality improvement activities

### ***LEADERSHIP AND MANAGEMENT***

The post-holder will:

1. Adhere to the General Practice policies, procedures, and guidelines.
2. Comply with health and safety policies and statutory regulations.
3. Act responsibly as a team member and seek help if necessary.
4. Identify & report any health, safety and security issues to the appropriate person.
5. Report any accidents and incidents to relevant registered nursing staff and assist in the investigation of same.
6. Report all concerns and complaints to appropriate registered nursing staff in a timely manner

7. Contribute to effective and economic use of resources and the maintenance of all equipment.
8. Adhere to current legislation and General Practice policies on equality and diversity.
9. Present a positive image of self and the organisation that encourages candour and openness, and treat others with dignity and respect.
10. Recognise and report behaviour that undermines equality and diversity.
11. Adhere to local whistleblowing policy and raise concerns appropriately.

### ***GENERAL RESPONSIBILITIES***

Employees of the General Practice are required to promote and support the mission and vision of the service for which they are responsible and:

1. At all times provide a caring service and treat those with whom the post-holder comes into contact with in a courteous and respectful manner.
2. Demonstrate their commitment by regular attendance and the efficient completion of all allocated tasks.
3. Comply with the General Practice's Smoke Free Policy.
4. Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
5. Adhere to Equality and Good Relations duties throughout the course of their employment, as in Section 75 of the Northern Ireland Act 1998.
6. Ensure the ongoing confidence of the public in-service provision.
7. Support the General Practice in complying with its obligations under Human Rights legislation.
8. Maintain high standards of personal accountability.
9. Adhere to the General Practice guidelines: policies and procedures.

### ***RECORDS MANAGEMENT***

All employees are legally responsible for all records held, created or used as part of their business, including patient, corporate and administrative records whether paper based or electronic and also including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004, Data Protection Act 1998 and General Data Protection Regulations (GDPR). Employees are required to be conversant with the General Practice policy and procedure on records management and to seek advice if in doubt.

### ***ENVIRONMENTAL CLEANING***

Recognise, adhere to and promote the key principle that “Cleanliness matters is everyone’s responsibility, not just the cleaners”. Whilst there are staff employed who are responsible for cleaning services, all employees have a responsibility to ensure a clean, comfortable, safe environment for patients, clients, visitors, staff and members of the general public.

### ***INFECTION PREVENTION AND CONTROL***

The General Practice is committed to reducing Healthcare associated infections (HCAIs) and staff have a part to play in making this happen. Staff must comply with all policies in relation to Infection Prevention and Control and with ongoing reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff.

This includes:

1. Cleaning hands either with soap and water or a hand sanitiser at the appropriate times (WHO ‘5 moments’);
2. Using the correct ‘7 step’ hand hygiene technique;
3. Being ‘bare below the elbows’ when in a clinical environment;
4. Following the General Practice policies and the Regional Infection Control Manual.
5. Wearing the correct Personal Protective Equipment (PPE);
6. Ensuring correct handling and disposal of waste (including sharps) and laundry;
7. Ensuring all medical devices (equipment) are decontaminated appropriately ie cleaned, disinfected and/or sterilised;
8. Ensuring compliance with High Impact Interventions.

**Clause: This job description is not meant to be definitive and may be amended to meet the changing needs of the Employer.**

## PERSONNEL SPECIFICATION

**JOB TITLE: SENIOR NURSING ASSISTANT  
Band 3 Equivalent**

**LOCATION:**

**Notes to applicants:**

- 1. You must clearly demonstrate on your application form under each question, how you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.*
- 2. Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form. Please note the Organisation reserves the right to use any desirable criteria outlined in Section 3 at shortlisting. You must clearly demonstrate on your application form how you meet the desirable criteria.*
- 3. Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.*

### ESSENTIAL CRITERIA

Hold NVQ/VRQ/QCF/RQF level 3 Certificate in Health/Health & Social Care or an equivalent qualification

**Or**

Hold NVQ/VRQ/QCF/RQF level 2 Certificate in Health/Health & Social Care or an equivalent qualification, and 1years experience of delivering direct care in a care environment

**Or**

Hold 4 GCSE's at grade A-C including English and Maths (or equivalent qualifications) and 1 years' experience of delivering direct care in a care environment

**Or**

Have 2 years' experience of delivering direct care in a care environment

All post-holders:

- Must undertake the General Practice Induction Programme
- Must be willing to complete the Senior Nursing Assistant Induction and Development Programme as required by the General Practice.

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**We are an Equal Opportunities Employer.**

**Date:**