

JOB DESCRIPTION

POST: SENIOR NURSING ASSISTANT

LOCATION:

GRADE: BAND 3

REPORTS TO: REGISTERED NURSE

ACCOUNTABLE TO: DISTRICT NURSE

JOB SUMMARY / MAIN PURPOSE:

- The post holder is required to assist in the provision of safe, effective person and family centred, compassionate care.
- The post holder will assist people with fundamental nursing care in all aspects of the activities of daily living, as delegated by registered nursing staff, for example, washing, toileting, eating and drinking.
- The post holder will undertake clinical duties as required in the hospital/community, which have been delegated by registered nursing staff.
- The post holder must ensure that all information regarding people is kept in strict confidence.
- The post holder will adhere to the Standards for Nursing Assistants¹ (DoH 2018).

MAIN DUTIES / RESPONSIBILITIES

Provision of Care

The post holder will:

- Maintain the confidentiality of all information, regarding people at all times.
- Respect the dignity, wishes and beliefs of all people
- Obtain consent from people for all care and treatment provision.

¹ Department of Health (2018) *Standards for Nursing Assistants employed by HSC Trusts in Northern Ireland*. Belfast: DoH.

- Assist people with fundamental nursing care in all aspects of the activities of daily living, as delegated by registered nursing staff, for example, washing, toileting, eating and drinking.
- Undertake clinical duties as required in the hospital/community, which have been delegated by registered nursing staff in line with Delegation Framework (NIPEC 2019) which may include venepuncture, simple dressings, application of topical creams/ointments/drops and physiological observations².
- Report and accurately record all activities undertaken.
- Encourage people to actively participate in their own care when this is appropriate.
- Identify if people are at risk and inform the registered nurse and make a written record.

Communication

The post holder will:

- Deal courteously with people with whom they come into contact in the course of their duties.
- Communicate effectively with people and their families taking into account their mental and physical health and wellbeing.
- Report any changes in a person's condition or behaviour to relevant registered nursing staff.
- Ensure that all information/messages are passed onto the relevant registered nurse or registered healthcare professional, in a timely manner and in line with UK GDPR.
- Document electronic and written records accurately and in a timely manner.
- Maintain the confidentiality of all information, regarding people including staff, at all times.

Personal & People Development

The post holder will:

- Participate fully in the HSC Trust's Knowledge and Skills Framework (KSF)/Personal Contribution Framework (PCF)
- Attend Induction Programme and participate in education and other learning and development activities as required.

² Physiological observations excludes the completion of National Early Warning Systems (NEWS) Charts

- Keep up to date records of own development review process.
- Participate in the induction and development of others as required.

Health, Safety & Security

The post holder will:

- Undertake duties that are required to ensure adequate standards of environmental hygiene and to prevent cross infection.
- Report all accidents, incidents and near misses to relevant registered nursing staff, record in HSC Trust systems and assist in the investigation of same.
- Comply with health and safety policies and statutory regulations.
- Identify and report any health, safety and security issues to the appropriate person.
- Contribute to effective and economic use of resources and the maintenance of all equipment.
- Work within own role in emergencies and summon help.
- Comply with HSC Trust policies, procedures, guidelines and protocols.

Service Improvement

The post holder will:

- Fully participate in all work place audits
- Escalate all concerns and report compliments and complaints to appropriate registered nursing staff in a timely manner

Quality

The post holder will:

- Work within the limits of own competence and responsibility and refer issues beyond these limits to registered nursing staff.
- Act responsibility as a team member and seek help if necessary.
- Contribute to the delivery of respectful and professional care in order to provide a quality service.
- Contribute to effective team working in line with the HSC collective leadership model.

Equality & Diversity

The post holder will:

- Adhere to current legislation and HSC Trust policies on equality and diversity.
- Present a positive image of self and the organisation, and treat others with dignity and respect.
- Recognise and report behaviour that undermines equality and diversity.

General Responsibilities

Employees of the HSC Trust are required to promote and support the mission and vision of the service within which they work and:

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the Trust's Smoke Free Policy.
- Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
- Adhere to Equality and Good Relations duties throughout the course of their employment.
- Ensure the on-going confidence of the public in-service provision.
- Maintain high standards of personal accountability.
- Comply with the Standards for Nursing Assistants (DoH, 2018).

Records Management

All employees of HSC Trusts are legally responsible for all records held, created or used as part of their business within HSC Trusts, including patient/client, 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 and Data Protection Act 2018 and UK GDPR . Employees are required to be conversant with the HSC Trust's policy and procedure on records management and to seek advice if in doubt.

Environmental Cleaning Strategy

The HSC Trust's Environmental Cleaning Strategy recognises 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 HSC Trust staff have a responsibility to ensure a clean, comfortable, safe environment for patients, clients, residents, visitors, staff and members of the general public.

Infection Prevention and Control

The HSC Trust is committed to reducing healthcare associated infections (HCAs) and all 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 on-going reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff. This includes:-

- Cleaning hands either with soap and water or a hand sanitiser at the appropriate times (WHO '5 moments');
- Using the correct '7 step' hand hygiene technique;
- Being 'bare below the elbows' when in a clinical environment;
- Following Trust policies and the Regional Infection Control Manual (found on intranet/Trust Hub);
- Donning, doffing the correct Personal Protective Equipment (PPE);
- Ensuring correct handling and disposal of waste (including sharps) and laundry;
- Ensuring all medical devices (equipment) are decontaminated appropriately i.e. cleaned, disinfected and/or sterilised;
- Ensuring compliance with High Impact Interventions.

The Patient Experience Standards³

Patients and service users have a right to experience respectful and professional care, in a considerate and supportive environment, where their privacy is protected and dignity maintained. This principle should be prompted and supported by all health and social care organisations and professional bodies, enabling staff to provide a quality service.

There are many complex factors relevant to the quality of patient and service user's experience. The following five areas have been identified as important towards ensuring a positive patient or client experience:

- **Respect**
- **Attitude**

³ Department of Health Social Services and Public Safety (DHSSPS) (2009) *Improving the Patient and Client Experience*. Belfast: DHSSPS.

- **Behaviour**
- **Communication**
- **Privacy and Dignity**

This is not an exhaustive list and there may be overlap between the areas, however, all five relate to aspects identified by patients and service users as important to their experience.

The post holder is appointed to the HSC Trust and may be assigned to day or night duty in any area to meet the needs of the service as required.

This job description is not meant to be definitive and may be amended to meet the changing needs of the HSC Trust.

Values

The Trust aims to recruit staff not only with the right skills but also with the right values to ensure the delivery of excellent patient care and experience. Staff will be expected to be committed to provide safe, effective, compassionate and person centred care by:-

- Treating Everyone with Dignity and Respect
- Displaying Openness and Trust
- Being Accountable
- Being Leading Edge
- Maximising Learning and Development

By embedding the above values we will make a significant contribution to the delivery of the Trust's Vision.

Personal Public Involvement

Staff members are expected to involve patients, clients, carers and the wider community where relevant, in developing, planning and delivering our services in a meaningful and effective way, as part of the Trust's on-going commitment to Personal Public Involvement (PPI).

Please use the link below to access the PPI standards leaflet for further information.
http://www.publichealth.hscni.net/sites/default/files/PPI_leaflet.pdf

December 2021

PERSONNEL SPECIFICATION

JOB TITLE AND BAND: Senior Nursing Assistant Band 3

DEPARTMENT / DIRECTORATE

SALARY:

HOURS:

ESSENTIAL CRITERIA

SECTION 1: The following are **ESSENTIAL** criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

Factor	Criteria <i>Ideally no more than 6-8 criteria in this section</i>	Method of Assessment
Qualifications/ Registration/ Experience	<p>Hold NVQ/VRQ/QCF Level 3 Certificate in Health/Health & Social Care or an equivalent qualification or must undertake to complete RQF Level 3 Certificate (health specific) within 18 months of taking up post****.</p> <p>Or</p> <p>Hold NVQ/VRQ/QCF Level 2 Certificate in Health/Health & Social Care or an equivalent qualification, and **1 years' experience of delivering direct care in a care environment.</p> <p>Or</p> <p>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.</p> <p>Or</p> <p>Have **2 years' experience of delivering direct care in a care environment.</p>	Shortlisting by Application Form

SECTION 2: The following are **ESSENTIAL** criteria which will be measured during the interview/ selection stage:

Knowledge	<ul style="list-style-type: none"> Knowledge of role and responsibilities of the post Knowledge of patient/client needs in a caring environment Knowledge of health and safety issues. 	Interview
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Skills and Aptitudes	<ul style="list-style-type: none"> • Effective communication skills • Ability to work as part of a team • Effective organisational skills 	Interview
Special Circumstances	<ul style="list-style-type: none"> • Must undertake the regional induction programme in the first two weeks following the allocated start date & complete within 6 months of taking up post. • Must undertake to complete RQF Level 3 Certificate (health specific) within 18 months of taking up post ****. • Must undertake relevant training to meet the service needs. • *** Current full driving licence valid for use in the UK and access to a car on appointment. • Ability to work flexibly included evenings, nights, weekends, bank holidays and on call as required. 	Interview
Health Requirements	<ul style="list-style-type: none"> • General good health for the demands of the post. • Acceptable attendance record. 	Pre-employment Health Assistant. Application Form / Interview / Referee Reports
Other	<p><i>For Community post:</i></p> <ul style="list-style-type: none"> • <i>Must hold a full drivers licence and have access to a car or form of transport that will enable the post holder to carry out duties.</i> 	At offer of post

APPLICANTS WHO DO NOT HOLD ENGLISH AND MATHS QUALIFICATIONS AS SPECIFIED WILL BE REQUIRED TO SUCCESSFULLY COMPLETE A WRITTEN/NUMERICAL TEST BEFORE THEY ARE SHORTLISTED FOR INTERVIEW.

**Care environment is defined as: paid work within a hospital/residential/ nursing home or community setting. This must be evidenced on the application form and will be tested at interview.*

**** This criteria is only applicable to some posts therefore it does not prevent an individual applying to this recruitment and selection process for posts that do not have this requirement. The criteria will be waived in the case of applicants whose disability prohibits driving Interview but who have access to a form of transport approved by the Trust which will permit them to carry out the duties of the post.*

***** It is required that the RQF Level 3 Certificate (health specific) must undertake to complete within 18 months of taking up post. It may be the case in some exceptional circumstances that this requirement is not met. All such cases must be signed off by the*

professional head of service/ senior nurse for the division and reported and explained to the Trust Director of Nursing.

NOTE:

Where educational/professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates, and one photocopy of same, issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If educational certificates are not available an original letter and photocopy of same detailing examination results from your school or college will be accepted as an alternative.

If successful you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom. This documentation can be a P45, payslip, National Insurance Card or a birth certificate confirming birth in the United Kingdom or the Republic of Ireland. Failure to produce evidence will result in a non-appointment.