

NHS GREATER GLASGOW & CLYDE

1. JOB IDENTIFICATION

Job Title:	Healthcare Assistant – District Nursing
Responsible to (insert job title):	District Nursing Sister / Charge Nurse
Department(s):	Community Nursing
Directorate:	
Operating Division or GGHB:	Primary Care Services
Job Reference number (coded):	
No of Job Holders:	
Last Update (insert date):	

2. JOB PURPOSE

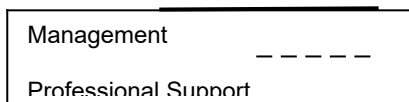
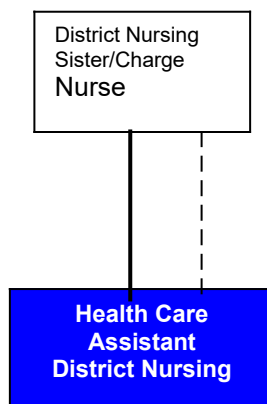
The post holder will be expected to work as part of a team to provide nursing care and support to patients in their own homes.

3. ROLE OF DEPARTMENT

The District Nursing Service operates an open access policy delivering care to patients who are housebound or who have a nursing need which makes a home visit more appropriate, or within a clinic setting.

The District Nursing Service will undertake case management, skilled clinical interventions which encompass a broad spectrum of technical expertise, health education and health promotion. in order to rehabilitate or promote and maintain independent living for patients and support carers.

4. ORGANISATIONAL POSITION



5. SCOPE AND RANGE

The district nursing service operates an open access policy that is available 365-days a year. The service does not operate a waiting list, however, care needs are prioritised to be able to respond to both planned and unplanned care.

The Healthcare assistant will be responsible for delivering care to patients as delegated and directed by the District Nursing team. The caseload population is derived from either the GP practice to which the team are aligned, or within a defined geographical population and/or a defined client group.

The post holder will participate in the care of patients in their own home or community setting under the direction of a registered nurse. Taking into account the lifestyle, race, gender and cultural background, and factors which impact on physical, mental or emotional health. The post holder will represent the values and beliefs of the nursing team as well as that of the organisation.

MAIN DUTIES/RESPONSIBILITIES

The post holder will support the nursing team to deliver effective patient care within a community setting. Daily workload will be varied with a range of delegated nursing activities.

The post holder works mainly without direct supervision

1. Nursing duties may include:
 - ◆ Assist patient with personal hygiene and toileting
 - ◆ Instil eye drops
 - ◆ Assist with the collection of specimens
 - ◆ Apply simple dressings
 - ◆ Assist the nursing team in the care of patients with palliative care or patients requiring complex care needs
2. Other duties to support the nursing team
 - ◆ Stock control and ordering of pharmacy and supplies
 - ◆ Assist with community clinics
 - ◆ Filing and storage of records.
3. The post holder will attend staff meetings and clinical and mandatory training.
4. Participate in systems of practice support and personal development planning.
5. Ensuring compliance with the Data Protection Act, Freedom of information Act and ensure patient confidentiality.
6. The post holder will have the skills to undertake or assist with patients in emergency situations by providing basic life support.

7. Work within divisional and local policies, procedures and guidelines to ensure maintenance of safe working practices for patients and colleagues.
8. Maintain good relationships and use an empathetic approach to patients and carers.
9. Refer to a senior member of the nursing team for any questions they may have on the patients condition or for any suggestions or complaints that they wish to raise.
10. Participate with other multidisciplinary / multi agency staff who may require to gain an overview of the health care assistant role and assist with the induction of new staff into the team
11. Participate in audits required for organisational activity.
12. As a member of the District Nursing team the post holder will be able to support patients, families and carers in order to achieve their optimum health and independence.
13. The post holder will use a systematic flexible approach to problem solving where there are either barriers to understanding or financial constraints within the patients home, in order to assist with the delivery of an effective care package

6a. EQUIPMENT & MACHINERY

- ♦ The post holder will be competent in the use of the following:
 - Mechanical / Electric / Tracking Hoists
 - Wheelchairs / Shower Chairs
 - Moving and Handling equipment
 - Bathing equipment
 - Electric/manual pressure relieving equipment
 - IT equipment
 - Mobile Phone

The above equipment and machinery requires a degree of knowledge and skills to operate and much of it requires manual dexterity skills.

6b. SYSTEMS

- ♦ The post holder will be competent in the use of the following:
 - Divisional Health & Safety Guidelines, Risk Assessment and Incident Reporting mechanisms
 - IT system used by all nurses within the Primary Care Division (e.g. Internet, Intranet, E mail, GGILES)
 - IT System which may be in place within particular LHCCs e.g. GPASS
 - Documentation of patient related information in Patient Held Records / Care Plans.
 - Documentation of patient related information with the D.N. base / GP records
 - Lone worker mobile phone system.

7. DECISIONS AND JUDGEMENTS

- Planning order of own work.
- Recognise change in patients condition and know when to report timeously to the registered nurse.
- Be aware of his/her own limitations in practice.
- Ability to identify and report own training needs.

8.COMMUNICATIONS AND RELATIONSHIPS

The post holder will regularly be involved in communicating internally and externally with health and social care professionals as well as users and carers.

The post holder will be required to receive and communicate sensitive information on a daily basis.

KEY RELATIONSHIPS

Internal	External
District Nursing Sister / Charge Nurse	Patients and Carers
Other Community Nursing Staff	Social Work Services
Administrative Staff	
Senior Nurse	
Practice Development Nurse	
Health Visitor / Public Health Nurse	
Partnership Colleagues	

9. PHYSICAL, MENTAL, EMOTIONAL & ENVIRONMENTAL DEMANDS OF THE JOB

The role places a high level of physical demand on the post holder. Their may be emotional demands in relation to supporting patients and carers e.g. Terminal care or supporting families with patients suffering from degenerative conditions.

Working conditions are variable and unpredictable as the role will involve visiting patients in their own homes and community settings.

Many of the following skills and demands are performed on a daily basis as part of the patient's care package requiring a level of manual dexterity.

Physical Skills

- ◆ Manoeuvre and move patients with and without the use of mechanical aids

Physical Demands

- ◆ Manoeuvre and move patients with and without the use of mechanical aids
- ◆ Push wheelchairs/shower chairs/hoists – with and without patients in them
- ◆ Carry nursing equipment to patient's homes
- ◆ Stand or walk for majority of shift
- ◆ Drive within city / countryside environments
- ◆ VDU exposure
- ◆ Bending and kneeling
- ◆ Climbing and descending stairs

Mental Demands

- ◆ Concentration required when checking instructions/documentation/patient's notes

Emotional Demands

- ◆ Communicating with bereaved / distressed / anxious / worried patients and/or relatives.
- ◆ Exposure to verbal / physical aggression especially when working alone.
- ◆ Care for terminally ill patients or patients with degenerative diseases.
- ◆ Dealing with complaints.

Working Conditions

- ◆ Exposure to body fluids such as blood, faeces, sputum, vomit, and urine.
- ◆ Exposure to verbal/physical aggression
- ◆ Exposure to dirty/smoky working conditions
- ◆ Driving/walking in all types of weather conditions
- ◆ Exposure to bacteria and viruses
- ◆ Exposure to dust, dirt, fleas and lice
- ◆ Exposure to pets

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Delivering safe and responsive effective and efficient care within an environment which is not conducive to this approach.
- Exposure to verbal and physical abuse.
- Working alone most of the time.
- Encouraging patients to follow treatment plan.
- Driving

11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

	Essential (Or willing to undertake training)	Desirable
<ul style="list-style-type: none"> • SVQ Level 3 in Healthcare or equivalent experience • Ability to work with people and as part of a team • Ability to work without direct supervision. • Good communication skills both written and verbal. • Full drivers licence 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

12. JOB DESCRIPTION AGREEMENT

Job Holder's Signature:

Date:

Head of Department Signature:

Date:

Local working practices may change as the service develops. Any such changes will be discussed and agreed in advance and will be consistent with the role and banding.

**JOB DESCRIPTION APPENDIX –
ADDITIONAL ROLES AND RESPONSIBILITIES**

Please use this form to describe any additional roles or responsibilities currently fulfilled by a jobholder that are not an integral part of the person’s substantive job (e.g. Radiation Protection Supervisor, “Link Practitioner” etc)

1. TITLE OF JOBHOLDER’S SUBSTANTIVE POST:	
2. DEPARTMENT:	
3. DESCRIPTION OF ADDITIONAL ROLE/RESPONSIBILITY:	
4. AGREEMENT OF ABOVE DESCRIPTION	
Job Holder’s Signature:	Date:
Head of Department Signature:	Date: