



JOB DESCRIPTION

1	Job Identification	
	Job Title:	Nursing Auxiliary
	Department & Base:	Hawick Community Hospital
	Hours of Work:	30 hours per week (0.80wte)
	Pay Band:	3
2	Job Purpose	
	<p>To assist and support trained nursing staff in delivery of patient care and related services.</p> <p>Facilitate the smooth running of the ward.</p>	
3	Organisational Position	
	<div style="text-align: center;"> <p>Director of Nursing</p> <p>—</p> <p>Lead Nurse, Community Hospitals</p> <p>—</p> <p>Ward Manager</p> <p>—</p> <p>Registered Nurses</p> <p>—</p> <p>Non registered nurse (this job)</p> </div>	

4	<p>Scope and Range</p>
	<p>This unit is substantially a rehabilitation unit with an attached 24 hour minor injury unit, and out-patients dept and 15 place day hospital.</p> <p>The post holder may be required to work in any other ward or department within NHS Borders.</p> <p>This should only apply to areas covered by my present skills.</p> <p>OUR VALUES IN ACTION</p> <ul style="list-style-type: none"> ●Care and Compassion ●Quality and Teamwork ●Dignity and Respect ●Openness, honesty and responsibility
5	<p>Main Duties/Responsibilities</p>
	<ol style="list-style-type: none"> 1. Assist with all aspects of patient care. 2. Carry out and document relevant recordings, specimen collections, and simple dressings as requested by trained staff. 3. Assist with making occupied and unoccupied beds. 4. Observe and report any changes in patient's condition. 5. Possess the skills and understanding to feed patients with swallowing difficulties. 6. Assist with last offices under supervision of a trained nurse. 7. Contribute to team discussions on patient care. 8. Enable patients to carry out prescribed therapies. 9. Dealing appropriately with uncontained body fluids several times on each shift. 10. Cleaning of equipment as necessary. 11. Be aware of and adhere to NHS policies and guidelines. 12. Participate in proposed changes within own workplace. 13. Attend training as required and be responsible for own development. 14. Assist in the induction of new staff to the unit. 15. Escort patient's out-with ward as necessary. 16. Assist as necessary within the minor injury area.
6	<p>Systems and Equipment</p>
	<p><u>Equipment:</u></p> <ul style="list-style-type: none"> ● Moving and handling equipment e.g. hoists, patient slides, bath chairs ● Profile beds ● Pressure relieving mattresses ● Height, weight and BMI scales ● Tympanic thermometers ● Dynamap ● Bathing thermometers <p><u>Systems:</u></p> <ul style="list-style-type: none"> ● Contribute to the maintenance of stock levels. ● Deal appropriately with patient valuables and money.

7	Decisions and Judgements
	<ul style="list-style-type: none"> • Use own initiative. • Understand the expected outcomes of own actions. • Work without direct supervision on everyday tasks. • Recognise an emergency situation and initiate response. • Recognise when the help and/or advice of a trained nurse is required. • Assessing which equipment is appropriate for a task. • Deciding which order to carry out duties.
8	Communications and Relationships
	<ul style="list-style-type: none"> • Maintain patient confidentiality at all times. • Promote good relationships with patients, public and all staff either verbally or in writing. • Communicate with patients who have difficulty understanding due to e.g stroke, dementia, deafness. • Use tact and diplomacy to encourage cooperation in treatment. • Be aware of external services to support interpretation. • NHS Borders staff. • Emergency services. • Social work department.
9	Physical Demands of the Job
	<ul style="list-style-type: none"> • The post holder will be continually mobile for the majority of the shift. • Assisting with moving and transporting of patients while ensuring all moving and handling guidelines are adhered to. • Moving beds/equipment/equipment as required. • Moving and handling items such as case notes/linen. • In an emergency situation it may be necessary to run for assistance.
10	Most Challenging/Difficult Parts of the Job
	<ul style="list-style-type: none"> • Emotional challenge of caring for the ill/dying patient and their relatives. • Prioritising workload. • Support of trained staff unfamiliar to the unit. • Concentrate to check drugs including syringe drivers. • Occasionally dealing with patients and carers who are aggressive and/or violent.

11	Knowledge, Training and Experience Required to do the Job	
	Essential	Desirable
Qualifications	SVQ2 or equivalent experience	SVQ 3
Experience	Previous experience in nursing care setting All staff to update knowledge and skills to SVQ 3 level	
Skills	Verbal and written Communications skills Numerical skills Ability to work in a team The ability to work without direct supervision on everyday tasks	
Personal Qualities	Ability to work on own initiative, prioritising workload Good interpersonal skills Honesty Reliability	
Research and Training	Willingness to take responsibility for own personal development	