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#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION |
| Job Title: Nursing Auxiliary Band 2  Responsible to: Senior Charge Nurse  Department(s):  Directorate: Emergency Care Directorate  Operating Division: NHS Fife Acute Services  Job Reference:  No of Job Holders:  Last Update: June 2015 |

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| 2. JOB PURPOSE |
| * As part of a multidisciplinary team the post holder will carry out personal care duties for patients in support of and supervised by a registered nurse. * To carry out assigned duties to maintain hygiene, order and safety within the ward environment. |

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| **3. DIMENSIONS** |
| The Fife Acute Hospitals NHS has a management structure based on Clinical Directorates.  The Directorate of Emergency Care & Medicine provides a service on both the Dunfermline and Kirkcaldy sites. The total Directorate budget is £59M and it has 1081 wte staff.  The Directorate Nursing Budget is £29M and there are 857 wte Nursing Staff.  The role of the Directorate is to provide medical services to residents throughout Fife. This includes new and review out-patients, investigation and medical intervention for a variety of specialties including General Medicine, Care of the Elderly, Gastroenterology, Dermatology, Endocrinology, Nephrology, Haematology and Oncology, Cardiology, Respiratory Medicine and Neurology. |

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| 4. ORGANISATIONAL POSITION |
| Director of Nursing  (professionally accountable)  General Manager  Clinical Director  Head Of Nursing  Service Manager  Clinical Nurse Managers  Senior Charge Nurse  **Nursing Auxiliary**  **Band 2**  **(this post)**  Staff Nurse  Band 5 |
| 5. ROLE OF DEPARTMENT |
| To provide a high quality, safe and supportive environment in order to care for patients within (specialist area/department) meeting the identified physical and psychosocial needs. |

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| 6. KEY RESULT AREAS |
| * Carry out assigned tasks in delivering and supporting direct patient care under the direction of a registered nurse to ensure delivery of a high quality of patient care. * Co-operate with and maintain good relationships with other disciplines that are attending and treating clients to maximise patient care. * Maintain good relationships and an empathic approach to clients’ carers and relatives and refer them to a trained nurse for any questions they may have on the clients’ condition or for any suggestions or complaints that they wish to raise. * Report observed changes in the clients’ physical/psychological needs and participate in maintaining accurate and up-to-date records to ensure effective communication. * Work within Divisional policies and procedures to ensure maintenance of safe working practices for patients and colleagues. * Adhere to ward and unit procedures for the use of supplies and equipment in order to promote the effective and efficient use of resources. * Maintain stock levels of all supplies and carry out housekeeping duties, to support the smooth and safe running of the ward area. * Participate in personal career development plan to maintain skills and develop personal growth through training and education. * Maintain patient confidentiality at all times. * Adhere to ward and unit procedures and policies regarding the control of infection. * To participate in specific areas of ward development and responsibility. |

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| 7a. EQUIPMENT AND MACHINERY |
| The post holder is expected to have a knowledge of all equipment used in the area however may not have daily clinical involvement.   |  |  |  | | --- | --- | --- | | **GENERIC** | **SPECIALISED** | **VERY SPECIALISED** | | **Nurse call system** | **Observation recording equip.** | **Bladder scanner** | | **Personal computer** | **Pulse oximeter** |  | | **Office equipment** | **Enteral / Parenteral feeding equipment** |  | | **Photocopier & fax** |  |  | | **Fridge** |  |  | | **Fire equipment** |  |  | | **Wheelchairs** |  |  | | **Walking aids** |  |  | | **Trolleys** |  |  | | **Beds** |  |  | | **Oxygen systems** |  |  | | **Urinary catheter equipment** |  |  | | **Laboratory specimen cont.** |  |  | | **Manual handling equipment** |  |  | | **Patient hoists** |  |  | | **Vacutainer systems** |  |  | | **Commodes / toilet aids** |  |  | | **Clinimatic** |  |  | | **Intravenous infusion stands** |  |  | | **Resuscitation Equipment** |  |  | | **Suction equipment** |  |  | | **Pressure relieving equipment** |  |  | | **Electric beds** |  |  | | **Sharps boxes, needles & syringes** |  |  | |
| **7b. SYSTEMS** |
| Maintenance of patient documentation.  Equipment control.  OASIS  Training records. |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| Assignment of work will be by the Nurse in Charge.  Work review and formal appraisal of performance will be carried out by the Senior Charge Nurse or staff member as delegated. |

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| **9. DECISIONS AND JUDGEMENTS** |
| Planning and prioritising order of work.  Acknowledging changes in patient’s conditions and reporting.  Maintain a safe working environment. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Managing and completing demands on time.  Ensuring patient safety at all times.  Liasing with relatives and visitors. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| The post holder will be expected to communicate with- Internal The patient, their relatives and multidisciplinary team involved in the provision of care.  All members of the Nursing team in Ward and outwith where appropriate.  Other relevant departments within hospital, e.g. Estates, Supplies, Human Resources, Fire Officer. External Relevant external agencies as appropriate. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical Skills:**  The ability to operate machinery and equipment as listed in No 7. As required  Assessing nutritional requirements. Serving and assisting patients to eat meals.- more than once a day.  Skills to safely manoeuvre wheelchairs, trolleys and other test equipment. More than once a day.  Collection of specimens. Daily as required  Removal of cannula .Daily as required.  Venepuncture. Daily as required  Performing patient observation of vital signs eg Temperature pulse respiration and blood pressure.  **Physical Demands:**  Carrying out physical care to patients, i.e. washing, dressing, mobilising and all other aspects of associated care associated with activities of living.- more than once a day  Patient movement with/without use of mechanical aides, manoeuvre patients.-Daily more than once a day.  Push trolleys, wheelchairs and beds.- more than once day.  Stand/walking for the majority of shift.  Bed making. More than once a day  Housekeeping duties and including cleaning ward equipment.- continuously  Dealing with patients with challenging behaviour. Regularly  **Mental Demands:**  Concentration required when undertaking patent observations.-continuously  Concentration required when undertaking personal care for patients.continuously  Basic numeracy regarding filing out of charts.  Basic numeracy and of English language skills.  Ensuring safe transfer of patients between departments. Daily as required  Time management skills.  **Emotional Demands:**  Communicating with distressed/anxious/worried patients/relatives daily  Caring for the terminally ill / and after death as required  Caring for patients following receipt of bad news as required  Dealing with patients with severely challenging behaviour regularly  Dealing with emergency situations as required  **Working Conditions:**  Exposure to body fluids, faeces, emptying bed pans/urinals, catheter bags continuously  Exposure to verbal aggression regularly  Exposure to physically aggressive behaviour regularly  Exposure to a demanding and stressful environment continuously |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| SVQII in healthcare or working towards or equivalent experience working in a caring environment/role is desirable Ability to work with people and as part of a multidisciplinary team  Effective written and verbal communication skills  Ability to carry out assigned tasks effectively in a busy environment  Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers – NHS Circular CEL(2010)23  Your performance must comply with the “Mandatory Inductions Standards for Health Care Support Workers in Scotland” 2009; and with the Code of Conduct for Health Care Support Workers, both as amended from time to time, which will be issued with your contract (further copies can be obtained from Human Resources). Failure to adhere to the Standards or to comply with the code may result in poor performance measures or disciplinary action and could lead to dismissal; or if you are self-employed, such failure will be deemed to be a breach of an essential term of your contract, allowing us to terminate with or without notice. |

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| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |