# **JOB DESCRIPTION**

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**JOB TITLE : HCSW BAND 3 GENERIC JOB DESCRIPTION : Yes**

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| JOB DETAILS | | | | | | | |
| Department : Glasgow Royal Infirmary | | | | Directorate : Surgery | | | |
| Division : GG&C | | | | Date : September 2024 | | | |
| **JOB PURPOSE AND DIMENSIONS** | | | | | | | |
| To assist the trained nurse in the delivery of a range of patient care procedures and to provide basic nursing care to the  patient. | | | | | | | |
| ORGANISATIONAL POSITION | | | | | | | |
| Band 6  Band 5  Colleagues Band 3 Colleagues | | | | | | | |
| MAIN TASKS, DUTIES AND RESPONSIBILITIES | | | | | | | FREQUENCY |
| Assists with the nursing care of the patient under the supervision of a trained nurse. This will include all basic care including the reception, admission, transfer and discharge of the patient according to procedure.  Observes and reports any change in the condition of the patient and communicates this verbally to the nurse in charge.  Assists in the recording of vital signs eg; Blood Pressure, Pulse, and Temperature and observes and reports verbally, any abnormality or concerns in the patient’s condition to the nurse in charge.  Participates in simple wound management and dressing application.  Ensure patients receive the care and assistance required/prescribed with fluid and nutritional intake.  Re-positions the patient, adhering to current manual handling procedures and assists those patients unable to self care with personal hygiene and dressing.  Carries out and assists with minor investigatory procedures eg : Urinalysis, Foecal Occult Blood testing and Urine collections as required. Reports all findings to the trained nurse.  Participates and assists in the updating and completion of accurate patient documentation as necessary eg: fluid charts, waterlow charts and also files documents appropriately when required.    Is responsible for the cleaning and tidying of clinical areas, equipment and storage cupboards, excluding cupboards for the storage of controlled drugs and medicines and reports any defects and areas of concern to the nurse in charge.  Maintains stock of adequate supplies of central and clinical stores excluding medicines.  Assists with the safe custody of patient’s personal belongings in accordance with organisational policy  To comply with all Health and Safety Legislation and policies with particular regard  To COSHH,.Fire, Infection Control and Manual Handling. | | | | | | | At all times (100%)  At all times (100%)  3%  5%  25%  50%  1%  10%  3%  3%  At all times  At all times – integral to the day to day working environment |
| EQUIPMENT AND MACHINERY | | | | | | | |
| Please describe any machinery and/or equipment used in  Job  Hoists/ Stand Aids/Pat Slides/Scales  Patient trolleys/beds/lockers/wheelchairs  Commodes  Ambu-lift  Monitors | | | | Give brief description of use of each item  Moving and Handling of patients/Measuring height and weight  Transport of patients  Toileting  Bathing patients  Recording of blood pressure etc.. | | | |
| SYSTEMS | | | | | | | |
| Please describe any system used in the job  Filing manual system  telephone | | | | Give brief description of job holders role in relation to  each system  patient documentation and upkeep of record  communication | | | |
| DECISIONS AND JUDGEMENTS | | | | | | | |
| Please describe the nature of supervision of the job, areas of discretion and typical  Judgements made in the course of the job  Works with supervision at hand and within established procedures | | | | | | | Frequency  At all times |
| COMMUNICATIONS AND RELATIONSHIPS | | | | | | | |
| Who the post holder communicates  With  Patients/Carer  Nurses  Ambulance personnel  Multi disciplinary team | | What the communication is about  Patient condition and progress / escort duties/basic clinical info  Provides and receives routine information to assist patient care  Transport and Transfer of patient  Support staff  Transfer of patients | | | | Any difficulties encountered  Barriers re understanding at times with patients eg post op care  Challenging behaviour from patients and carers  Unrealistic expectations of patients and carers  Differing priorities within MDT | |
| PHYSICAL, MENTAL AND EMOTIONAL DEMANDS OF THE JOB | | | | | | | FREQUENCY |
| Physical skills | Manual handling skills  Basic Life Support Skills  Dexterity in simple wound dressing technique | | | | | | Frequently  Rarely  Frequently |
| Physical effort | Movement of equipment: beds /trolleys/monitors/patients  Long and rotational shift patterns  Combination of sitting/standing and walking for lengthy periods of time  Bathing of patients  Cleaning and maintenance of equipment : hoists, monitors, commodes,beds/trolleys, mattresses. | | | | | | Frequently  Frequently  Frequently  Frequently  Frequently |
| Mental demands | General awareness and sensory attention  Unpredictable work pattern in wards/dept at times requiring more concentration on patient care  Long and rotational shift patterns | | | | | | Frequently  Frequently  Frequently |
| Emotional demands | Frequent exposure to the following :  Bereavement and support of carers  Care of terminally ill patients  Challenging behaviour from patients and carers  Exposure to substances hazardous to health eg body fluids  Coping with patients emotional issues | | | | | | Frequently  Frequently  Frequently  Frequently  Frequently |
| MOST CHALLENGING/DIFFICULT PARTS OF THE JOB | | | | | | | |
| Reality of patients and carers demands / expectations  Unpleasant working conditions frequently experienced – exposure to body fluids, foul linen etc..  High turnover/throughput of patients  Unrealistic expectations from patients and carers  Multi-disciplinary team working | | | | | | | |
| KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB | | | | | | | |
| Training and/or qualification(s) required  Completion of further education programme accredited SVQ 2  Or equivalent in –house educationally accredited programme  Good standard of education  Good verbal communication  Good team worker | | | | | | | |
| Level of experience/knowledge required | | | Length of experience  Approx 2 years ward/dept  experience | | How specialised experience needs to be | | |
| JOB DESCRIPTION AGREEMENT | | | | | | | |
| Job holders signature  Staff representative’s signature  Head of Departments signature | | | | | Date  Date  Date | | |