# **JOB DESCRIPTION**

#

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

|  |
| --- |
| 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 policyTo 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 timesAt all times – integral to the day to day working environment |
| EQUIPMENT AND MACHINERY |
| Please describe any machinery and/or equipment used in JobHoists/ Stand Aids/Pat Slides/ScalesPatient trolleys/beds/lockers/wheelchairsCommodes Ambu-lift Monitors  | Give brief description of use of each itemMoving and Handling of patients/Measuring height and weightTransport of patientsToiletingBathing patientsRecording of blood pressure etc.. |
| SYSTEMS |
| Please describe any system used in the jobFiling manual systemtelephone | Give brief description of job holders role in relation to each systempatient documentation and upkeep of recordcommunication |
| DECISIONS AND JUDGEMENTS |
| Please describe the nature of supervision of the job, areas of discretion and typicalJudgements made in the course of the jobWorks with supervision at hand and within established procedures  | FrequencyAt all times |
| COMMUNICATIONS AND RELATIONSHIPS |
| Who the post holder communicatesWithPatients/Carer Nurses Ambulance personnelMulti disciplinary team | What the communication is aboutPatient condition and progress / escort duties/basic clinical info Provides and receives routine information to assist patient careTransport and Transfer of patientSupport staffTransfer of patients | Any difficulties encounteredBarriers re understanding at times with patients eg post op careChallenging behaviour from patients and carersUnrealistic expectations of patients and carersDiffering priorities within MDT |
| PHYSICAL, MENTAL AND EMOTIONAL DEMANDS OF THE JOB | FREQUENCY |
| Physical skills | Manual handling skillsBasic Life Support SkillsDexterity in simple wound dressing technique | FrequentlyRarelyFrequently |
| Physical effort | Movement of equipment: beds /trolleys/monitors/patientsLong and rotational shift patternsCombination of sitting/standing and walking for lengthy periods of timeBathing of patientsCleaning and maintenance of equipment : hoists, monitors, commodes,beds/trolleys, mattresses. | FrequentlyFrequentlyFrequentlyFrequentlyFrequently |
| Mental demands | General awareness and sensory attentionUnpredictable work pattern in wards/dept at times requiring more concentration on patient careLong and rotational shift patterns | FrequentlyFrequentlyFrequently |
| Emotional demands | Frequent exposure to the following : Bereavement and support of carersCare of terminally ill patientsChallenging behaviour from patients and carersExposure to substances hazardous to health eg body fluidsCoping with patients emotional issues | FrequentlyFrequentlyFrequentlyFrequentlyFrequently |
| MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Reality of patients and carers demands / expectationsUnpleasant working conditions frequently experienced – exposure to body fluids, foul linen etc..High turnover/throughput of patientsUnrealistic expectations from patients and carersMulti-disciplinary team working |
| KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| Training and/or qualification(s) requiredCompletion of further education programme accredited SVQ 2 Or equivalent in –house educationally accredited programmeGood standard of educationGood verbal communicationGood team worker |
| Level of experience/knowledge required | Length of experienceApprox 2 years ward/dept experience | How specialised experience needs to be |
| JOB DESCRIPTION AGREEMENT |
| Job holders signatureStaff representative’s signatureHead of Departments signature | DateDateDate |