

## Agreed Job Description and Person Specification Template

### PART 1: JOB DESCRIPTION

**Job Title:** Nursing Auxiliary

**Line Manager:** Inpatient Unit Manager

**Professionally Accountable to:** Director of Nursing and Clinical Services

**Hours of Work:** Various

#### **Job Purpose:**

- To work as part of the multidisciplinary team and to assist in the total care of patients and their families / carers.
- To support other members of the team in the provision of care.

#### **Principle Responsibilities:**

- To demonstrate knowledge of, and work according to the policies and procedures of Weston Hospicecare and to maintain confidentiality.
- To provide nursing care in accordance with instructions and training in the Inpatient Unit and Day Hospice as directed by the Team Leader.
- To help promote and maintain an environment conducive to meeting the needs of patients, their relatives and friends.
- To contribute to a team approach to patient care in conjunction with nursing colleagues, medical staff and professions allied to medicine.
- To assist qualified staff undertake clinical procedures.
- To document all care given.
- To support bereaved relatives in conjunction with trained staff.

#### **Educational Responsibilities:**

- To provide the highest possible standards in Palliative Care through ongoing education.
- To participate in job training as required.
- To assist in the promotion of health education with patients and their family/carers.
- To assist in the training and induction of new staff.

#### **Personal Responsibilities:**

- To assist in ensuring that Health and Safety requirements are met. To report and record all accidents, incidents and complaints and refer to the Inpatient Unit Manager/Team Leader.
- To maintain effective communication with internal departments, patients and relatives.
- To support the Registered nurses.
- To keep up to date with changing practice.

- To utilize equipment / aids provided by Weston Hospicecare and ensure these are cleaned and maintained in good working order, and to report any defects to the nurse in charge.
- To take part in appraisal and clinical support sessions.
- To take part in at least 3 unit meetings per year and attend statutory training.

**Additional Job Facts:**

- Over 650 volunteers in Hospicecare and Mart.
- Maintain a responsible attitude towards economy and care of equipment and other resources.
- Maintain a smart, professional appearance at all times in line with hospice policy.
- Weston Hospicecare operates a NO SMOKING policy for staff.

**Professional Responsibilities:**

- To maintain confidentiality.
- To work within the policies and guidelines of Weston Hospicecare.
- To attend all statutory training updates.
- To maintain good working relationships with all members of the hospice staff and volunteers.
- Undertake any in-service training in line with Weston Hospicecare's policy.

**Educational Responsibilities:**

- To participate in the orientation and development of new staff members and volunteers.
- To keep up to date with current practice and legislation.
- To maintain and extend personal knowledge and expertise in all aspects of Administration and to share information.

**Health and Safety:**

Under the provision of the Health and Safety at Work Act 1974, it is the duty of every employee:

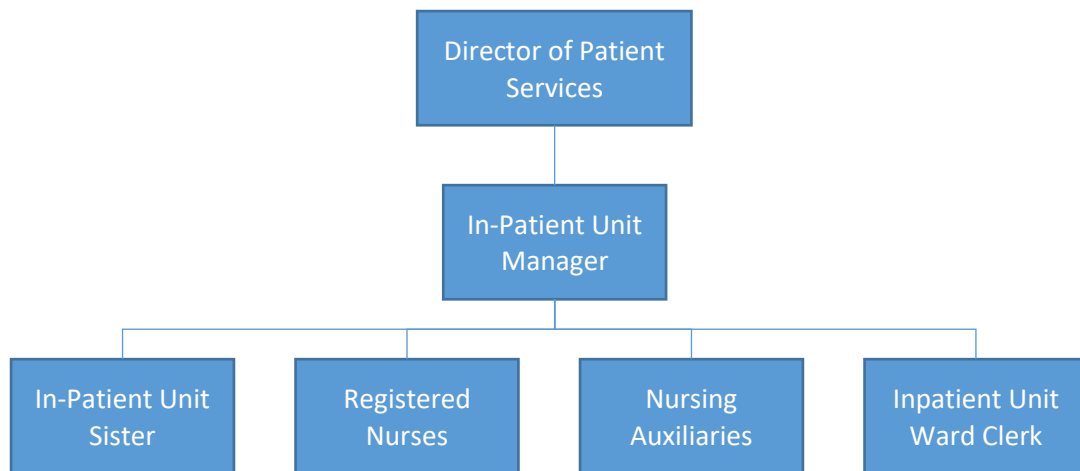
- To take reasonable care of themselves and others at work.
- To co-operate with the hospice as far as is necessary to enable them to carry out their legal duty.
- Not to intentionally or recklessly interfere with anything provided, including personal, protective equipment for health and safety or welfare at work.

**Scope of Job Description:**

This job description reflects the immediate requirements and objectives of this post. It is not an exhaustive list of the duties, but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantive changes will be carried out in consultation with the postholder.

***This job description is subject to periodic review and amendment.***

**Organisational Chart:**



**PART 2: PERSON SPECIFICATION**

<b><u>Inpatient Unit Nursing Auxiliary</u></b>		
<b>Criteria</b>	<b>Essential / Desirable</b>	<b>How Evidenced &amp; Assessed</b>
<b>Qualifications and Education</b>		
<ul style="list-style-type: none"> <li>▪ NVQ Level 2 in Care</li> <li>▪ Evidence of personal development and continuous training</li> </ul>	E E	A A
<b>Experience</b>		
<ul style="list-style-type: none"> <li>▪ Experience in a care environment</li> <li>▪ Experience of caring for palliative care patients</li> <li>▪ Knowledge of the pressures that exist for patients &amp; families who are living with a life limiting condition</li> <li>▪ Experience of working with distressed patients and their families &amp; carers</li> </ul>	E D D D	A/I A/I A/I A/I
<b>Communication and People Skills</b>		
<ul style="list-style-type: none"> <li>▪ Able to demonstrate clear &amp; effective communication skills both written and verbal</li> <li>▪ Sensitive communication and listening skills</li> <li>▪ Ability to maintain a professional attitude</li> <li>▪ Able to work effectively as part of a team</li> <li>▪ Basic IT skills</li> <li>▪ Experience of using an electronic patient record system</li> </ul>	E E E E D D	I I I A/I A/I A/I
<b>Organisational Skills</b>		
<ul style="list-style-type: none"> <li>▪ Work within own limitations and recognise when support is needed</li> <li>▪ Flexible, reliable and good timekeeping skills</li> <li>▪ Good organisational skills</li> </ul>	E E E	I I I
<b>Other Requirements</b>		
<ul style="list-style-type: none"> <li>▪ Physical ability to use appropriate moving and handling techniques and equipment</li> <li>▪ Able to maintain high standards of care</li> <li>▪ Enthusiastic and passionate about working in palliative care</li> <li>▪ Respond actively and positively to change</li> <li>▪ Self-motivated</li> <li>▪ Ability to work flexibly to meet changing circumstances</li> </ul>	E E E E E	A/I I I I I I

**Key**

E	Essential	A	Application
D	Desirable	I	Interview