

## **ST ANDREW'S HOSPICE** **JOB DESCRIPTION**

**Job Title** : Advanced Nursing Assistant  
**Department** : Adult Services  
**Reports to / Line Manager** : Clinical Lead/Lead Nurse  
**Pay Range** :

### **Purpose of Job**

A support member of the Adult Services Nursing team, working within the wider multi-disciplinary team, using initiative but seeking guidance from the Registered Nurses, Clinical Lead Nurses and Lead Nurse when necessary.

To contribute to the effective and efficient delivery of care for patients with life limiting illnesses, their families and significant others.

To promote the highest quality of care and support for patients, their families and significant others.

### **Main responsibilities**

To work within the multi-disciplinary team under the supervision of the registered nurse, observing and reporting accurately any obvious changes in a patient's condition - physically or emotionally.

After training, be able to obtain specimens including venepuncture, take physical measurements and medicines management under the supervision of the trained nurse. Report and monitor, to the nurse in charge, any abnormal recordings and observations.

To undertake and implement basic procedures, treatments and dressings, relating to patient care, in accordance with clearly defined nursing care plans to ensure continuity of care.

To deliver treatment and care to meet the holistic needs of the patients including tracheostomy care, gastrostomy care, seizure management, oxygen dependence, suctioning, catheterisation, cannulation, ventilator dependence, care of patient at end of life and after death, once training and competency is signed off.

To complete appropriate patient assessments and implement care plans under the supervision of the Registered Nurse.

To communicate via the patient's notes, including SystemOne, and maintain, store and retrieve appropriate records. Receive and transmit information pertaining to patient care to others within the multi-disciplinary team.

To display an empathetic and caring attitude towards the patient and their families / carer and provide basic psychological support to them whilst in the hospice

To ensure that the patient's independence, individuality, privacy and dignity are maintained at all times.

Communicate effectively with patients and their families, pre and post bereavement.

Work flexibly alongside the families and acknowledge that the patient and families are the experts in their care and allow the family to choose the level of involvement of the care team.

To act as an advocate for patients and their families, maintaining professional boundaries.

To provide nursing care that is sensitive to patient's belief's, culture and life style

To undertake additional link roles and tasks as identified by the Lead Nurse.

To ensure promotion of good health, safety and security of staff, patients and relatives and significant others. Understanding Health and Safety procedures, also COSHH regulations.

To work with and support volunteers, students and NVQ trainees on placement within the Hospice, as requested by the Clinical Lead/Lead Nurse.

To be involved in the collection of data and evidence to support audit and quality outcomes (Hospice Governance) as requested by the Clinical Lead or Lead Nurse.

To attend and participate in mandatory training as directed by Clinical Lead Nurse or Lead Nurse.

To attend and participate in team meetings and attend other relevant meetings on a regular basis.

To participate in external and 'in-service' training, developing an expertise in palliative care relevant to the role.

### **Management of People**

**Direct:** Nil

**Indirect:** Volunteers when necessary, under the guidance of the Clinical Lead/Lead Nurse

### **Contacts & Relationships**

Regular contact with staff, volunteers and managers to ensure optimum service levels

Monthly staff meetings, which may be on an informal or formal basis.

Access to supervision/reflection when needed at the end of a shift or in planned sessions.

Follow processes to satisfy the requirements of the Hospice policies and procedures and Care Quality Commission regulations and standards.

To continually seek to improve systems of within the Hospice, by means of personal contact, written communications and meetings.

Frequent contact with distressed patients and relatives, exposure to patients who are agitated and confused.

Frequent exposure to bodily fluids, including blood

### **Resources**

No specific budgetary control but to deliver all aspects of care in a resourceful manner

### **Person Specification**

#### **Qualifications**

##### Essential

Level 2 in Health and Social Care or equivalent qualification  
Full driving license.

##### Desirable

Level 3 in Health & Social Care  
Bereavement/counselling training

#### **Experience**

##### Essential

Previous experience as a Nursing Assistant within a health care setting

##### Desirable

Previous experience within a palliative care setting  
Personal experience of caring for someone

#### **Knowledge/Skills**

Able to undertake advanced clinical skills  
Ability to organise own workload once tasks have been allocated  
Understanding of regulatory Safeguarding issues  
Understanding of the Mental Capacity Act and Deprivation of Liberties

Good interpersonal skills and team working skills  
To be confident in using information technology  
Good communication skills

### **Qualities**

Able to articulate some of the likely needs of patients and families/carers in a palliative care environment

To be receptive to change and to act as a change agent.

Ability to maintain excellent rapport with patients, colleagues and visitors to the Hospice.

To demonstrate a calm and logical approach to problem solving.

To consistently demonstrate a dedicated approach to the quality of patient services in a constructive and efficient way.

Personal grief/loss resolved sufficiently to perform and cope in an environment that has potential exposure to bereavement concerns

### **General**

**To maintain confidentiality at all times.**

**Policies and Procedures** – The post holder must carry out his/her duties with full regard to all relevant Policies and Procedures. The post holder will remain responsible and accountable to any professional body and professional code of conduct appropriate to the role.

**Other Duties** – The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties, which may be required from time to time. Any such duties should not however substantially change the general character of the post.

**Contribution and Development Review** – The post holder should proactively assess his/her own development needs and seek out development opportunities, which will enable enhanced contribution to meet the objectives of the Hospice Business Plan, always following the 'Staff Development and Contribution' process.

**Mandatory Training** – The post holder must complete and maintain the required level of mandatory training required for the role.

**Equality and Diversity** – The post holder must carry out his/her duties with full regard to the Hospice's Equality and Diversity Policy.

**Health and Safety** – The post holder must carry out his/her duties with full regard to the Hospice's Health and Safety Procedures.

**The managerial and clinical philosophy of the Hospice is based upon a multi-disciplinary approach. Staff regardless of grade or discipline are required to participate in this concept. The role of volunteers is integral**

with the work of St Andrew's and paid staff are required to underpin this in their attitude and actions.

All staff must be sympathetic to and able to project the philosophy and concept of hospice care

The Hospice has in place provision for staff support. Staff are expected to exercise responsibility in accessing whatever forms of support might be appropriate for them to ensure that they are able to offer the professional care for which they are employed.

St Andrew's Hospice is very much a community and all members of staff are encouraged to support the various social and fundraising events which are part of its day to day life.

An extract from the summary of the Health & Safety at Work Act 1979 stated:-

“Employees at Work: It is the duty of every employee while at work to carry out their work in a manner which is safe and free from risk to the health of himself/herself and other persons who may be affected by his/her acts or omissions. It is an employee's duty to assist and co-operate with his/her employer in complying with any relevant statutory regulations imposed on his/her employer”.

This Job Description may change and the duties listed are not exhaustive, but such change will only be made following consultation between the (relevant) “Manager” and the post holder. A job description review automatically takes place as part of the Contribution and Development Process.

| <u>Signature</u>  | <u>Date</u> |
|-------------------|-------------|
| Prepared by       |             |
| Confirmed by..... | .....       |
| Received by.....  | .....       |
| Name (Print)..... | .....       |