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St Catherine's
hospice care

St Catherine's at Home: Nursing Assistant

JOB DESCRIPTION

Job Title: St Catherine's at Home Nursing Assistant

Department: Community Services

Location: St Catherine's Hospice and patients homes.

Salary: £19,623 per annum pro rata

Job Summary:

The role of St Catherine's at Home Nursing Assistant will see you working within the homes of patients, providing personal care and emotional support, to them and their families, ensuring that they receive high quality end of life care in their own homes, under the direction of a Registered Nurse.

Main Duties and Responsibilities

Care delivery

- Provide personal care to patients approaching the End of Life and support for their carers, enabling the patient to stay at home where possible and desirable.
- To provide care to the patient under the supervision of the Team leader or the District Nurse and according to the nursing care plan, this will include practical nursing care and emotional support.
- To continually assess/ reassess the moving and handling needs of the patients to ensure patient and staff safety
- To know how and who to contact in an emergency when an urgent situation arises

Communication

- To communicate closely with the District Nurses and/ or the St Catherine's at Home team leader and report any change in the patient's condition or circumstances

Main Duties and Responsibilities

- Use IT as per team requirements
- Complete accurate and contemporaneous documentation (including electronic and district Nursing notes)
- Communicate with patients and families in a sensitive and empathetic manner

Clinical Governance

- Maintain absolute confidentiality in all areas of work
- Ensure prompt reporting of adverse incidents, accidents, near misses and errors via the hospice reporting system
- Contribute to the investigation of incidents/ complaints as required
- Be familiar with hospice policies and procedures
- Understanding of the Hospice safeguarding policy and process and apply as appropriate

Education and training

- Attend mandatory training days to ensure safe practice
- Participate in annual appraisal and planned personal development
- Contribute to the training needs of staff , volunteers and students on placement or induction



VOLUNTEERS

The Hospice has the advantage of being supported by a number of volunteers. If a volunteer is assigned to assist you at any time, you will still retain responsibility for the requirements of this job in terms of accuracy, efficiency and standards of completion. You will also ensure good communication and be mindful of your responsibility towards that volunteer in terms of Health and Safety.

CONFIDENTIALITY

You should be aware of the confidential nature of the Hospice environment and/or your role. Any matters of a confidential nature, relating to patients, carers, relatives, staff or volunteers must not be divulged to any unauthorised person.

DATA PROTECTION

You should make yourself aware of the requirements of the Data Protection Act and follow local codes of practice to ensure appropriate action is taken to safeguard confidential information

PERSON SPECIFICATION

ESSENTIAL

DESIRABLE

Qualifications

- Driving licence
- Demonstrate required level of numeracy and literacy skills (either during the selection process or GCSE grade C or equivalent)
- GCSE's in English and Maths
- RQF Level 2 in Health and Social Care or equivalent to NVQ/ QCF/ CACHE level 2 in Health and Social Care

Relevant Experience

- Ability to contribute to written reports
- Experience within a care environment
- Good interpersonal skills
- Good verbal and non-verbal communication skills
- Experience of working in a team
- Previous experience in working in a community setting
- Previous experience of caring for patients approaching the End of Life

Key Skills & Abilities

- Sensitive style of communication
- Able to work as part of a team.
- Excellent team working skills
- Demonstrable proficient skills in written & verbal communication in the English language
- Promote equality and values diversity
- Ability to maintain personal boundaries
- Ability to reflect and learn from experiences
- Flexible attitude with the ability to respond to the needs of the service.
- Positive and caring manner
- Able to demonstrate respect for patients dignity
- Understand the requirements of working in a local charity
- Able to demonstrate respect for patients' choices
- IT skills

Other

- Resilience to work effectively in a patients home.
- Access to a car on a daily basis and full driving licence essential
- Commitment to personal and professional development
- An understanding of and demonstrable commitment to the Hospice's Values as a framework for decisions, actions and behaviours.
- Understanding and commitment to the aims of Equality, Diversity and Inclusion
- Appreciation of confidentiality
- Flexible and proactive working approach