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**Nursing Assistant**

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| Job Title: | Nursing Assistant (Nights) |
| Department: | In-Patient Unit |
| Location: | St Catherine’s Hospice |
| Salary: | £24818.00 per annum pro rata (actual salary £22,336 0.9 FTE)Plus £33.46 per night, night enhancement |
| Job Summary: | To support professionally qualified staff in the delivery of individualised holistic care to adults with life limiting conditions in accordance with Hospice philosophy, policies, procedures and statutory regulations |

**JOB DESCRIPTION**

| Main Duties and Responsibilities |
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| * Provide holistic care to patients and families and support them with their activities of daily living both physically and psychologically.
* Contribute to the planning of patient care.
* Work under the direction of the qualified nurses and in accordance with meeting individual patient needs.
* Work within hospice policies, procedures and protocols.
* This role will include care of dying patients and care of patients after death.
* Move and handle patients, safely using up to date moving and handling techniques.
* Promptly report adverse events, accidents, near misses and errors.
* Communicate respectfully and sensitively at all times and be aware of the importance of confidentiality.
* Accurately complete records of care electronically and written.
* Attend education and mandatory training to maintain knowledge and skills for the role.
* Contribute to the training needs of staff, volunteers and students on placement.
* Actively participate in the annual personal development plan.

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# 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**

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| ESSENTIAL  | DESIRABLE  |
| Qualifications  |
| * GCSE Maths and English at C grade or higher
* Completion of care certificate
* If no previous care experience- will be supported to complete care certificate.
 | * NVQ in care or equivalent.
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| Relevant Experience  |
| * Demonstrate a keen interest in caring for others
 | * Previous care of patients in a health care setting.
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| Key Skills & Abilities  |
| * Caring and empathic
* Communicate effectively and sensitively.
* Demonstrate proficient skills in written and verbal communication in the English language.
* Willing to work as part of a team.
* Be able to work flexibly in response to the needs of the service.
* Be able to reflect and learn from experience
* Promote equality and diversity
 | * Have a good understanding of the Mental Capacity Act 2005
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| **Other*** Will involve constant involvement with death, dying and bereavement
* Will at times involve caring for confused, agitated and potentially violent patients
* Exposure to patients suffering from infections
* Exposures to medications and substances covered by COSHH regulations
* Exposure to medical sharps
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