



## JOB DESCRIPTION

<b>Job Title:</b>	Auxiliary Nurse
<b>Department:</b>	Adult Inpatient Unit
<b>Reports to:</b>	Adult Inpatient Unit Matron/Sister

<b>Job Purpose</b>	<p><b>Job Purpose</b></p> <p>Under the guidance and supervision of the Registered Nurse, the Auxiliary Nurse will provide high quality holistic care to patients and their families as well as ensuring that a safe environment is maintained at all times.</p>
<b>Main Accountabilities, Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Responsible for working within St Oswald's Hospice policies and procedures at all times.</li> <li>• Work under supervision and guidance of a Registered Nurse to provide individualised patient care.</li> <li>• Carry out basic assessments of patient's e.g. blood pressure, pulse, temperature, respirations, oxygen saturation levels, urinalysis, blood glucose monitoring, height and weight as directed by the Registered Nurse. Recognise and report any recordings outside of the normal range to a Registered Nurse/Medical Practitioner.</li> <li>• Maintain up to date accurate documentation of electronic patient records as appropriate.</li> <li>• Give and receive accurate, timely information to patients, families and members of the team, including volunteers.</li> <li>• Responsible for cleaning, tidying and restocking clinical areas and carrying out weekly and daily checks of equipment i.e. hoist slings and blood glucose machines.</li> </ul>

- Liaising with the clinical administration team to ensure adequate supplies of clinical stock items.
- Maintain effective channels of communication, liaising as appropriate with all members of the Multi Disciplinary Team within, and external to, St Oswald's Hospice under the direction of the Registered Nurse.
- Maintain confidentiality at all times.
- Ensure patients' dignity is maintained at all times.
- Compliance with equality, diversity and inclusion policy.

#### **Responsibility for Self Development**

- Participate in clinical supervision and debriefs.
- Prepare and participate in 1:1 meetings and the annual appraisal process.
- To undertake appropriate personal development.
- Develop and maintain skills and knowledge as determined by the annual review and development meetings and subject to the availability of resources.
- Attend and participate in study days in line with personal and professional development plan.
- To keep updated with current policies and procedures.

#### **Responsibility for Service Development**

- Contribute to team meetings to help promote best practice and lean working.

#### **Working Relationships & Team Working**

- To work as a positive team member at all times.
- Work as part of a team, maintaining good working relationships with staff and volunteers.

	<p><b>Conduct</b></p> <ul style="list-style-type: none"> <li>• To behave in a professional manner at all times, reflecting and maintaining the values and ethos of the organisation and generating a positive image of St Oswald's.</li> <li>• To adhere to all St Oswald's policies and procedures and ensure that these are maintained at all times.</li> </ul> <p><b>Risk Management including Health and Safety</b></p> <ul style="list-style-type: none"> <li>• To adhere to St Oswald's Health and Safety policy at all times.</li> <li>• To attend all health and safety training St Oswald's deems mandatory.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• To undertake any other duties as appropriate within the competence level and general level of responsibility of the post as required by Adult Inpatient Unit Sister/Matron.</li> </ul>
<b>Dimensions</b>	<ul style="list-style-type: none"> <li>• Responsible for maintaining a safe environment for patients, staff and volunteers reporting to Adult Inpatient Unit Sister/Matron.</li> </ul>
<b>Risk Assessment</b>	A generic risk assessment for this post has been completed.
<b>Disclosure/Level:</b>	<b>Enhanced Disclosure &amp; Barring Check</b>
<b>Prepared by/ Date</b>	Anne Tuck, Inpatient Unit Matron 01/09/2021

## PERSON SPECIFICATION

### Job Title: Auxilliary Nurse Inpatient unit

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS TRAINING &amp; EDUCATION</b>	N.V.Q level 2 and be prepared to work towards level 3	I.T Training NVQ Level 3
<b>EXPERIENCE</b>	6-9 months experience working in a care setting Experience of caring for people in the last weeks and days of their life	Palliative care setting Experience of working with volunteers Hospital ward experience
<b>SKILLS, APTITUDES &amp; ABILITIES</b>	I.T Literate Good organisation skills Able to work effectively as part of team , work under supervision Good communication skills, verbal and written Able to communicate in a sensitive manner	
<b>PERSONAL QUALITIES AND ATRIBUTES</b>	Resilience Enthusiastic and motivated Self aware Willing to learn new skills Able to use own initiative	
<b>OTHER</b>	Able to deal with heavy work loads Able to work in a demanding environment	