

JOB DESCRIPTION

Job Title:	Auxiliary Nurse
Department:	Lymphoedema Service
Reports to:	Lymphoedema Sister
Responsible for:	The post holder will provide clinical support to the Clinical Lymphoedema Specialist and the Lymphoedema Keyworker by assisting the qualified nursing staff in a range of patient care duties.
Hours:	Full time (Monday to Friday 9-5pm)

Job Purpose

To assist with the delivery of high quality care to individuals and their families/friends attending the lymphoedema service.

To assist with the day to day administrative tasks as directed by the Sister, Lymphoedema Service.

To ensure a safe environment is maintained for patients, staff and volunteers.

Main Accountabilities, Duties & Responsibilities

Implementing 'care' as instructed by the Lymphoedema Specialist/ Key Worker in order to meet the individual's needs.

Working under supervision of a qualified Clinical Practitioner in assisting with care needs as required.

Responsible for cleaning /restocking clinical areas/trolleys in between patients as well as at the start and end of the day and carrying out weekly and daily checks of equipment i.e. hoists and BM machine in line with departmental guidelines/procedures.

Responsible for the ordering and maintaining of adequate stock (clinical, non clinical, information leaflets) levels as agreed by the Lymphoedema leadership team. Liaising with clinical administration team to ensure adequate supplies of non bandaging items (e.g. shoe casts, kinesio tape etc).

Carry out basic assessments of patients i.e. base line observations, height and weight, Temperature, pulse and blood pressure and limb volume measurements (manual and perometry) as directed by Lymphoedema Specialists and Key Workers.

Record measurements /information using SystemOne as appropriate.

Carry out garment fitting clinics as designated by the Sister, lymphoedema Service.

To 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.

To be aware of and maintain confidentiality in both written and spoken information to patients and their families.

Maintenance of patients' dignity at all times.

Respect for patient rights regarding choice of life style, i.e. political, social, religious and cultural.

Working as part of a team maintaining good working relationships with staff and volunteers.

Responsibility for Self Development

- Participate in clinical supervision/support/ reflective practice on a monthly basis.
- Participate in the annual appraisal process.
- To undertake appropriate personal development and maintain, develop skills and knowledge as determined by the annual review and development meetings and subject to the availability of resources.
- Attend study days as in line with personal and professional development plan.
- To keep updated with current policies and procedure.

Responsibility for Education/Training

- Participate in the education and training for volunteers working within the department.
- To attend and participate in the daily planning meetings, weekly Lymphoedema MDT meetings and monthly team meetings/reflective practice sessions.

Health and Safety

- To adhere to St Oswald's Health and Safety policy at all times and attend all health and safety training St Oswalds deems mandatory.

Working Relationships & Team Working

- To work as a positive team member at all times.

Conduct

- 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.
- To adhere to all St Oswald's policies and procedures to ensure that these are maintained at all times.

Other

- To undertake any other duties as appropriate within the competence level and general level of responsibility of the post as required by Matron – Day Services.

Dimensions: Responsible for maintaining a safe environment for patients, staff and volunteers within the lymphoedema service, reporting to Day Services manager/ team leader

Risk Assessment: A generic risk assessment for this post has been completed. This covers the full remit of the role.

Disclosure Level: An Enhanced DBS is required.

Prepared by: Kath Clark, Matron Day Services, June 2021

Agreed/Signed By:

PERSON SPECIFICATION

Auxiliary Nurse, Lymphoedema Service

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATION TRAINING & EDUCATION	NVQ level 2 or equivalent	I.T Training To possess N.V.Q level 3
EXPERIENCE	1 years experience in a care setting	Working with patients with Lymphoedema Experience working in outpatient setting
SKILLS, APTITUDES & ABILITIES	To provide comprehensive and precise recording of outcomes and communication of patient information, written and verbal Good organisation skills Able to work as part of team , work under supervision Able to communicate in a sensitive manner	
KNOWLEDGE	Knowledge and understanding of basic clinical skills e.g. temperature, pulse and blood pressure	
PERSONAL QUALITIES AND ATTRIBUTES	Able to work as a member of a team and independently as required Commitment to high quality care Confident and self-assured to work within a busy environment Able to build effective relationships with staff and volunteers Motivated Able to adapt to changing circumstances Calm and professional manner Evidence of a flexible approach to working arrangements Must be a car driver with a valid driving licence with access to a car with appropriate business insurance in order to travel to meet the needs of the service	
OTHER	Able to work in a demanding environment and deal with heavy workloads	

WORKING ARRANGEMENTS	Variable depending on contract Working between the Specialist lymphoedema service at St Oswald's and South Tyneside and in patients home/place of care	
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