



Re : Bank Nursing Assistant

Please find attached the following documents:-

- 1. Job Description**
- 2. Person Specification**
- 3. Information to Candidates**
- 4. Equal Opportunities Monitoring Form**

As you will be aware, this post will be offered subject to an Enhanced Disclosure provided by the Criminal Records Bureau.

PLEASE STATE CLEARLY ON YOUR APPLICATION FORM WHICH SITE YOU ARE INTERESTED IN WORKING AT - SHREWSBURY or TELFORD

Thank you for the interest you have shown in this post.

Yours sincerely

Gaynor Taylor
HR Advisor

Severn Hospice –Bank Nursing Assistant

INFORMATION TO CANDIDATES - SUMMARY OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT

The following information is intended as a useful guide to applicants considering joining the Hospice. Full details are supplied with an offer of appointment.

- **MEDICAL**

As part of the Hospice's selection procedure for employment, we ask all prospective employees to complete a pre-employment medical questionnaire. The purpose is to fulfil our responsibilities under the Health and Safety at Work Act 1974 and to ensure that the proposed employment does not present any particular risks from a medical point of view.

No formal offer of appointment will be made until the Hospice, through its Occupational Health Service Provider, is satisfied about your medical fitness to undertake the job. Further details about this will be sent to any prospective employee following interview.

- **REFERENCES**

No formal offer of employment will be made until we have received satisfactory references.

- **DISCLOSURE**

Please note that, because of the sensitive nature of the duties the postholder will be expected to undertake, you are required to disclose details of any criminal record, and any offer of employment will be subject to an Enhanced Disclosure provided by the Criminal Records Bureau (CRB)

- **SALARY**

The **hourly rate** for this post is £7.52 - £10.33 depending on experience. This is based on Pay Band 2-3 under the Agenda for Change arrangements.

Nightshift hours are paid an addition of 0.33 of basic time; Sunday nights are paid an addition of 0.66 of basic time

Salaries are paid monthly by credit transfer to a bank or building society account.

- **MUTUALITY OF OBLIGATION**

You must understand that although appropriate work may be offered to you if available, the Hospice is under no obligation to do so, and similarly you are under no obligation to accept any offer of work from us.

- **HOLIDAY**

Not applicable. your hourly rate includes an amount per hour in respect of holiday entitlement as required under the Working Time Regulations 1998 (as amended).

For further information regarding Severn Hospice, our website address is : www.severnhospice.org.uk

SEVERN HOSPICE

JOB DESCRIPTION

A. MAIN JOB PARAMETERS

Title of Post	Nursing Assistant
Grade	Band 3 (linked to Agenda for Change)
Responsible To	Ward Manager / Day Hospice Manager
Reports To	Registered Nurse in charge of ward or Day Unit.

B. OVERALL PURPOSE OF THE JOB

To assist in the care of patients with a life limiting illness under the direction of a Registered Nurse and to maintain a high standard of care. To support the patients and relatives through ongoing communication

To generate and maintain a friendly team spirit with all the staff and volunteers of the Hospice.

To provide a safe environment for patients, visitors, staff and volunteers.

To assist in training of new Auxiliaries into the duties of their grade.

C. PRINCIPAL RESPONSIBILITIES

1. To support the trained members of the nursing team in the implementation of individualised care programmes for patients' comfort, safety and dignity at all times (e.g. checking drugs with trained members of staff)
2. To perform designated nursing tasks when deemed competent theoretically and practically by a Senior Nurse as part of a planned programme of care (e.g. changing dressings, catheters, observing and documenting, testing urine).
3. To report to the Team Leader as appropriate for any changes in patients' condition or relevant information pertinent to patient care (e.g. dietary requirements).
4. To monitor and record observations (e.g. Temperature, Pulse, Respiration, Blood Sugar and Blood Pressure).
5. To record appropriate information in patient held records and other documentation to comply with legal and professional requirements.
6. To maintain confidentiality at all times.
7. To comply with all appropriate policies and clinical practices and protocols.
8. To attend such courses/lectures/in-service training as indicated by needs of the service and own personal developments as identified.
9. To give verbal handovers to other members of the team.
10. To undertake any other duties required to meet the needs of the service within the limitations of a nursing assistant (e.g. collecting specimens, administer eye/ear drops, liaison with outside agencies).
11. To act as a mentor to NVQ trainees and student placements in order to support them and enhance their progress.
12. To escort patients to hospital appointments or transfer to another place.
13. To carry out procedures for patients under the direction of trained members of staff.
14. Assisting to carry out last offices.

D. General

1. To have an understanding of the role of other professionals involved in the patient's care and provide support to them.
2. To give practical support to relatives/carers/visitors.
3. At all times to act as ambassador for Severn Hospice to patients, relatives, to colleagues and members of the public.
4. To support the process of audit in an active way. Attending meetings and making a contribution.
5. To comply with Health and Safety policy and fire regulations and to report accidents/incidents/potential risks immediately to a Senior Nurse.
6. To abide by security procedures relating to staff, patients, visitors and their property.

Responsibilities and duties may include other tasks as determined by Ward Manager/Nurse in Charge.

This job description is intended as a guide to the range of duties covered and should not be regarded as inflexible. There is a mutual obligation to modify the description when changes in the work situation occur

Supplementary Information and Requirements

NVQ level 3 is a pre requisite for this band

A CRB Disclosure will be requested in the event of an individual being offered the post.

Health and Safety

In accordance with the Hospice's Health & Safety Policy all employed persons while at work are required by Section 7 of the Health & Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Appraisal

Last updated April 2006 (AR / GT)

SEVERN HOSPICE

JOB DESCRIPTION

A. MAIN JOB PARAMETERS

Title of Post	Nursing Assistant
Grade	Band 2 (linked to Agenda for Change)
Responsible to	Ward Manager / Day Hospice Manager
Reports to	Registered Nurse in charge of ward or Day Unit.

B. OVERALL PURPOSE OF THE JOB

To carry out defined aspects of care without supervision to a satisfactory standard, following initial training in procedure.

To maintain a high standard of patient care, with support to the patient's relatives.

To generate and maintain a friendly team spirit with all the staff and volunteers of the Hospice.

To provide a safe environment for patients, visitors, staff and volunteers.

To support new members of staff.

C. PRINCIPAL RESPONSIBILITIES

Nursing

1. Attending to the comfort of the patients eg. positioning in bed or chair.
2. Bathing patients in bed or bathroom.
3. Care of patient's hair, mouth, teeth, nails and pressure areas.
4. Giving and removing bed pans and urinals.
5. Assisting patients to use the commode, armchair or toilet.
6. Measuring and recording urinary output when necessary. Assisting Staff Nurses with checking drugs
7. Observing and reporting changes in patient's condition and behaviour. Contribute to meetings
8. Assisting to carry out last offices.
9. Bed making (occupied and unoccupied).
10. Recording fluid intake where necessary.

General

1. Serving meals and assisting patients with feeding.
2. Preparing and serving beverages.
3. Collecting crockery after meals.
4. Assisting in admission of patients, helping to undress patients and recording valuables as per laid down policy.
5. Assisting in some matters for discharge of patients.
6. Escort duties as required.

7 Participating in occupational activities and rehabilitation of patients.

Communications

- 1 Carrying messages in an emergency (normal messages should be dealt with by routine services).
- 2 Reporting to person in charge of the ward any defects or hazards in any equipment used, having regard to the Hospice's Health & Safety policy.
- 3 Keeping own training schedules up to date, liaising with Senior/Charge Nurse about own professional needs.
- 4 Help in achieving a relaxed and informal situation so that the patients and their relatives feel there is adequate time to discuss their problems.

Responsibilities and duties may include other tasks as determined by Ward Manager/Nurse in Charge.

This job description is intended as a guide to the range of duties covered and should not be regarded as inflexible. There is a mutual obligation to modify the description when changes in the work situation occur.

Supplementary Information and Requirements

A CRB Disclosure will be requested in the event of an individual being offered the post.

Health and Safety

In accordance with the Hospice's Health & Safety Policy all employed persons while at work are required by Section 7 of the Health & Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Last updated April 2006 (AR / GT)

Severn Hospice
Equal Opportunities Policy Statement

Severn Hospice (the Hospice) is committed to the equal treatment of all employees and job applicants and requires all staff, whatever their grade or authority, to abide by this general principle. The Hospice is committed to all employees being able to achieve their full potential in an environment characterised by dignity and mutual respect.

No individual shall be treated less favourably than another on grounds of gender, colour, creed, marital status, race, nationality, ethnic or national origin, sexual orientation, disability, social background, trade union membership, criminal record, carer responsibilities or employment status. The policy of equality of opportunity extends to all services we provide.

Severn Hospice aims to promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a diverse range of candidates including those with criminal records. We comply fully with the CRB Code of Practice and undertake to treat all applicants fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed. Candidates are selected for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application packs will contain a statement that a Disclosure will be requested in the event of the individual being offered the post.

Details of criminal records must be sent under separate, confidential cover with your application form. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

All those involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. At interview, an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position.

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an "unspent" conviction will not necessarily bar you from employment. This will depend on the nature of the position and the circumstances and background of your offences. However, any "unspent" convictions, which are not declared and subsequently revealed, may result in dismissal.

Under the Rehabilitation of Offenders Act 1974, a conviction will become "spent" (i.e. treated as if it had not occurred) where the individual has not, after a specified period of time, committed another serious offence.

Rehabilitation periods vary depending on the type and length of conviction originally incurred.

Severn Hospice has a legal obligation to protect vulnerable client groups from people who have committed serious offences, and as such meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment in a post that falls into this category will be subject to a criminal record check from the Criminal Records Bureau, before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions, including "spent" convictions and where the post is subject to Enhanced Disclosure, other relevant non-conviction information, such as police enquiries and pending prosecutions will be included.

Severn Hospice is committed to compliance with the Criminal Records Bureau Code of Practice for Registered Persons and other recipients of Disclosure information.

A copy of the CRB Code of Practice and the Hospice's Equal Opportunities Policy are available upon request.

Severn Hospice

EQUAL OPPORTUNITIES APPLICANT MONITORING FORM

To help us ensure the effectiveness of our Equal Opportunities Policy **please complete this form, seal it in a separate envelope, and return it with your application form.** This will ensure that the appointing officer responsible for shortlisting or interviewing does not see the monitoring form before an appointment is made.

Post applied for

Full name of applicant

Gender Male Female

Date of birth (age)

Ethnic Group

There is no absolute way to determine any person's ethnic group and it is for the individual themselves to choose the classification with which they identify. The list below complies with the classifications used in the 2001 Popular Census. (Please tick one box only.)

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

Black or Black British

- Caribbean
- African
- Any other Black background

Mixed

- White & Black Caribbean
- White & Black African
- White & Asian
- Any other mixed background

Other Ethnic Groups

- Chinese
- Any other ethnic group

White

- British / Mixed British
- Irish
- Any other White background

Do you consider yourself to have a disability? Yes No

Are you disabled within the meaning of the Disability Discrimination Act 1995?

Yes No

Data Protection Act

I agree that the information given on this form may be processed by the Hospice in accordance with the Data Protection Act, in particular, for the purposes of the equal opportunities monitoring. I agree to the storage of this information on manual and computerised files.

Signature Date

Thank you for completing this form

Person Specification : Nursing Assistant

	Essential	Desirable
<p>Qualifications / Training</p> <p>Level of education necessary</p> <p>Professional and post basic qualifications</p> <p>Specialised training required for post</p>	NVQ Level 3 in Care for Band 3 post	Palliative care training received
<p>Experience</p> <p>Length, type and level of post related work experience required (additional or alternative to qualifications above)</p>	Experience of auxiliary nursing / healthcare	Palliative care experience Experience in NHS wards
<p>Skills & Knowledge</p> <p>Range and level of skills</p> <p>Depth and extent of knowledge required</p>	Excellent interpersonal and communication skills Basic nursing skills Basic understanding of Hospice philosophy Good listening skills	Experience of nursing terminally ill patients
<p>Aptitudes & Attributes Required</p>	Good team player Able to take instruction Sensitive Emotionally strong	Good sense of humour
<p>Other Requirements</p>	Enhanced CRB disclosure Prepared to work flexible hours Willingness to undergo further training as required	