Job Description – Core Elements

Nursing Assistant – Band 2
This regional job description comprises the minimum core elements required of all Nursing Assistants. Each Health and Social Care Trust can then build on the job description when recruiting and selecting to specific posts.
JOB DESCRIPTION – CORE ELEMENTS

NURSING ASSISTANT BAND 2

Title of Post: Nursing Assistant
Grade of Post: Band 2
Reporting to: Registered Nurse
Responsible to: Ward Sister/Charge Nurse/Team Leader
Location: Trust wide
Hours of work 37.5 hours or pro rata as required

HPSS (Agenda for Change) pay and terms and conditions will apply. Further information on Agenda for Change can be found at the following link: http://www.nhsemployers.org/your-workforce/pay-and-reward/pay/job-evaluation/national-job-profiles

Job Summary / Main Purpose:

- The post holder is required to assist in the provision of safe, effective, compassionate person centred care.
- The post holder will assist patients/service users¹ with fundamental nursing care in all aspects of the activities of daily living, as delegated by registered nursing staff, for example, washing, toileting, eating and drinking.
- The post holder must ensure that all information regarding patients/service users is kept in strict confidence.
- The post holder must adhere to the Standards for Nursing Assistants (DoH, 2018²).

¹ Throughout this job description any reference to patients and service users includes families and carers where relevant.
Main Duties/Responsibilities

Provision of Care

The post holder will:

- Maintain the confidentiality of all information, regarding patients/service users at all times.
- Respect the dignity, wishes and beliefs of all patients/service users.
- Obtain consent from patient/service user for all care and treatment provision.
- Assist patients/service users with fundamental nursing care in all aspects of the activities of daily living, as delegated by registered nursing staff, for example, washing, toileting, eating and drinking.
- Report and accurately record all activities undertaken, in line with organisational policy.
- Encourage patients/service users to actively participate in their own care when this is appropriate.

Communication

The post holder will:

- Deal courteously with patients/service users, and others with whom they come into contact within the course of their duties.
- Communicate effectively with patients/service users and others taking into account physical and mental state.
- Report and record any changes in patient’s/service user’s condition or behaviour to relevant registered nursing staff, in line with organisational policy.
- Ensure that all information/messages, issues and concerns are passed onto relevant registered nursing staff in an appropriate and timely manner.
- Where required make accurate and complete written records, for example, fluid balance charts.
- Maintain the confidentiality of all information, regarding patients/service users and staff, at all times.

Personal & People Development

The post holder will:

- Participate fully in the Trusts KSF and Development Review process.
- Complete Induction Programme and participate in training and other learning and development activities as required.
- Keep up to date records of own development review process.
Health, Safety & Security
The post holder will:

- Undertake duties that are required to ensure adequate standards of environmental hygiene and prevent cross infection.
- Report any accidents and incidents to relevant registered nursing staff and assist in the investigation of same.
- Comply with health and safety policies and statutory regulations.
- Contribute to effective and economic use of resources and the safe use of all equipment.
- Work within own role in emergencies and summon help.
- Identify and report any health, safety and security issues to the appropriate person.
- Comply with HSC Trust policies, procedures, guidelines and protocols.

Service Improvement
The post holder will:

- Fully participate in all work place audits.
- Report all concerns and complaints to appropriate registered nursing staff in a timely manner.

Quality
The post holder will:

- Work within the limits of own competence and responsibility and will refer issues beyond these limits to registered nursing staff.
- Act responsibly as a team member and seek help if necessary.
- Contribute to the delivery of respectful, safe, effective person-centred and compassionate care in order to provide a quality service.

Equality & Diversity
The post holder will:

- Adhere to current legislation and HSC Trust policies on equality and diversity.
- Present a positive image of self and the organisation, and treats others with dignity and respect.
- Recognise and report behaviour that undermines equality and diversity.
General Responsibilities

Employees of the HSC Trust are required to promote and support the mission and vision of the service within which they work and:

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the Trust’s Smoke Free Policy.
- Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
- Adhere to Equality and Good Relations duties throughout the course of their employment.
- Ensure the ongoing confidence of the public in-service provision.
- Maintain high standards of personal accountability.
- Comply with the Standards for Nursing Assistants (DoH, 2018).

Records Management

All employees of the HSC Trust are legally responsible for all records held, created or used as part of their business within the HSC Trust, including patient/service user, corporate and administrative records whether paper based or electronic and also including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004 and Data Protection Act 1998. Employees are required to be conversant with the HSC Trust’s policy and procedure on records management and to seek advice if in doubt.

Environmental Cleaning Strategy

The HSC Trust’s Environmental Cleaning Strategy recognises the key principle that “Cleanliness matters is everyone’s responsibility, not just the cleaners”. Whilst there are staff employed who are responsible for cleaning services, all HSC Trust staff have a responsibility to ensure a clean, comfortable, safe environment for patients, service users, residents, visitors, staff and members of the general public.
Infection Prevention and Control

The HSC Trust is committed to reducing healthcare associated infections (HCAIs) and all staff have a part to play in making this happen. Staff must comply with all policies in relation to Infection Prevention and Control and with ongoing reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients/clients and staff. This includes:-

- Cleaning hands either with soap and water or a hand sanitiser at the appropriate times (WHO ‘5 moments’);
- Using the correct ‘7 step’ hand hygiene technique;
- Being ‘bare below the elbows’ when in a clinical environment;
- Following Trust policies and the Regional Infection Control Manual (found on intranet);
- Wearing the correct Personal Protective Equipment (PPE);
- Ensuring correct handling and disposal of waste (including sharps) and laundry;
- Ensuring all medical devices (equipment) are decontaminated appropriately i.e. cleaned, disinfected and/or sterilised;
- Ensuring compliance with High Impact Interventions.

The Patient Experience Standards

Patients and service users have a right to experience respectful and professional care, in a considerate and supportive environment, where their privacy is protected and dignity maintained. This principle should be promoted and supported by all health and social care organisations and professional bodies, enabling staff to provide a quality service.

There are many complex factors relevant to the quality of patient and service user experience. The following five areas have been identified as important towards ensuring a positive patient or service user experience.

- **Respect**
- **Attitude**
- **Behaviour**
- **Communication**
- **Privacy and Dignity**

This is not an exhaustive list and there may be overlap between the areas, however, all five relate to aspects identified by patients and service users as important to their experience.

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The post holder is appointed to the HSC Trust and may be assigned to day or night duty in any area to meet the needs of the service as required.

This job description is not meant to be definitive and may be amended to meet the changing needs of the HSC Trust.

February 2018
JOBSPECIFICATION

**POST:** Nursing Assistant Band 2

**LOCATION:** ********** Health & Social Care Trust

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<tr>
<th>FACTOR</th>
<th>ESSENTIAL CRITERIA</th>
<th>METHOD OF ASSESSMENT</th>
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| *Qualifications and Experience| Hold NVQ/VRQ/QCF/RQF level 2 Certificate in Health/Health & Social Care (or equivalent qualification) or must complete RQF Level 2 Certificate (health specific) within 12 months of taking up post****  
Or                                                                                                               | Hold 4 GCSE’s at grade A-C including English and Maths (or equivalent qualification)  
Or                                                                                                               | Only those applicants who state clearly on their application form that they have the required level of qualification / experience will be considered for interview. |
|                               | **Have caring experience                                                                                                                                                                                        |                                                                                                                                                  |
| Knowledge                     | • Awareness of role  
• Awareness of patient / service user experience needs in a caring environment  
• Awareness of health & safety issues                                                                                                                                                                         | Interview                                                                                                                                          |
| Skills and Aptitudes          | • Effective communication skills  
• Ability to work as part of a team  
• Effective organisational skills                                                                                                                                                                             | Interview                                                                                                                                          |
| Special Circumstances         | • Must undertake the regional induction programme in the first week following the allocated start date and complete within 6 months of taking up post.  
• Must complete RQF Level 2 Certificate (health specific) within 12 months of taking up post****.  
• Must undertake relevant training to meet service needs.  
• In possession of a current*** full                                                                                                                                                                         | Interview                                                                                                                                          |
driving licence valid for use in the UK and access to a car on appointment.

- Ability to work flexibly including evenings, nights, weekends, bank holidays and on call as required.

| Health Requirements | General good health for the demands of the post | Acceptable attendance record | Pre - employment Health Assessment. Application Form / Referee reports |

*APPLICANTS WHO DO NOT HOLD ENGLISH AND MATHS QUALIFICATIONS AS SPECIFIED WILL BE REQUIRED TO SUCCESSFULLY COMPLETE A WRITTEN/NUMERICAL TEST BEFORE THEY ARE SHORTLISTED FOR INTERVIEW.

Applicants please note:

Shortlisting will be carried out on the basis of the essential criteria set out above, using the information given on the application form. You should therefore address the requirements when completing the application form, as failure to do so may result in you not being shortlisted.

** Caring experience could include: paid or voluntary work within a hospital/residential/Nursing Home or community setting or care provided to a relative or friend. This must be evidenced on the application form and will be tested at interview.

*** This criteria is only applicable to some posts therefore it does not prevent an individual applying to this recruitment and selection process for posts that do not have this requirement. The criteria will be waived in the case of applicants whose disability prohibits driving but who have access to a form of transport approved by the Trust which will permit them to carry out the duties of the post.

**** It is required that the RQF Level 2 Certificate (health specific) must be completed within 12 months of taking up post. It may be the case in some exceptional circumstances that this requirement is not met. All such cases must be signed off by the professional head of service/senior nurse for the division and reported and explained to the Trust Director of Nursing.

NOTE:
Where educational/professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates, and one photocopy of same, issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If
educational certificates are not available an original letter and photocopy of 
same detailing examination results from your school or college will be 
accepted as an alternative.

If successful you will be required to produce documentary evidence that you 
are legally entitled to live and work in the United Kingdom. This 
documentation can be a P45, payslip, National Insurance Card or a birth 
certificate confirming birth in the United Kingdom or the Republic of Ireland. 
Failure to produce evidence will result in a non appointment.

February 2018