

OXFORD CARDIAC SERVICES
Cardiac medicine
JOB DESCRIPTION

Job title:	Nursing Assistant
Department:	Cardiac Angiography Suite
Nursing Grade:	Band 2
Hours of Work:	37.5 Hours per week
Special Conditions:	Nil
Responsible to:	Band 7 Sister / Charge Nurse
Accountable to:	Matron, Deputy Matron Cardiac Medicine

PURPOSE OF POST

- To keep the Labs/Ward well maintained, stocked and tidy, while adhering to health and safety policies.
- To be a member of the interdisciplinary team, contributing to the effective, quality care of cardiac medicine patients.
- To respect and maintain confidentiality in all matters relating to the unit and patients.

Key Responsibilities:

Clinical.

- To provide care for a designated number of patients under direct supervision of registered nursing staff, maintaining dignity and privacy at all times e.g. assisting with washing patients, assisting patients to eat and drink, assisting with elimination needs by giving out and removing bedpans, bottles and commodes and report/record accurately as required.
- To perform additional nursing related duties following relevant training/completion of local competencies
- To assist with patients and relatives comfort needs e.g. meals for patients and tea and coffee for relatives.
- To assist in the care of the dying patient and their relatives (including last offices) using sensitivity, empathy and professionalism.
- To assist with patient moving and handling using correct methods and equipment as required (as per manual handling policy).
- To demonstrate ability to concentrate and perform tasks in an accurate and timely manner.
- To adhere to infection control and COSHH guidelines at all times to prevent cross infection and hazards.
- To keep the Unit co-ordinator fully informed at all times.

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- Under supervision (as directed by nursing staff) is able to perform and accurately record - temp, pulse, Bp, food and fluid charts and urinalysis, following completion of relevant competencies.
- Under supervision (as directed by nursing staff) is able to perform and accurately report patient observations.
- Under supervision (as directed by nursing staff) is able to perform wound and peripheral limb observations and report and document this accurately.
- Under supervision is able to circulate in the cath labs and support peri-procedure patient care.
- Under supervision is able to input peri-procedure data onto the online procedural databases and complete procedure reports.
- Under supervision is able to evaluate both written and verbally the care that they have provided over each shift.
- To answer the door/telephone in a professional manner, dealing sensitively with enquiries and referring to nursing staff/co-coordinator/senior nurses as appropriate.
- To communicate effectively with patients / relatives and members of the multidisciplinary team demonstrating sensitivity and empathy.
- To be flexible/willing to assist all areas within cardiac medicine e.g. at times of sickness or increased workload.

Environmental.

- To keep all unit areas clean, tidy and well stocked.
- To help manage stock rotation in the labs and other clinical areas.
- To clean and restock bed areas between patients (adhering to Local and Trust policies) and to prepare beds appropriately for procedures
- Ensure equipment and storerooms are tidy and orderly and to report any potential hazards to the Unit co-ordinator.
- Ensure all equipment is cleaned correctly (according to hospital policy) and stored appropriately.
- To ensure all faulty equipment is taken out of service cleaned appropriately, labelled correctly and sent for repair. (according to hospital policy) and record in appropriate manual
- To follow Local policy regarding the loaning of any equipment to other areas.
- To assist with the removal of waste and linen from the Unit to designated areas.
- To check all sharp's bins daily and replace as necessary.

Support Duties.

- To collect blood products/specimens as required by medical and nursing personnel.
- To escort patient with nursing assistance between clinical environments of the cardiac medicine unit and the hospital.
- To assist with the orientation and support of new clinical support workers
- To assist with undertaking relevant surveys / audits with support from nursing personnel
- To assist with the daily equipment safety and quality checks.

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Date: August 2022

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- To organise storage and maintenance of equipment as directed by personnel responsible for unit equipment.
- To collect and deliver equipment interdepartmentally and throughout the hospital.
- To order stock and equipment as requested and 'receive' stock as per Local policy.

Personal Development

- To contribute to the continuing development of professional nursing practice within the unit, embracing new ideas and changes for the benefit of patient care
- To keep up to date with clinical practice issues relating to the specific speciality.
- To take responsibility for own personal and professional growth and for maintaining a record of professional development experiences
- To complete agreed local and Trust competency frameworks and take active responsibility for having an annual appraisal with a relevant personal development plan that is review with the mentor at 3 monthly intervals.
- To have completed or be working towards completion of the unit assessment /competencies within a time frame agreed with unit manager with the support of a named mentor.

Trust Statements

Risk Management

- The management of Risk is the responsibility of everyone and will be achieved within a progressive, honest and open environment.
- Staff will be provided with the necessary education, training and support to enable them to meet this responsibility through mandatory and statutory training including those related to the environment.
- Staff should be familiar with the:
 - **Major Incident Policy**
 - **Fire Policy**
 - **Laws governing Ionising Radiation (IRMER 2000)**

And should make themselves familiar with the 'local response' plan and **their** role within that response.

Responsibility for Health & Safety

The post holder is responsible for ensuring that all duties and responsibilities of this post are carried out in compliance with the Health & Safety at Work Act 1974, Statutory Regulations and Trust Policies and Procedures. This will be supported by the provision of training and specialist advice where required.

Infection Control

Infection Control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

All staff employed by the OUH NHS Foundation trust have the following key responsibilities:

- Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas and/or between each patient contact.
- Staff members have a duty to attend mandatory infection control training provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be transmissible to patients have a duty to contact Occupational Health.

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Note: This job description should only be regarded as a guideline of the duties required and is not definitive or restrictive in any way. It may be reviewed at any time subject to consultation with the jobholder. Post holders will be required to take part in Individual Performance reviews to assess performance and set objectives on an annual basis.

Post – Holders Signature: _____ **Date:** _____

Ward Managers Signature: _____ **Date:** _____

