

### Job Description

<b>Job Details</b>	
Job Title:	Palliative Care Nursing Assistant
Business Unit:	Community
Department/Ward:	Palliative Care
Location:	Trustwide
Pay Band:	Band 3
CAJE No:	COM1399
<b>Main Purpose of the Job</b>	
<ul style="list-style-type: none"> <li>The support worker within a community setting works as a member of the wider community nursing and social care team, delivering clinical and personal care to patients, with chronic health problems and terminal illnesses. Although the postholder receives support and supervision from registered nurses she/he is expected to work unsupervised in the patients own home for a prolonged span of duty.</li> </ul>	
<b>Dimensions</b>	
<ul style="list-style-type: none"> <li>Community support workers are integral members of the district nursing team providing clinical and personal care to a range of patients with chronic health problems. The post includes the performance of a range of diagnostic tests both within the surgery environment and the patient's own home.</li> <li>Support workers have to adapt to enable them to provide care within different environments and need an understanding of common health problems in order that they can contribute to patient monitoring and health maintenance.</li> </ul>	
<b>Organisational Chart</b>	
<pre> graph TD     CM[Clinical Manager] --- PCSSN[Palliative Care Clinical Senior Staff Nurse]     PCSSN --- TP[This Post]           </pre>	

<p><b>1. Communications and Relationships</b></p> <ul style="list-style-type: none"> <li>• Good communication skills with patients, relatives and colleagues.</li> <li>• Communication with patients/relatives/colleagues and other agencies to ensure the continuity of patient care and onward referral where necessary.</li> <li>• The ability to utilise tact and persuasive skill where their may be barriers to understanding.</li> <li>• The ability to function effectively with clients for whom English is not the first language/those who have communication/language difficulties and/or those who have cognitive impairment.</li> <li>• Must be able to demonstrate the English language proficiency level required for this post.</li> </ul>
<p><b>2. Knowledge, Skills, Training and Experience</b></p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of care procedures including physical care, diagnostic tests and dealing with problems through interventions or onward referral.</li> <li>• Knowledge of community care philosophy and the delivery of care to patients in different environments</li> <li>• Awareness and understanding of common health problems which may impede physical, mental or social functioning.</li> <li>• Knowledge and skills in dealing with terminally ill patients and their relatives including some understanding of common symptoms and how these are controlled.</li> <li>• Appreciation of community care philosophy and procedures gained either through formal qualification or experience</li> <li>• NVQ Level 2 or 3 in care or the equivalent level of skill and knowledge gained through experience and competence assessment.</li> <li>• Previous experience of working in a health or social care setting</li> <li>• It is an essential requirement of the role that the post holder has a valid driving licence and is either a car owner and able to use the car for work purposes, or has a Trust personal lease vehicle which may be used for the role. However, the Trust would consider making reasonable adjustments to the role, if necessary, to enable a disabled person to undertake the role.</li> </ul>
<p><b>3. Analytical Skills</b></p> <ul style="list-style-type: none"> <li>• The ability to manage unpredictable and/or volatile situations effectively including the ability to undertake a risk assessment prior to visiting.</li> <li>• Awareness of vulnerable older adults procedures and the detection of potentially abusive situations.</li> </ul>
<p><b>4. Planning &amp; Organisational Skills</b></p> <ul style="list-style-type: none"> <li>• Organisational skills to enable post holder to organise own work</li> </ul>
<p><b>5. Physical Skills</b></p> <ul style="list-style-type: none"> <li>• The safe moving and handling of patients and inanimate loads including the selection and safe use of appropriate equipment/aids, following risk assessment by qualified staff.</li> <li>• Standard driving skills</li> </ul>

<p><b>6. Patient/Client care</b></p> <ul style="list-style-type: none"> <li>• The performance of personal care tasks and clinical interventions delegated by registered nurses including simple dressings, enemata, catheter care, eye drops etc. as set out in patient's care plan.</li> <li>• The delivery of personal care and support to patients with a terminal illness and their families including the provision of emotional support/including using own initiative in crisis situation.</li> <li>• The ability to recognise emergency situations and institute an immediate response including where necessary CPR.</li> <li>• The performance of diagnostic tests either requested by other practitioners or identified through the interpretation of patient records in accordance with local protocols. Such tests include blood pressure measurement, ECGs, venepuncture and blood glucose estimation etc.</li> <li>• Assisting medical staff by acting as a chaperone during intimate care and clinical examinations.</li> </ul>
<p><b>7. Policy &amp; Service Development</b></p> <ul style="list-style-type: none"> <li>• The willingness to participate in continuing professional development, personal development planning, appraisal and Trust mandatory training.</li> </ul>
<p><b>8. Financial &amp; Physical Resources</b></p> <ul style="list-style-type: none"> <li>• The collection of equipment and the safe use and decontamination of such equipment between each use.</li> <li>• The checking of equipment, stock levels and expiry dates re-stocking and re-ordering supplies as necessary.</li> </ul>
<p><b>9. Human Resources</b></p> <ul style="list-style-type: none"> <li>• The demonstration of tasks/duties to other staff of equivalent grade and the observation of clinical procedures prior to competence assessment by a registered nurse</li> </ul>
<p><b>10. Information Resources</b></p> <ul style="list-style-type: none"> <li>• Copying information, sending faxes and reporting incidents and concerns to other staff as necessary.</li> <li>• Periodically inputting into local protocols and assisting in the collection of data during practice based audits.</li> <li>• You will be expected to have basic functional skills, including literacy, mathematics and digital skills. Digitally literacy is the ability to locate, organise, understand, evaluate and analyse information using digital sources. This is in line with 'digital readiness indicator for health and social care', which has been developed in the Building a Digital Ready Workforce Programme (BDRW), between Health Education England (HEE) and NHS Digital, and is part of the Government's Digital Transformation Portfolio (DTP) (2019)</li> </ul>

<b>11. Research &amp; Development</b>
<ul style="list-style-type: none"><li>• To collect information as requested and to take part in changes in the clinical areas to benefit patients.</li><li>• Undertakes surveys or audits, as necessary to own work; may occasionally participate in R &amp; D, clinical trials or equipment testing.</li></ul>
<b>12. Freedom to Act</b>
<ul style="list-style-type: none"><li>• Generally works with supervision close by within well established procedures and/or practices and has standards and results to achieve</li></ul>

## **Standards**

The statements outlined below are the standards of which all employees of Northumbria Healthcare Trust are expected to comply.

Works to the standards expected in the Northumbria Healthcare NHS Foundation Trust statement of values.

**Risk Management** - to deliver the quality standards and targets outlined in the Trust's Risk Management Strategy and local operational policies

### **Infection Control:**

It is your responsibility to adhere to infection control policies and guidelines in order to promote cleanliness and reduce infections. Hand hygiene must be undertaken correctly to prevent the spread of infection. Personal protective equipment must be used in accordance with Trust policy. You must contribute to the cleanliness of the work environment and keep it "clutter free" and tidy. You must also attend mandatory training and updates to ensure you receive training appropriate to your role

### **Health and Safety:**

Managers have a duty to ensure that safe systems of work are used within their area of responsibility; to investigate accidents and incidents; to arrange for risk assessments to be conducted annually, and to ensure staff attend appropriate health and safety training.

All employees have a duty to take reasonable care for their own health and safety, and that of others who may be affected by their activities; to cooperate with the Trust by complying with all health and safety rules and safe systems of work; and to inform their line manager of any work situation, or practice which may be considered a danger to health and safety.

### **Patient, Carer & Public Involvement:**

Managers have a duty to ensure that the principals of patient, carer and public involvement are adhered to throughout all areas of responsibility in line with Section 242 of the NHS Act 2006 (as amended by the Act 2012) which requires the duty to involve and consult users. A 'user' is defined as someone who is using services, or someone who may use them. In addition, this requires NHS organisations to involve and consult patients and the public in; The planning and provision of services and the development and consideration of proposals for changes in the way services are provided.

This ensure that patients are the focus of everthing we do, we share good practice in line with Trust policies and procedures, this includes learning from complaints and concerns.

### **Safeguarding:**

The safeguarding of all those who are vulnerable is an enormous obligation for all of us who work in the NHS and partner agencies.

Safeguarding children and adults at risk of abuse or neglect is complex, frequently under review and we must all take responsibility to ensure that it works effectively.

Safeguarding is everyone's responsibility. It remains the responsibility of every NHS organisation and each individual healthcare professional working in the NHS to ensure that the principles and duties of safeguarding adults and children are holistically, consistently and conscientiously applied with the needs of adults at risk or abuse or neglect at the heart of all that we do.

Partnership working is also key and it is vital that local practitioners continue to develop relations and work closely with colleagues across their local safeguarding system to develop ways of working that are collaborative, encourage constructive challenge and enable learning in a sustainable and joined-up way.

NHS England will continue to seek assurance that the safeguarding arrangements across the health system are effective.

### **Environment and Sustainability:**

The trust aims to be an exemplar organisation that embraces sustainability and meet its corporate responsibility. It is the responsibility of all employees to support the Trusts' vision for sustainable development. To undertake their duties in a way that is not wasteful of environment, financial and social resources throughout their daily activities.

## Appendix 1

**NOTE: This appendix is not intended to form part of the 'official' Job Description, but is intended for Job Evaluation purposes only.**

### **Effort and Environment:**

#### **Physical –**

- *Physically capable of carrying out the full requirements of the post including fine finger movements (eg associated with venipuncture) and a frequent requirement for light physical effort for several short periods during a shift*

#### **Mental –**

- *Mentally able to carry out the full requirements of the post including a requirement for short periods of concentration where the work pattern is predictable*

#### **Emotional –**

- *Frequent exposure to highly distressing and emotional circumstances, e.g. prolonged span of duty, nursing palliative care patients for up to 8hrs.*
- *Emotionally able to carry out the requirements of the post, including a exposure to highly distressing or highly emotional circumstances eg terminally ill patients*

#### **Working Conditions –**

- *Frequent exposure to unpleasant working conditions - deal with body fluids and foul linen*

Appendix 2

Grid

	DUTIES AND RISK FACTORS OF THE POST	Yes	No
1.	Exposure Prone Procedures (EPP's)*	X	
2.	Manual Handling Operations	X	
3.	Dust, Dirt, Smells	X	
4.	Chemicals, Fumes or Gasses (Glutaraldehyde, fixer, anaesthetic gases, reconstitution/handling of cytotoxic drugs)		X
5.	Patient Contact	X	
6.	Babies/Children Contact		X
7.	Food handling / Preparation	X	
8.	Driving	X	
9.	Fork Lift Truck Driving		X
10.	User of Display Screen Equipment	X	
11.	Noise		X
12.	Infestation		X
13.	Blood and Body Fluids/Waste/Samples/Foul Linen	X	
14.	Excessive Cold		X
15.	Excessive Heat		X
16.	Inclement weather		X
17.	Radiation		X
18.	Laser Use		X
19.	Heights over 2 metres		X
20.	Confined Spaces		X
21.	Vibration i.e. Power Tools		X
22.	Using machinery with moving/exposed parts		X
23.	Shift work	X	
24.	Use of latex products		X
25.	Physical violence / aggression		X
26.	Employment of young people		X
27.	Any other hazards please specify		X
28.	<b>Other</b>		

If any hazard is identified above please give details below.

\*Definition of Exposure Prone Procedures (EPP's)

Exposure prone procedures are those where there is a risk that injury to the Health Care Worker may result in the exposure of the patient's open tissues to the blood of the HCW. These procedures include those where the HCW's gloved hands may be in contact with sharp instruments, needle tips and sharp tissue (spicules of bones and teeth) inside a patients open body cavity, wound or confined anatomical space where the hands or fingertips may not be completely visible at all times.

### Person Specification

Job Title:	Palliative Care Nursing Assistant	
Department:	Palliative Care	
Location:	Trustwide	
<b>Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications / Professional Registration</b>	<ul style="list-style-type: none"> <li>Appreciation of community care philosophy and procedures gained either through formal qualification or experience</li> <li>NVQ Level 2 or 3 in care or the equivalent level of skill and knowledge gained through experience and competence assessment</li> </ul>	
<b>Experience and knowledge</b>	<ul style="list-style-type: none"> <li>Previous experience of working in a health or social care setting</li> <li>Knowledge and understanding of care procedures including physical care, diagnostic tests and dealing with problems through interventions or onward referral.</li> <li>Knowledge of community care philosophy and the delivery of care to patients in different environments</li> <li>Awareness and understanding of common health problems which may impede physical, mental or social functioning.</li> <li>Knowledge and skills in dealing with terminally ill patients and their relatives including some understanding of common symptoms and how these are controlled.</li> </ul>	
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>Communication skills, written and verbal.</li> <li>Interpersonal skills.</li> <li>Organisational skills to enable post holder to organise own work</li> <li>Must be able to demonstrate the English language proficiency level required for this post.</li> </ul>	<ul style="list-style-type: none"> <li>IT skills to enable post holder to enter information in clinical systems</li> </ul>
<b>Personal attributes</b>	Commitment to: <ul style="list-style-type: none"> <li>Quality care</li> <li>Personal/professional development</li> </ul>	

<b>Other requirements</b>	<ul style="list-style-type: none"><li>• It is an essential requirement of the role that the post holder has a valid driving licence and is either a car owner and able to use the car for work purposes, or has a Trust personal lease vehicle which may be used for the role. However, the Trust would consider making reasonable adjustments to the role, if necessary, to enable a disabled person to undertake the role.</li></ul>	
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