



St Vincent's Hospice, Howwood, Renfrewshire

Bank Nursing Auxiliaries (Band 2)

St. Vincent's Hospice is a charitable organisation at the heart of the community, offering specialised care and services to all those affected by life-limiting illness. We deal with patients with all diagnoses – not just cancer, but other illnesses too. Providing palliative and end of life care, our team of specialist, dedicated staff provide care, support, and guidance in our 8 beds, our day hospice, and in people's own homes.

St Vincent's Hospice are currently recruiting for Bank Nursing Auxiliaries (Band 2). As one of our In Patient Unit team you'll ensure the implementation of a high standard of care within the service. With a strong commitment to providing and ensuring excellent person-centered, safe and effective care, you will ideally have previous experience within a healthcare setting. An excellent communicator you will be able to work well on your own initiative and as part of a team.

The successful candidates will be appointed following satisfactory references, occupational health pre-screening and a successful update/joining the PVG Scheme.

For a full job description and application pack please visit www.svh.co.uk and download the application pack or contact Hannah Halliday, HR Administrator by email – hr@svh.co.uk or by telephone on 01505 705635.

SVH is an Equal Opportunities Employer

Closing date: Friday 3rd May 2019
Interviews: Week commencing Monday 13th May 2019



JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title:	Bank Nursing Auxiliary
Responsible to:	In Patient Unit Manager
Department(s):	In Patient Unit
Band:	2
No of Job Holders:	5
Last Update:	March 2019

2. JOB PURPOSE

- To work as part of the multidisciplinary team providing a high standard of palliative care to patients and offering support to their families and carers.
- Carry out assigned duties to maintain hygiene, order and safety with the Hospice

3. DIMENSIONS

- To work in partnership with patients in the Hospice under the instruction of the Registered Nurses
- To assist patients in meeting their individual needs
- To work in collaboration with the Hospice multidisciplinary team

4. ROLE OF ORGANISATION

Our Vision

St Vincent's hospice is a charitable organisation at the heart of the community, offering specialist care and services to all those affected by life limiting illness.

Care for all is at the heart of everything we do.

We will achieve this by being passionate about:

Delivering high quality palliative care and support; Working with patients, families and those closest to them to ensure that care is right for everyone, every time; Having appropriately skilled teams who are able to work in home, hospice and other settings; Ensuring we have the necessary funds to maintain and develop services; Using our influence and expertise to shape the development of palliative care locally and

nationally.

Our Values

Caring	Respect
Compassion	Dignity
Commitment	Sensitivity

In putting people at the heart of everything we do, we will work together to:

- Support every person as a unique and valued individual
- Respect the dignity of everyone
- Listen to and respect the wishes of people

In striving for excellence in every aspect of our services, we will:

- Provide a safe, comfortable, caring environment
- Develop and provide high quality services that are underpinned by audit and research
- Demonstrate clinical, financial and organisational excellence
- Work to achieve financial sustainability
- Deliver effective leadership and management throughout the organisation
- Ensure we have the right number of people with the right skills in the right place at the right time

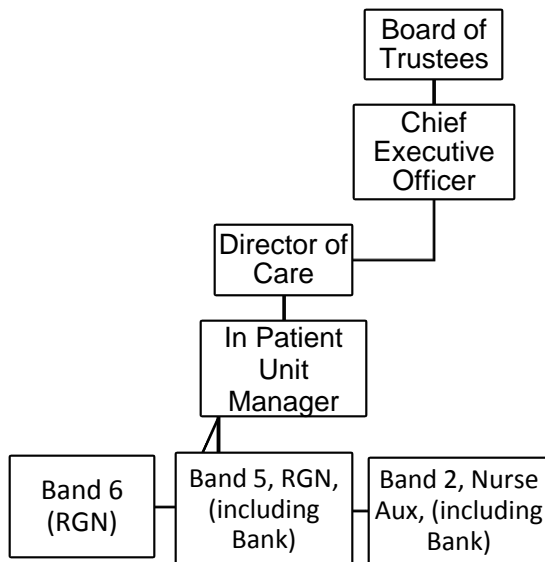
In building relationships, we will:

- Listen to, respect and value the contribution of everyone
- Work together to improve all of our services
- Extend our collaboration with external partners

5. ROLE OF DEPARTMENT

- The Inpatient Unit provides specialist palliative care to patients with life limiting illnesses, including symptom management, psychological support and end of life care.
- The unit also provides support to families and carers.
- Inpatient Unit Staff liaise closely with the multidisciplinary team within the hospice and also with other hospices, hospitals or community staff when appropriate.
- The Inpatient Unit is a resource for staff, students or other professionals, from Primary Care Teams, Hospitals and others seeking specialist palliative care advice, information or training.

6. ORGANISATIONAL POSITION



7. MAIN TASKS, DUTIES AND RESPONSIBILITIES

- Carry out assigned tasks in delivering and supporting patient care under the direction of a registered nurse ensuring a high standard of care
- Provide assistance for patients with bathing, dressing and toileting
- Assist qualified nursing staff in any nursing procedures as requested
- Provide assistance for patients with mobilisation/moving and handling when appropriate
- Co-operate with and maintain good relationships with other disciplines who are attending/treating the patient to improve their care
- Maintain good relationships with patients, their families and carers
- Maintain an empathic approach to patients, their families and carers
- Refer patients, families or carers to a trained nurse if they have any questions regarding their condition or any suggestions/complaints they may wish to raise
- Report any changes in patient's physical or psychological condition to a trained nurse
- Participate in maintaining accurate and up to date records of patient's condition to ensure good communication
- Participate in regular meetings to encourage the implementation of new ideas
- Work within organisational policies and guidelines to ensure maintenance of safe working practices for patients and colleagues including fire regulations, reporting faults and hazards
- Adhere to unit procedures for the use of supplies and equipment in order to promote effective and efficient use of resources
- Carry out housekeeping duties (tidying, cleaning etc.,) as appropriate to support the smooth running of the unit
- Participate in personal development plan to maintain skills and be able to understand and respond to the dynamics of providing palliative care
- Maintain patient confidentiality at all times
- Adhere to Health and Safety at Work Act, carrying out Risk Assessment relevant to the department
- Contribute to and support the Hospice's Clinical Governance framework
- Escort patients to hospital appointments as directed by senior staff.

- Be involved in Auxiliary Nurse orientation programme through demonstrating own duties to new staff members
- Assist trained staff with last offices of deceased patients
- Offer support to families and carers at times of bereavement
- Maintain good hand hygiene and infection control.

8. (a) EQUIPMENT AND MACHINERY

- Mary hoist and aid for moving/manual handling of patients
- Arjo bath
- Slide sheets to position bed bound patients who are unable to manoeuvre themselves
- Zimmer frames and wheelchairs to aid patient mobility
- Pressure relieving mattresses
- Electrically operated beds
- Electrically controlled recliner chairs
- Commodes and trolleys
- Movement of oxygen concentrators and enteral feeding systems.

8. (b) SYSTEMS

- Patient care plans, patient records (electronic and paper)
- Computer system
- Referral system
- Audit
- E-mail, telephone, fax, written, verbal

9. ASSIGNMENT AND REVIEW OF WORK

- Assignment of work will be by the In-Patient Unit Manager/Ward Sister
- Formal yearly appraisal to aid professional development

10. DECISIONS AND JUDGEMENTS

- Follow policy pertaining to own role
- Use local guidelines and procedures to deliver patient care
- Acknowledge changes in the patient's condition/circumstances and report these to nurse in charge

11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Managing expectations of patients, relatives and carers
- Clinical prioritising
- Emotional aspects of remit
- Maintaining high standards when there is increased demand in workplace
- Unpredictable workload

12. COMMUNICATIONS AND RELATIONSHIPS

- Update patients and carers on patient condition and progress, planning care and outcomes, active participation of patient/carer in care planning.
- Communicate with colleagues/MDT/Medical Staff/Primary Care Staff on care planning/discharge planning/meetings.
- Arrange patient transport and transfer with the hospice transport team.
- Work with hospice volunteers.

13. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical

- Manual handling skills in the frequent use of hoists, specialist baths, wheelchairs and slide sheets to assist patients whose mobility is compromised
- Standing or walking for the majority of the shift
- Bending/kneeling in a confined space

Mental

- Dealing with situations involving patients whose behaviour is unpredictable.
- Concentration required while carrying out personal care for patients

Emotional

- Communication with bereaved families and carers
- Caring for patients who are terminally ill
- Caring for patients who have received bad news
- Communicating with distressed/anxious relatives on a frequent basis

Environmental

- Frequent exposure to body fluids, i.e. faeces, urine, vomit
- Emptying catheter bags, urinals, bedpans or sick bowls frequently on each shift

14. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Essential

- Good general education, and SVQ level 2 in Health and Social Care is preferred
- Ability to work with people
- Ability to work as part of the multidisciplinary team
- Experience of assisting with personal care, ideally in a health care setting
- Effective written and verbal communication skills
- Ability to carry out assigned tasks effectively in a busy environment.
- Good IT skills – ideally knowledge of Cross Care system.

Desirable

- Palliative Care experience in a care or community setting

15. JOB DESCRIPTION AGREEMENT

This job description is a general outline of the above post and it is not exhaustive. This job

description is subject to periodic review with the post holder. Duties may change in line with the service changes and of the post holder's own personal development.

I agree that this is an accurate reflection of the duties involved in my current role in St. Vincent's hospice.

Job Holder's Signature

Date:

Head of Department Signature

Date:



PERSON SPECIFICATION: Bank Nursing Auxiliary (Band 2)

Criteria	Essential	Desirable	How assesses
<u>Previous experience</u>	Experience of assisting with personal care, ideally in a health care setting	Palliative Care experience	Application form
<u>Skills and abilities</u>	Ability to work with people as part of a multidisciplinary team Effective written and verbal communication skills Good IT skills	Knowledge and experience of Cross Care system.	Application form/interview
<u>Education/ training</u>	SVQ2 Health and Social Care		Application form/interview