

JOB DESCRIPTION

Job Title:	Nursing Auxiliary – Ward Units
Hours	Minimum 24 hours per week. Fixed-term contract for 12 months.
Responsible to:	Ward Sister
Accountable to:	Matron / Chief Executive
Overall objective:	To assist nursing staff in providing a high standard of patient care.

Main duties and responsibilities:-

1. To assist with all aspects of patient care, immediately reporting any change in the patient's condition or ability to the nurse in charge.
This includes:
 - Personal hygiene and dressing: Assist patients with bathing, showering, oral hygiene, hair washing and elimination requirements as required.
 - Nutrition: Assist patients at meal times, serve meals and collect menu cards.
 - Mobility: assist patients with mobilising in the ward area as required. Accompany patients to other hospital departments on and off site.
 - Environmental: Show patients to their rooms and explain the facilities. Explain the geography of room and ward.
2. Communicate effectively with all users of the service being courteous and respectful at all times. Ensure all messages, suggestions and complaints are communicated accurately and promptly to the nurse in charge.
3. Assist with the preparation of rooms for patient admission, ensuring all furniture and equipment is clean and functioning. Report any problems to the nurse in charge.
4. Maintain a high standard of cleanliness and order within each patient's room, ensuring all items are accessible in accordance with the patient's wishes.
5. Assist with the delivery of patients' mail, newspapers and gifts as required.
6. Assist patients with preparations for discharge, accompanying the patient to their transport as requested.

7. Ensure a high standard of cleanliness and tidiness within the ward environment, including bathrooms and showers, clinical rooms, storage areas and linen room.
8. To assist with the annual inventory, ordering and storage of ward stock, advising the nurse in charge as necessary.
9. Maintain and store all ward equipment in a safe, clean condition.

General Duties:

1. Read, understand and adhere to all Ulster Independent Clinic policies and procedures.
2. Understand and adhere to the regulations regarding confidentiality at all times.
3. Communicate effectively with all users of the service, being courteous and respectful and ensuring confidentiality, at all times.
4. Actively participate and contribute to the continuous improvement of the service.
5. Attend all mandatory in-service training and lectures.
6. Attend meetings as required.
7. Comply with the Ulster Independent Equal Opportunities Policy at all times.
8. Carry out all duties & responsibilities in accordance with Health & Safety policies and statutory regulations.
9. Participate in annual performance review and maintain own personal development file.
10. Be responsible for own professional development and maintenance of knowledge and skills according to professional guidelines.
11. Adhere to and abide by professional code at all times (as applicable).

The above is not an exhaustive list of duties and should be regarded as providing guidelines in which the individual works. This job description is subject to review in light of changing circumstances and operational requirements.

Personnel Specification

CATEGORY	ESSENTIAL	DESIRABLE
Experience	<p>1 years' recent experience in formal caring role.</p> <p>Ability to cite examples of when you have demonstrated sensitivity and understanding of patient needs.</p>	<p>1 years' experience in a care setting, of delivering personal care to patients in a hospital.</p>
Education/ Qualifications/ Training	<p>Numerate and literate.</p>	<p>GCSE (or equivalent) Grades A to C in English Language and Mathematics</p> <p>Have completed recent training relevant to the position (e.g. First Aid, Manual Handling or Basic Life Support).</p> <p>NVQ Level 1 (or equivalent) in a health and social care related subject.</p>
Other	<p>The post holder will be required to be flexible in their working pattern to meet service needs</p> <p>Satisfactory completion of the following checks:</p> <ul style="list-style-type: none"> • References • **Evidence of right to live and work in UK • Health screening • Qualification checks • Satisfactory *ACCESSNI clearance. 	

Competencies:

- Teamworking
- Patient Focus
- Effective Communication and Interpersonal skills
- Planning and organising

Information for Applicants

Please refer to our website for the following policies in relation to your application:

<https://www.ulsterindependentclinic.com/careers>

- Policy on the Recruitment of Ex-Offenders
- Criminal Records Information Policy
- Fair Processing Notice for Candidates and Applicants
- Policy on handling & storage of information

*Applicants can obtain information about AccessNI at the following website address:

<https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

*AccessNI Code of Practice at the following website address:

<https://www.nidirect.gov.uk/publications/accessni-code-practice>

*AccessNI Privacy Notice at the following website address:

<https://www.justice-ni.gov.uk/publications/ani-privacy>

****You must have the legal right to work in the UK and in line with its legal obligations Ulster Independent Clinic will carry out Right to Work documentation checks prior to appointment. This will include checking documentation for those with Settled or Pre Settled status under the EU Settlement Scheme. Please note that whilst we welcome all applications regardless of national origin we do not hold a UK Home Office Sponsor Licence and we are therefore unable to sponsor applicants under the new UK Home Office points based immigration process.**