

## Job Description

### Job Details

Job Title:	Nursing Assistant
Job Reference Number:	
Band:	3
Ward / Department:	Childrens Community Nursing Services – Childrens Short Breaks Home Nursing, Childrens Residential short breaks, Childrens Community Nursing Teams.
Directorate / Locality:	CYPASS / Childrens Specialist Services
Essential Qualifications:	

### Job Purpose

To work as a member of the Children’s Community teams, providing care for children/young people with complex health needs within their home, in clinic or residential short breaks unit.

**Organisational Arrangements**

Accountable To:	Clinical Lead
Reports To:	Registered Nurse
Responsible For:	Daily care of children on caseload

**Main Duties & Responsibilities**

- To manage, under indirect supervision, own workload within competencies of the post
- To carry out planned care for the child within the home, clinic or residential short breaks unit.
- To care for allocated children according to their care plans, liaising with parents / Registered Nurses for further advice as required.
- To carry out baseline observations for children in their care as required, escalating as appropriate.
- To review and record care provided on the child’s System One record following the trust’s policy for record keeping.
- To support Registered nurses with updating the Child’s care plans as required.
- To gather information about the Child’s development, communication and annual educational goals by visiting them at School or early years and attending annual education reviews.
- To attend keyworker or multi-disciplinary meetings as required.
- To maintain good liaison about all aspects of work, communicating fully and appropriately with all relevant persons.
- To maintain confidentiality at all times.
- To participate in management supervision regularly.
- To attend caseload and team meetings as required.
- To assist with housekeeping tasks as required.
- To work with the Registered Nurses and Clinical Leads to identify relevant training needs to fulfil this role, taking an active part in the evaluation process.
- To act in accordance with the Local Safeguarding Children’s Board policies and procedures, attending regular safeguarding supervision sessions and training.

Be aware of child protection issues and procedures, always referring to Line manager or safeguarding team for advice.

Be aware of new developments and research findings related to own role, taking responsibility for competence in practice.

To assist the nursing staff in emergency situations [e.g. cardiac or respiratory arrest, major incident].

To maintain mandatory training compliance

Be competent in using IT systems as required for the role

Be able to transport to children's homes/schools and other sites across Norfolk as required.

To work a flexible shift pattern dependent on service needs and needs of the families.

## **Trust Values**



### Community

- As one Trust, we enhance the lives of our patients through our commitment, support and working together
- We are proud to serve our local Community by providing integrated quality services with our partner organisations
- We respect and value the trust we are given to enter our patients' homes and lives



### Compassion

- We provide compassionate, co-ordinated and personalised quality care that is safe and effective
- We empower and educate our patients and their carers in the effective delivery and management of their own independence, health and wellbeing
- We are dedicated to holistic, compassionate care and demonstrate this through our commitment to our personal and professional development



### Creativity

- Our expertise, commitment and creativity are key to the successful delivery of our services
- We are always open to new ideas that support us in delivering effective compassionate care to our patients
- We continuously innovate and implement efficient delivery of care

## Trust Behaviour Framework

- All post holders are required to adhere to the Trust's Behaviour Framework in the undertaking of their duties.



<b>Care Respect and Dignity</b>	We strive to understand each individual patient, service user, carer and customer's total needs as well as valuing and respecting our peers and colleagues.
<b>Working Together for the Community</b>	We are one team, whether working in teams locally, across NCH&C or with our partners for the benefit of our patients and services.
<b>Integrity</b>	We maintain high ethical standards, showing integrity and fairness in dealings with colleagues, partners and patients.
<b>Taking Ownership</b>	We take responsibility for our own performance, the success of our colleagues, our teams and the wider organisation.
<b>Innovation, Flexibility and Resilience</b>	We continuously seek more innovative ways of delivering care to patients and persevere in the face of challenging situations.

## Research & Development

- May be required to undertake surveys or audits, as necessary to own work; may occasionally participate in R&D, clinical trials or equipment testing.

## Safeguarding Clause

- Norfolk Community Health and Care NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. Rigorous recruitment checks are carried out and where applicable to the role successful applicants will be required to undertake a criminal records check via the Disclosure and Barring Service (DBS).

## Infection Control

- Norfolk Community Health and Care NHS Trust staff are responsible for protecting themselves and others against infection risks. All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by Norfolk Community Health and Care NHS Trust.

### **Health and Safety**

- Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974), to ensure the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.
- To ensure that the Trust's Health and Safety Policies are understood and observed and that procedures are followed.
- To ensure the appropriate use of equipment and facilities and the environment is maintained in good order.
- To take the necessary precautions to safeguard the welfare and safety of themselves, patients, staff and visitors, in accordance with the Health and Safety at Work Act.
- To undertake appropriate Health and Safety training to support safe working practice including, where appropriate, its management.

### **General**

- All staff are required to respect confidentiality of all matters that they learn as a result of the employment with the Trust, including matters relating to other members of the staff and members of the public/patients.
- Maintain appropriate patient and clinical records in line with the Trusts policies and procedures, and in line with the agreed service specification.
- The post holder will be expected to participate in an annual appraisal of their work where the job description will be reviewed and objectives set. In line with the annual personal development plan the post holder will be expected to undertake any training or development required to fulfil their role.
- Ensure that all patients, clients and colleagues are treated at all times in an equitable manner, respecting diversity and showing an understanding of diversity in the workplace.
- The post holder must carry out their responsibilities with due regard to the Trust's Equality and Diversity Policies, Procedures and Schemes and must ensure that equality is promoted at all times.

This job description is not exhaustive and may be amended from time to time in consultation with the post holder. The post holder will be required to undertake any other duties as may be required for the effective performance of the post.

## Person Specification

**Essential** defines the minimum criteria needed to carry out the job and the job cannot be done without these.

**Desirable** refers to criteria which are not essential and which successful applicants would be expected to acquire during their time in post. The desirable requirements are not taken in to consideration in a job evaluation panel.

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b> (Certificates / Application Form / Interview / Document Check)
Qualifications	<ul style="list-style-type: none"> <li>• GCSE Maths and English minimum grade C or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Nursery Nurse Qualification</li> <li>• Knowledge of practical childcare</li> <li>• Knowledge of play strategies</li> <li>• Knowledge of child development</li> </ul>	<b>Certificates / application form</b>
Experience	<ul style="list-style-type: none"> <li>• Experience of working with a variety of children</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children with disabilities and/or working in children's own homes</li> </ul>	<b>Application form / interview</b>
Skills, Abilities and Knowledge	<ul style="list-style-type: none"> <li>• Ability to work with indirect supervision of coordinator</li> <li>• Good organisational skills</li> <li>• Ability to remain calm and work effectively in pressure situations</li> <li>• Basic IT Skills</li> <li>• Willingness to undertake training and development appropriate to the needs of the post</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working independantly</li> </ul>	<b>Application form / interview</b>
Communication	<ul style="list-style-type: none"> <li>• Good communication skills with children, families and professionals</li> <li>• Use of English language</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using signalong or Makaton</li> <li>• Knowledge of alternative forms of communication</li> <li>• Experience of working with people with sensory impairments and/or communication difficulties</li> </ul>	<b>Application form / interview</b>

Personal and People Development	<ul style="list-style-type: none"> <li>• Evidence of learning and development</li> </ul>		<b>Application form / interview</b>
Personal Attributes / Behaviours (linked to the Trust's Behaviour Framework)	<ul style="list-style-type: none"> <li>• Non judgemental</li> <li>• Professional appearance and behaviour</li> <li>• Resilient, self-motivated and open to change</li> <li>• Adaptable and able to prioritise according to changes in situation</li> <li>• Enthusiastic and conscientious</li> <li>• Able to identify with the Trust's commitment to safeguarding and promoting the welfare of children and young people</li> </ul>		
Other	<ul style="list-style-type: none"> <li>• Able to make own travelling arrangements to meet the needs of the service</li> </ul>		

## Supplementary Information

Please indicate in the boxes whether the post holder will be expected to work in or be directly exposed to the following factors:

### FREEDOM TO ACT

		YES	NO
1.	Does the post holder generally work without close supervision?		X
2.	Does the post holder work without direct access to a manager?	X	
3.	Does the post holder work without access to a manager by telephone?		X
4.	Is the post holder the lead specialist in their field?		X

**Each YES response requires completion in the 'Further Information' Section**

**How often on average does the post holder give guidance and advice to others?**

Daily:  Weekly:

Other frequency (please comment)

none

**How often is the post holder's work checked / monitored / assessed?**

Daily:  Weekly:

Other frequency (please comment)

Annually within care sessions

6 weekly management supervision discussion

## PHYSICAL EFFORT

	YES	NO		YES	NO
1. Working in uncomfortable conditions		x	9. Standing / sitting with limited scope for movement		x
2. Working in physically cramped conditions		x	10. Kneeling, crouching, twisting, bending, stretching	x	
3. Making repetitive movements		x	11. Walking for long periods		x
4. Lifting weights / equipment without mechanical aid		x	12. Heavy duty cleaning		x
5. Climbing or crawling		x	13. Pushing / pulling trolleys or similar equipment	x	
6. Manipulating objects		x	14. Working at heights		x
7. Manual Digging		x	15. Controlled restraint ie in post requiring training/certification		x
8. Running	x		16. Moving patients	x	

**Each YES response requires completion in the 'Further Information' Section**

## MENTAL EFFORT

	YES	NO		YES	NO
1. Carry out formal student / trainee assessments		x	8. Prepare detailed reports		x
2. Carry out clinical / social care interventions	x		9. Check documents		x
3. Analyse statistics		x	10. Drive a vehicle	x	
4. Operate equipment / machinery		x	11. Perform calculations		x
5. Give evidence in court / tribunal / formal hearings		x	12. Make clinical diagnoses		x
6. Attending meetings (if yes, describe role in 'Further Info')	x		13. Carry out non-clinical fault finding		x
7. Carry out screening tests / microscope work		x			

**Each YES response requires completion in the 'Further Information' Section**

## EMOTIONAL EFFORT

	YES	NO
1. Processing (e.g. typing / transmitting) news of highly distressing events		X
2. Giving unwelcome news to patients / clients / carers / staff		X
3. Caring for the terminally ill	X	
4. Dealing with difficult situations / circumstances	X	
5. Designated to provide emotional support to front line staff		X
6. Communicating life-changing events		X
7. Dealing with people with challenging behaviour	X	
8. Attending scenes of accidents		X

**Each YES response requires completion in the 'Further Information' Section**

## WORKING CONDITIONS

	YES	NO		YES	NO
1. Inclement Weather	x		11. Humidity		x
2. Extreme Temperatures		x	12. Contaminated equipment / work area		x
3. Unpleasant Smells		x	13. Driving / Being Driven (normal conditions)	x	
4. Noxious Fumes		x	14. Driving / Being Driven (emergency conditions)		x
5. Excessive noise / vibration		x	15. Fleas / Lice / Infestation		x
6. Continuous use of VDU equipment		x	16. Dangerous Chemicals - Substances in Containers		x
7. Unpleasant Substances		x	17. Dangerous Chemicals - Substances (uncontained)		x
8. Infectious Material		x	18. Exposure to verbal aggression (little/no support)		x
9. Body fluids, Faeces / Vomit	x		19. Exposure to physical aggression (little/no support)		x
10. Dust / Dirt		x			

**Each YES answer requires completion in the 'Further Information' Section**

**FURTHER INFORMATION**

Please enter details of YES responses

Element (e.g. Mental Effort)	Ref No	Details of frequency & intensity
Freedom to Act	2	Regularly works unsupervised. Competencies checked annually. Regular management supervision meetings.
Physical Effort	8	Weekly occurrence, depending on which children you work with.
	10	Weekly
	13	weekly – push wheelchairs/portable hoists
	16	daily
Mental Effort	2	daily
	6	monthly
	10	daily
Emotional Effort	3	Weekly – varies depending which child you care for
	4	Weekly - variable
	7	Weekly - variable
Working Conditions	1	Daily – dependant on weather conditions
	9	daily
	13	daily

**Manager responsible for completion of this document**

	Name: <b>Christine fields</b>
Member of Staff to whom this document relates:	
Date Completed:	<b>23/07/2018</b>
Review Date:	

Post Holder's Signature .....  
Manager's Signature .....  
Date Job Description Agreed .....

**DISTRIBUTION:** One copy to member of staff, one copy to personal file.

**Please ensure Job Description is agreed and signed by both manager and employee**