

JOB DESCRIPTION

JOB TITLE: Nursing Assistant, Assessment and Treatment Units

Band 3

LOCATION: Learning Disability Directorate.

REPORTS TO: Unit Manager

PROFESSIONALLY ACCOUNTABLE TO: Head of Nursing (Learning Disability Directorate)

JOB SUMMARY:

The post holder will assist in the promotion of equality for all clients through anti-discriminatory practise, supporting clients' rights, choices, personal beliefs and identity and by supporting clients with challenging behaviour and complex health needs through effective communication. The post holder regularly works without supervision for all or most of a span of duty.

Overall objective:

To contribute to the development of those accessing continuing healthcare ensuring a holistic delivery of care and services which are coherent and consistently applied.

Communication

- Maintain confidentiality of information and records of clients.
- Participate in a written system for handover relaying relevant and important information to staff coming on duty.
- Contribute to an effective system of passing information to other disciplines and agencies.
- Receive other professionals, relatives, friends and advocates in a polite and courteous manner.
- Help promote communication with individuals who have communication difficulties, using the advice and guidance of Speech and Language professionals.

Personal and people development

- Participate in systems of managerial and clinical supervision.
- Develop ones own knowledge and skills by participating in education and training as a result of undertaking a Personal Development Review and resulting Personal Development Plan.
- Undertake and complete the BTEC Advanced Certificate in Positive Behaviour Support.
- Participate and obtain appropriate NVQ in Health and Social Care.

- Attend relevant specialist training as discussed and agreed.

Health, safety and security

- Promote and maintain health, safety and security of staff and service users, in accordance with the policies and procedures of Bro Morgannwg Trust.
- Attend relevant statutory update workshops / seminars i.e. fire lectures, manual handling. positive behaviour management etc.
- Contribute to the maintenance of a clean and safe environment.
- Assist in the event of a health emergency.

Service improvement

- Be supportive in carrying out operational policies and alert line manager of any adverse effects for clients, staff or public.
- Assist Manager in the management of change to embrace innovations and development in healthcare and its application to practice.

Quality

- Prioritise and organise own work to meet the team objectives.
- Contribute to effective and efficient use of the AATU's resources.
- Maintain safe custody and care of clients' possessions and belongings in line with financial procedure No 13c.

Equality and diversity

- Promote and practice equality for all individuals through anti-discriminatory practice. Supporting individuals' rights, choices, personal beliefs and identity.
- Assist clients to gain maximum independence and empowerment within their own lives.
- Accompany and support clients in accessing generic health facilities, i.e. clinics, hospitals etc.

Protection of health and wellbeing

- Contribute to the development, implementation and review of positive behavioural support plans by being associate/key worker to one or more clients under the supervision of a named nurse.
- Contribute to the effective management of episodes of challenging behaviour using positive behavioural management strategies.
- Support clients when they are distressed and report to the relevant staff any behaviour that is out of character.

Enablement to address health and wellbeing needs

- Support and enable clients according to their individual needs, to achieve maximum participation in service provision, using the principles of positive behaviour support.

- Assist clients to develop self-help and environmental management skills, as prescribed within the multi professional team.
- Support professionals with planned therapeutic activities.
- Promote awareness of clients in relation to their own health care.
- Contribute to providing well balanced and nutritious meals for clients.

Provision of care to meet health and wellbeing needs

- Assist in the overall comfort of the clients by providing direct personal and health care.

Interventions and treatments

- Contribute to the individual assessment of behaviour (functional analysis), psychological and physical needs as contained in the overall treatment plan.
- Assist in conducting a comprehensive assessment of a client's nursing requirements using appropriate assessment tools and methodologies.
- Contribute to planned daily interventions for each individual.

Information processing

- Contribute to the collection of accurate data on client progress.

GENERAL:

- **Performance Reviews/Performance Obligation:** The postholder will be expected to participate in the Trust's individual performance review process to ensure continued professional development.
- **Job Limitations:** At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this, they should immediately discuss them with their Manager / Supervisor / Consultant. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection Act 1998, the postholder will be expected to maintain confidentiality in relation to personal and patient information, as outlined in the contract of employment. The postholder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Risk Management:** The Trust is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The postholder will be required to comply with the Trust's Risk Management Policy, Health and Safety Policy and other associated policies and to actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Records Management:** The postholder has a legal responsibility to treat all records created, maintained, used or handled as part of their work within the Trust in confidence (even after an employee has left the Trust). This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.

- **Health & Safety:** The postholder is required to co-operate with the Trust to ensure health and safety duties and requirements are complied with. It is the postholder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the postholder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.
- **For Clinical Staff Only:** All clinical staff are required to comply, at all times, with the relevant codes of practice and other requirements of the appropriate professional organisations e.g. GMC, NMC, HPC etc. It is the postholder's responsibility to ensure that they are both familiar with and adhere to these requirements.

All Clinical Staff will be advised during their induction of the arrangements available for them to access advice and support both during and outside normal working hours.

- **Infection Control**
The Health Board is committed to meet its obligations to minimise infection within its hospitals. The postholder is required to comply with current procedures for the control of infection, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the Health Board.

PERSON SPECIFICATION

Job Title: NURSING ASSISTANT, BAND 3, ACUTE ASSESSMENT AND TREATMENT UNIT					
<i>Criteria</i>			<i>How Tested</i>		
Qualifications	Essential	Desirable	Application	Interview	Presentation
Ability to achieve NVQ Level 3	√		√	√	N/a
Ability to undertake and complete BTEC Advanced Certificate	√				
Experience					
Experience or working with people with a learning disability.	√		√	√	
Experience of working with people with learning disability and challenging behaviour.		√	√	√	
Skills & Abilities					
Ability to work effectively with others as part of a team.	√				
Knowledge of pro-active and reactive care strategies.	√		√	√	
Good communication skills, ability to actively listen.	√		√	√	
Ability to work unsupervised once directed.	√		√	√	
Good interpersonal skills, ability to quickly develop therapeutic relationships.	√		√	√	
Ability to recognize stress in oneself and others and an awareness of individual stress management techniques/strategies.		√	√	√	
Personal Attributes					
Willingness to accept further learning opportunities and to undertake BTEC Certificate in Positive Behavioural Support.	√		√	√	
Reliable, flexible and adaptable, able to work rotational shifts over a twenty four hour period, seven days per week.	√		√	√	
Ability to speak Welsh		√	√		

Have a good sense of personal boundaries and limitations, ability to seek clarification/guidance when required.	✓		✓	✓	
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