



Nursing Assistant Bank

Job Description

Job Title	Nursing Assistant
Hourly Rate	£12.71 per hour
Contract	Bank
Responsible to	Ward Sisters
Accountable to	Ward Manager

Overgate Hospice is an independent charity with a mission to ensure that patients and those close to them live with the best possible quality of life. This is enabled by provision of the highest standard of compassionate and evidence-based specialist palliative and end of life care for adults in Calderdale who have active, progressive life limiting illness.

However, the current constraints of our ageing facilities are making this more difficult than ever. Our ambitious redevelopment plans will modernise and expand our existing facilities to transform the environment in which we care for our patients, as well as meaning we can care for more people who need us. In April 2024, Overgate Hospice launched a capital appeal, the Big Build Appeal, to raise the funds needed to make these transformational plans become a reality.

Job Summary

To work as a member of the Hospice team assisting nursing staff to provide a high standard of direct nursing care to the patients and the family.

To support multi-disciplinary team working approach to care.

Ability to work without direct supervision using own initiative, prioritise patient care needs, and plan own workload.

To work as an excellent role model to all members of the Hospice team.

Minimum Qualifications

NVQ Level 2/3 in Health & Social Care (or willing to work towards)

Key Working Relationships

IPU Staff
Volunteers
IPU
Catering
Housekeeping
Reception

Duties and Responsibilities

Clinical

To work with the MDT assisting all members to achieve a high standard of care for patients and their families.

To develop excellent communication skills that supports patients, families, and the MDT.

To provide emotional support to patients and families as required whilst passing on all relevant information to the qualified nurse or team co-ordinator.

To liaise with other Hospice staff as necessary to maintain the comfort and well-being of the patient.

To respect the privacy and the dignity of the patient and family at all times and ensure that the highest possible standards of physical, psychological, and spiritual care are provided.

To carry out nursing care in accordance with the patient wishes, Hospice policy and individual care plans.

To adhere to agreed procedures for the care and custody of patients' valuables and property.

To escort patients as requested by Nurse in Charge/team Co-ordinator.

To exercise care and economy in the use and maintenance of Hospice property and equipment, reporting any faults as per hospice policy and guidance.

To participate in maintaining clinical records written and electronic in a legible and professional manner under the supervision of the qualified nurse in the team ensuring all communications are of a high standard.

To relay queries or concerns to the Nurse in Charge at all times.

To ensure confidentiality regarding all patients, their families and any information regarding the hospice or staff members.

Understand and adopt the principals of The Overgate Behaviours Framework and support its use within our workplace.

Educational

To participate in annual appraisal as per Hospice policy and all regular one to ones and performance reviews as directed by your line manager.

To attend study days or educational visits to meet identified personal and professional development needs.

To recognise and accept limits of personal knowledge and responsibilities.

To participate in surveys or audits as requested.

To lead and support the clinical supervision of peers following appropriate training as part of on-going professional development.

To use reflective techniques to influence good practice.

To receive regular 1:1 feedback regarding performance under the guidance of the senior staff.

To be involved in the support of new staff, volunteers, and students.

Other Duties

To report all accidents, incidents, hazards, or complaints to the Nurse in Charge, completing appropriate reporting forms as per hospice policy.

To maintain general tidiness throughout the Inpatient area.

To attend staff meetings and discussion groups.

To use all Hospice resources efficiently and cost effectively.

Assist in maintaining clinical stock levels, stores, and supplies.

Overgate General Duties and Responsibilities

Overgate Hospice is a no smoking organisation.

The employees must maintain a safe working environment in accordance with Overgate Hospices Health and Safety policies & abide by the Health and Safety at Work Act (1974)

The employee must undertake relevant mandatory training.

The employee must comply with all Hospice policies and procedures and always maintain strict confidentiality within the guidelines of the Data Protection Regulations.

The employee must be actively involved in Hospice Governance and support the audit cycle.

All employees must adhere to the Hospice's Standards of Behaviour Framework and Values in all aspects of their work.

Use all Hospice resources economically and cost effectively.

This job description is not exhaustive and will be subject to periodic review. The employer and the employee share responsibility to review and amend it as appropriate.

Safeguarding Children and Vulnerable Adults

All Hospice staff are required to act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults. Familiarisation with and adherence to the Hospice Safeguarding policies is an essential requirement of all employees as is participation in related mandatory/statutory training.

Valuing Diversity and Equality

All employees should carry out their duties in accordance with the values and principles of valuing diversity and equity of provision. It is the responsibility of all employees to support the Hospice vision of promoting a positive attitude to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of the hospice's Equal Opportunities Policy.

Healthcare Associated Infection

Healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Overgate policies for personal and patient safety and for prevention of Health Care Associated Infection (HCAI); this includes a requirement for rigorous and consistent compliance with Overgate policies for hand hygiene including the 'naked below the elbow' approach, use of personal protective equipment and safe disposal of sharps. Knowledge, skills, and behaviour in the workplace should reflect this; at annual appraisal you will be asked about the application of practical measures known to be effective in reducing HCAI.

Person Specification

Attributes	Essential	Desirable	How Identified
Qualifications/Training			
NVQ Level 2/3 in Health & Social Care, or working towards	✓		Application form, Interview
Other			
Willingness to participate in education and training provided by the Hospice	✓		Application form, Interview, References
Understanding and sympathetic to hospice philosophy	✓		Application form, Interview
Experience			
Experience of working in a caring environment during the last three years	✓		Application form, Interview
Hospice experience		✓	Application form, Interview
Experience of working within a multi-disciplinary team		✓	Application form, Interview, References
Skills/Abilities			
Good written & verbal communication skills	✓		Application form, Interview, References
Caring and empathetic approach	✓		Application form, Interview, References
Awareness of the impact of loss and bereavement on self and others	✓		Interview
Good timekeeping	✓		Application Form, Interview
Ability to work flexible, regular weekend work	✓		Application Form, Interview
Ability to work in a team which includes volunteers	✓		Application Form, Interview
Ability to maintain confidentiality	✓		Application Form, Interview
Excellent communication skills (written and oral)		✓	Application Form
Personal Attributes			

Attributes	Essential	Desirable	How Identified
Ability to deal with conflicting demands and pressures	✓		Interview
Be sensitive to needs of patients/carers	✓		Interview
Positive professional approach and image	✓		Interview
Understanding of and empathy with Hospice environment		✓	Interview