

JOB DESCRIPTION

Job Title: Palliative Nursing Assistant

Reports to: Ward Manager

Location: Tapping House, Hillington PE31 6BH

JOB PURPOSE

The Palliative Nursing Assistant is a key member of the multidisciplinary care team delivering a range of patient care duties under the supervision of the Registered Nurses and Allied Health Professionals across the Hospice, providing holistic patient care based on physical, psychological and spiritual needs of individuals in our care.

The post-holder may be required to work in other clinical areas as appropriate to meet the needs of the service as directed by the Nurse Manager or nurse in charge and will participate in internal rotation to night duty and unsociable hours working to meet the needs of the service.

Clinical

1. Deliver a high standard of patient care focused on individual need and promoting independence where possible.
2. To assist in developing a caring, supportive and spiritual atmosphere in all areas of the Hospice
3. To maintain a high standard of patient care ensuring policies and procedures are adhered to.
4. To give individualised patient care under the direction and supervision of the trained nursing staff
5. To develop skills in caring for palliative patients and those at the end of life, their carers and families

6. To support trained nurses in their role and work as a member of the nursing team
7. To work as a member of the nursing team under the supervision of trained staff reporting changes in patients conditions and needs as they occur.
8. Contribute to the multidisciplinary approach to patient care, together with other health and social care professionals and chaplaincy.
9. Cover a 24 hour nursing rota when the need arises (Day or Night shifts)
10. To work in other areas of the Hospice when needed (eg in the Hospice at Home team)
11. Participate in implementing care delegated by trained staff for which training has been given and competence achieved
12. To work towards a Competency Framework for Palliative Nursing Assistants, maintaining a professional portfolio of evidence; and participating in the Hospice Clinical Supervision and Appraisal process.
13. To participate in meetings related to families and staff.
14. Maintain a safe, clean and secure environment for patients, their families, visitors, volunteers and staff.

General

- To uphold the Hospice's vision and values at all times



- Carry out all duties in accordance with the Hospice's policies and procedures including but not limited to health & safety, code of behaviour, confidentiality and equality, diversity & inclusion.
- Promote awareness of the Hospice, its services and its strategy.
- Work collaboratively and respectfully with all staff, volunteers and supporters of the Hospice.
- Promote and support the safeguarding of vulnerable adults, young people and children, observing and adhering the Hospice's policies on safeguarding.
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.
- This post is subject to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, and such will be necessary for a submission for disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions.

Information Security, Confidentiality, and Records Management:

- The role requires adherence to organisational policies concerning information security, data privacy, and confidentiality. The employee is responsible for safeguarding sensitive information, ensuring secure handling and storage of records, and maintaining compliance with applicable data protection regulations. This includes actively participating in Information Governance training, reporting potential security incidents, and managing records in accordance with Tapping House's Retention Archiving and Destruction of All Hospice Records Policy.

This job description is not intended to be exhaustive and will be reviewed periodically to ensure that the needs of the service are being met.

**Palliative Nursing
Assistant**

Person Specification

Criteria	Essential	Desirable
Skills/abilities	• Ability to plan own work • Ability to respond to changes in patient conditions • Ability to work within a team • Good Communication skills • Ability to prioritise a patient's care needs • Uses own initiative • Motivated to learn • Maintains a mature attitude • Possesses a responsible attitude • Possesses good IT skills and able to use a range of software (e.g. Word, Outlook, Excel etc). • The ability and willingness to adapt to change	
Knowledge	• Knowledge of care giving • Has an empathy and understanding of issues encountered by patients with palliative care needs	

Qualifications, training and education	NVQ level 2 in Health and Social Care or equivalent and willingness to work towards the Hospice competency framework for PNA's	
Experience	- Recent experience of caring for patients including the ability to: - Recognise and report changes in the condition of the patient; - Accurately document care given in patient documentation; - Communicate basic information about care to carers and families. - Experience in caring for dying patients - Experience of working as part of a team	- Experience of working in a specialist palliative care setting - Experience of working in the community setting
Other requirements	- Willingness to work unsocial hours - Flexible approach to working patterns - Willingness to undertake work during the day or during evening hours	