



Dear Applicant

08 January 2010

Bank Nursing Auxiliary

Thank you for your interest in this post.

Please find enclosed the Job Description, background information and copy of the advert to help you decide whether to apply for the position. In the interests of equality CVs will not be accepted. You can download an application pack by clicking on **DOWNLOAD PACK** on the vacancies page.

Should you wish to apply, please note that the closing date for receipt of applications is 9am, Thursday 28th January 2010. Interview dates to be decided.

Candidates short-listed for interview will be informed by post. As you can appreciate as a charity St Luke's strive to keep their costs under control which includes postage. Therefore, if you have not heard from us within 10 days after the closing date you can assume on this occasion that you have been unsuccessful.

All completed Applications should be sent to:

Mrs Mel Wallis
St Luke's Hospice
Stamford Road
Turnchapel
Plymouth
PL9 9XA

We look forward to receiving your application in due course; in the meantime should you have any questions please do not hesitate to ring.

Thank you for your interest in the Hospice.

Yours sincerely

Mel Wallis
HR Administrator

JOB DESCRIPTION GUIDELINES

1. JOB DETAILS:

JOB TITLE: Nursing Auxiliary

DEPARTMENT: In-patient Unit

RESPONSIBLE TO: Senior Staff Nurse

PRINCIPAL PURPOSE OF JOB

To work within the multi-disciplinary team in providing a high standard of care to patients and their families.

QUALIFICATIONS REQUIRED IN ROLE

- Previous Nursing Auxiliary Experience
- Attained NVQ level II preferred but not essential

2. SPECIFIC DUTIES AND RESPONSIBILITIES

Clinical

- Be involved in the assessment, implementation and evaluation of patient care
- Take and record patients' observations temperature, pulse and respiration as needed
- Attend to the comfort and cleanliness of the patient
- Assist patients with movement in and out of bed, using manual handling aides as appropriate
- Provide prompt and private toileting facilities
- Help patients with nutritional needs, encouraging diet and fluids as necessary
- Observe patients keenly and report any concerns, however trivial, to the trained nurse in charge of that particular unit
- Record daily care accurately and legibly on the appropriate forms, taking care to protect patient confidentiality
- Be involved in specialist palliative care of the patient and their relatives and friends
- Take part in the care of bereaved relatives

- Assist in maintaining a safe clinical environment
- Under supervision and with training, develop competency of core clinical skills, which are:

Hygiene Needs

- Bathing
- Bed bathing
- Assisted wash
- Mouth care
- Eye care

Elimination needs

- Use of toilet
- Commode
- Bedpan
- Urinal bottle

Nutritional needs

- Eating and drinking

Care in the last few days of life:

- Integrated Care pathway
- Care of the deceased patient

When verified as competent, taking Clinical Observations:

- Tympanic temperature
- Radial Pulse
- Blood Pressure
- Respiratory Rate
- Oxygen Sats
- Urinalysis
- Blood glucose
- Supervise/administer medication (not controlled drugs)
- As designated by nurse in charge

General

- Assist the registered nurses with the admission of patients to the unit and welcome and assist their relatives as required.
- Ensure the safe custody of patient property.
- Maintain the safety and wellbeing of patients, relatives and staff in accordance with hospice health and safety procedures.
- Become familiar with procedures for dealing with incidents such as accidents, violence or fire.
- Report accidents involving self, staff, patients or visitors and monitor their safety.
- Help to maintain the cleanliness and tidiness of wards and ancillary areas.
- Be aware of resources and their use within the clinical area.
- Participate in hand-over and MDT meetings.
- Attend nurse meetings as required.
- Support and guide new staff clinically and emotionally.
- Assist in supervising and training of nursing aids.
- Perform errands for trained staff (not drugs).
- Any other duties commensurate with the grade of the post.
- This could include undertaking non-nursing tasks working with other members of the hospice team

Education:

- To attend regular mandatory training which will include:
- Attending fire lectures according to hospice policy and take part in maintaining fire safety within the building
- Attending manual handling training as required
- Attend study days and Hospice education programmes as appropriate and lectures for continuing personal education working towards NCQ level III including PC elements
- Develop competency in designated clinical skills

KNOWLEDGE, TRAINING AND EXPERIENCE

Previous nursing auxiliary experience essential

NVQ Level II preferred but not essential as training is part of development.

Nursing Auxiliaries having received supervision and adequate training will:

ANALYTICAL AND JUDGEMENTAL SKILLS

- Have the ability to assess the condition of patients and report to trained staff any changes which are significant or which the Nursing Auxiliary feels is a cause for concern.
- Use their judgement to analyse difficult situations reporting them immediately to trained staff and assisting in any actions required.

PLANNING AND ORGANISATION

- Undertake planned patient care under the direction of trained staff.
- Be able to plan and prioritise their workload.
- Work within their abilities without direct supervision.
- Support both trained and untrained staff in the delivery of care.

PHYSICAL SKILLS

- Be able to clean and assemble medical equipment
- Be able to co-ordinate manoeuvres using their knowledge of the principles of manual handling in conjunction with a range of aides or equipment (sliding sheets, pressure relieving devices, hoist, stand aide, wheelchair, etc)

RESPONSIBILITY FOR PATIENT/CLIENT CARE

- Assist trained staff in the implementation and evaluation of care, using the ICP as appropriate during the last days and hours of life.
- Assist in the provision of patients' personal care
- Working within their level of ability, offering advice as appropriate to patients, concerning pressure area care, skin care, diet and explanation of clinical procedures, i.e. taking temperature, blood pressure or monitoring blood glucose.

POLICY AND SERVICE DEVELOPMENT

- All hospice policies and procedures will be adhered to

FINANCIAL AND PHYSICAL RESOURCES

- Take responsibility for the safe use of equipment and know the methods used for reporting faults or making maintenance requests
- Be careful in their use of resources and inform the individuals who maintain stock levels when items need replacing or replenishment
- Under hospice policy, deal with patient valuables and money

HUMAN RESOURCES

- Provide support to nursing aids who are working towards completing their competencies by giving encouragement, guidance and sharing knowledge to enable them to achieve their objectives.
- Participate in training programmes.

- Act as an advocate for patients when there are barriers to communication i.e. liaising with catering staff regarding dietary requirements or limiting visitor numbers when the patient has either requested it, or is distressed by over stimulation.

INFORMATION RESOURCES

- Provide accurate written reports on daily care to the trained staff

RESEARCH AND DEVELOPMENT

- Participate in Clinical Audits/Trials as required by the Hospice

FREEDOM TO ACT

- Plan their workload and work within their abilities alone and unsupervised but with close support.
- Help the trained nurse, HCA's and nursing aids with the provision of care.

PHYSICAL EFFORT

Be required to use moderate physical effort for short periods, frequently, on a daily basis

Be required to bend or kneel when assisting with personal care, or manual handling

Be required to push or pull when using manual handling aides

MENTAL EFFORT

- Be required to concentrate whilst giving care to patients and assisting patients on a daily basis
- Be required to act appropriately in the event of an unpredictable event, i.e. patient collapse, haemorrhage, summoning support as indicated.

EMOTIONAL EFFORT

- Be regularly exposed to highly emotive and distressing circumstances when dealing with the care of the terminally ill, difficult family situations and people with challenging behaviour.
- Give a high level of emotional support to colleagues, relatives and others when dealing with difficult situations.



St Luke's

Hospice Plymouth

Background Information

Founded in 1982, St Luke's Hospice is a registered charity that is dedicated to providing highly specialised palliative and end of life care for patients who have terminal or life-limiting illnesses. We also offer support to the families and loved ones of our patients.

Today, as part of St Luke's Services, the Hospice cares for more than two thousand people each year from across Plymouth, South West Devon and East Cornwall.

It is our vision to help our patients achieve the best possible quality of life by giving them dignity and choice at a time in their lives when they may feel they have none. Our aim is to offer care and support to patients in their 'preferred place of care' wherever that might be: At the Hospice inpatient unit, at Plymouth's Derriford Hospital or at Home.

The Hospice costs more than £5 million each year to run. Government funding is extremely limited so each year at least £3.5m must be raised within the local community.

We provide specialist palliative care for patients with progressive and incurable life-limiting illness who have complex symptoms and psychosocial needs requiring the input of a multi-professional palliative care team.

Inpatient care at the Hospice may be offered to those who have needs, which at the present time require assessment, treatment and monitoring as an inpatient. Care is offered not on the basis of specific diagnosis (e.g. cancer), but on the basis of specialist needs.

We also provide terminal care i.e. care for those in the last days of life, when such care cannot be adequately provided in a community setting (home or Nursing Home).

We do not routinely offer planned respite care, however, this is occasionally offered to patients who have progressive incurable life-limiting illness and complex medical or nursing interventions requiring the input of a multi-professional Palliative Care team, when such care can not easily be provided elsewhere.

Paid Employment at St Luke's

The Hospice is staffed by both paid and unpaid members of staff (also known as volunteers) and actively promotes equality of opportunity. In recognition of our desire to promote equal opportunities in the field of employment, the Hospice was awarded the status of Disability Symbol User in 2001.

All employment with direct patient contact require an individual to apply for a Disclosure check from the Criminal Records Bureau. It should be noted, however, that having a criminal record will not necessarily preclude anyone from working for St Luke's – this would very much depend upon the role on offer, the nature of any offence, with due consideration given to mitigating

circumstances etc. A copy of the Hospice's "Policy on the Recruitment of Ex-Offenders" is enclosed within the application pack.

St Luke's welcomes visits from prospective applicants who wish to view the Hospice prior to submitting an application; an appointment should, however, be pre-booked.

Application Guidance

It is worth taking time to complete your application form as this is the only information we have to decide whether you will be selected for further consideration. Please ensure that your completed form links as closely as possible to the requirements of the job (as detailed in the job description), and the essential requirements of any 'person specification'.

The Equal Opportunities monitoring form is used for statistical purposes only. It will be detached upon receipt and will not be seen by any manager involved in making the appointment.

Please ensure that all boxes on the application form are completed as required. You should ensure that:

- It is clear which vacancy you are applying for;
- All boxes on the form are completed as requested;
- Any additional information is firmly attached to your application form;
- You include all qualifications and relevant experience (you may be asked to provide documentary evidence of these);
- You include evidence of knowledge or skills gained through voluntary work, school / college, involvement in community activities, managing a home and / or special interests, as well as in previous paid employment, which is relevant to the vacancy. We cannot make assumptions about what you know or what experience you have;
- You don't just tell us you can do something, tell us how you know you can. Give examples and describe your reaction or any actions taken to demonstrate your ability;
- You are able to provide two employment references as these will be taken up on appointment;
- You return your form to the appropriate address by the closing date specified. Any forms arriving after this deadline may not be considered when short-listing.

The Post of Bank Nursing Auxiliaries/Staff Nurses

St Luke's are seeking Nursing Auxiliaries with experience of working in a caring profession and qualified staff nurses to join their bank.

Nursing Auxiliary hourly rate £6.4980 - £8.3325 exact rate will be dependant on qualifications and experience

Staff Nurse hourly rate £9.2658 - £13.6799 exact rate will be dependant on qualifications and experience. Both posts will attract 10% premium in lieu of annual leave. You will be required to work on an as and when basis covering for annual leave and sickness – weekend working will be required.

Enhanced Disclosure will be required for these posts.

St Luke's Hospice requires **Bank Nursing Auxiliaries**. Applicants must have experience in a caring profession. We are also seeking **Bank Staff Nurses** to join our bank; Applicants should be 1st level registered Nurse with at least 3 years post qualification experience, which should include appropriate experience in palliative care. A palliative care qualification would be an advantage. Both posts will be required to work on an as and when required basis.

Nursing Auxiliary hourly rate £6.4980 - £8.3325 exact rate will be dependant on qualifications and experience

Staff Nurse hourly rate £9.2658 - £13.6799 exact rate will be dependant on qualifications and experience. Both posts will attract 10% premium in lieu of annual leave.

Enhanced Disclosure will be required for these posts.

For an application pack please download from www.stlukes-hospice.org.uk or email your contact details to recruitment@stlukes-hospice.org.uk. Or contact Mel Wallis on 01752 246571.

Closing date for completed applications 9am Thursday 28th January 2010
Interview dates to be arranged

Reg Charity No: 280681

www.stlukes-hospice.org.uk