JOB DESCRIPTION
Personal Nursing Assistant

Responsible to: Branch Nurse Manager

The care provided by a Personal Nursing Assistant is what would be normally be given by members of the family. Does not include tasks that would be normally undertaken by a trained nurse until specific training is undertaken and signed as competent.

As a member of a team, your role will be to assist and supervise our clients to lead as normal and full life as possible within their own home.

The following list illustrates the type of duties that a Personal Nursing Assistant may be asked to undertake.

- To help clients with getting up in the morning, washing/bathing and dressing; help with undressing and getting into bed in the evening. Assistance with medication.
- To make meals, drinks and snacks when necessary
- To encourage patients towards a degree of independence and activity appropriate to their abilities
- To provide assistance with toileting and with changing clothes and/or bedding where necessary; to empty and cleanse commodes, and wash and iron clothes and bed linen when necessary.
- To provide assistance with other tasks of daily living that the client cannot manage, this may include cleaning, shopping, collecting pension and paying bills.
- Assist and support patients with community trips, hospital appointments etc.
- To follow the clients care plan and undertake delegated tasks from the nurse manager such as catheter care, stoma care, monitoring of vital signs such as Blood pressure and simple dressings (once trained and assessed as competent).
- At all times, a Personal Support Assistant must comply with Hilton Nursing Partners guidelines and policies and adhere to and actively promote the organisation's Equal Opportunities policy.

As a Personal Nursing Assistant you will be expected to:

- To follow the care plan and record information in the client's communication record book with each visit.
- Report to the office or on call any significant changes in health or social circumstances of the client.
- Comply with Manual Handling legislation when moving clients.
- Undertake planned training to carry out duties of the Personal Nursing Assistant.
- Complete and submit weekly time sheets (signed where necessary) and mileage covered during the previous week to the office by Monday lunchtime.
- Attend meetings and training with the team as requested.
- Provide flexible cover for colleagues in the event of annual leave or sickness as part of the HNP team.
- Be available to work the hours agreed at interview, ensuring the Branch office is notified immediately by telephone/or person (not text) of changes in your availability to work.