

Personal Nursing Assistant

Location:	
Service Type:	Discharge to Assess
Responsible to:	Team Leader
Accountable to:	Regional Manager
Appraisal Role Level:	Level 1

Main Purpose

To work as part of Hilton Nursing Team to provide short pathways to patients being discharged from hospital. Deliver care to support future independence or arrangements into longer term social care.

Supporting Assessors in creating a person-centred care plan appropriate for individual needs, enabling them to regain independence, while feeling safe in their own home.

Hilton Nursing Partners Values

The post holder is required to uphold and model Hilton’s values in everything they do.

- **Communication** How we communicate effectively with our partners.
- **Respect** How we show respect for our partners.
- **Teamwork** How we work within our teams, including internal and external partners.
- **Quality** How we ensure that we are working to a high standard.
- **Partnership** How we represent HNP and work with others to maintain high quality care.

Hilton Nursing Partners embed the “6C’s” into daily practice. This is a set of values that underpin NHS England’s **Compassion in Practice**:

- **Communication** Communicating effectively to deliver high quality care.
- **Care** Caring for the wellbeing of your patients.
- **Compassion** Trying to understand how your patient may be feeling.

- **Commitment** Dedicated to do your best for your patients.
- **Competence** Making sure that you have the right skills and knowledge to care for your patients.
- **Courage** Making sure your patients are safe and trying new things to meet your patient's needs.

Main Responsibilities

- Supporting patient's rehabilitation returning home from a stay in hospital providing proactive and responsive support to prevent patient's admission or re-admission into hospital.
- To encourage and promote patient participation in the planning and delivery of their care, supporting a degree of independence and activity appropriate to their abilities.
- Adhere to, review and report the effectiveness of the patient's care plan.
- Completing "Meet and Greet" for new patients.
- Assisting patients with personal care duties promoting dignity and privacy.
- To support patients with food preparation and the monitoring of food and fluid intake.
- Assistance with medication management including MAR (Medication Administration Records) charts as per policy.
- Supporting higher dependency patients with complex needs e.g. patients with greatly reduced mobility.
- Undertaking additional care skills; catheter care, stoma care, monitoring of vital signs (once trained and assessed as competent).
- Comply with Manual Handling legislation when moving patients.
- To go above and beyond to provide "the Hilton Extra" in that no task is too small to support any patient.
- Report immediately and appropriately any significant changes in health or social circumstances of the patients, as part of the monitoring process.
- In emergency and crisis situations being able to make sound decisions and act responsibly.
- Planning the day; ensuring the most time efficient route, in line with prioritising the needs of each patient.
- Being adaptable to the needs of the patients, working independently and as part of a team.
- Completing electronic documentation accurately and clearly with attention to detail adhering to data protection requirements.
- Maintain regular communication with Team Leader.
- Communicate effectively and share information appropriately with internal and external partners.
- To follow Hilton Nursing Partners business and system processes, reporting accurately and in a timely manner e.g. incidences, raising concerns.
- Using selected system to "tag in and out" of each patient's home.
- Attend and engage in regular team meetings, supervisions and appraisals.
- Participate in reflective evaluations of care on an individual basis and as part of a team and actively support the development of services.
- Maintain mandatory training requirements within specified timescales.
- Undertake additional appropriate learning and development activities as required for the job role.
- Supporting the organisation as a whole; providing flexible cover for colleagues in the event of annual leave or sickness.

- Comply with all Hilton Nursing Partners guidelines, policies and procedures and adhere to and actively promote the organisation's Equal Opportunities policy.

Communication and Partnership Working

	Stakeholders
Internal	Assessors Team Leaders Regional Manager Discharge Co-ordinators Senior Management Board Members Occupational Therapist Registered Nurses Training and Development Members IT
External	NHS Third Party Caring organisations GP's Family Members District Nurses Community Occupational Therapists Pharmacists Mental Health Practitioners Social Services Hospice Hot Meal Services

Personal Specification

	Essential	Desirable
Experience	Experience of working with people	Previous recent caring experience Experience of working within Adult Social or Health Care setting
Knowledge	Good IT and Technical knowledge	Knowledge of local Health and Social Care services and agencies Understanding of the MCA 2005 and Safeguarding Adults
Skills	<p>Able to understand role expectations to support organisational goals</p> <p>Flexibility and adaptability with an ability to work under pressure</p> <p>Able to take responsibility for own actions; using knowledge, experience and support of others to inform decision making.</p> <p>To have resilience in daily working life and able to support others</p> <p>Demonstrates compassion in interactions with others</p> <p>Excellent communication and interpersonal skills with the ability to adapt style depending on the situation</p> <p>Uses initiative and works in a proactive way</p> <p>Good IT skills with willingness to develop these further</p>	
Qualifications	<p>GCSE in English (or equivalent)</p> <p>Maintains own professional development (with evidence) and seeks new learning opportunities</p>	<p>GCSE in Maths (or equivalent)</p> <p>Health and Social Care qualification</p> <p>Certified Care Certificate</p>
Hilton Values & Other	<p>Being able to demonstrate Hilton's Values</p> <p>Own transport</p>	