

HFR-3008
Job Description
Personal Nursing Assistant

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JOB DESCRIPTION

Personal Nursing Assistant

Responsible to: Clinical/Team Leader

As a Hilton Partner PNA, your role will be to work with Nurse led support to enable patients who have been discharged from hospital or who are requiring assistance to remain living at home to regain their independence, manage their long term conditions and support patients during periods of personal crisis.

Hilton PNA's work within a professional team to maximise a positive and supportive outcome to each patient safely and within the limitations of our regulative obligations.

Tasks include:

- Support with of patients rehabilitation on returning home from a stay in hospital
- Proactive and responsive support to prevent patients admission or re-admission into hospital
- To follow Hilton Partners business and system process at all times. Reporting accurately and in a timely manner.
- Adhere to, review and report the effectiveness of the patient's recovery plan and undertaking 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 for each patient).
- To encourage and supportively re-able patients towards a degree of independence and activity appropriate to their abilities
- To assist patients with personal care duties which promote dignity and respect at all times.
- Assistance with medication as directed.
- To support patients with food preparation and the monitoring of food and fluid intake as directed

- To support patients with all daily living tasks which promote independence and well being.
- To ensure that all documents are completed accurately and correctly using IT equipment provided.
- To assist and escort patients to appointments and hospital visits if required
- Comply with Hilton Nursing Partners guidelines, policies and procedures 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 as per Hilton's business and system process.
- Report immediately and appropriately any significant changes in health or social circumstances of the patients.
- Comply with Manual Handling legislation when moving patients.
- Undertake planned training to carry out duties of the Personal Nursing Assistant.
- Attend meetings and training with the team as required.
- Provide flexible cover for colleagues in the event of annual leave or sickness as part of the HNP team.
- Use the provided IT systems effectively and efficiently.
- Be available to work flexible rota as agreed.

PERSON SPECIFICATION

Job title: Personal Nursing Assistant

Refers to job description: Personal Nursing Assistant

PHYSIQUE AND HEALTH

Essential

- Neat and tidy appearance
- Good general health record
- Fit for purpose meeting the job description

ATTAINMENTS (general education, job training, job experience)

Essential

- Good command of English
- Average numeracy
- Average literacy

Desirable

Caring in a personal or professional capacity

GENERAL INTELLIGENCE (level and type of reasoning ability required)

- Able to understand and follow instructions and policies
- Able to use initiative (dealing with emergencies)
- Organisational skills (able to plan work load)
- Common sense
- Able to undertake and benefit from training

SPECIAL APTITUDES

- Communication: articulate and able to report changes
- Able to work as part of a team

INTERESTS (which might be met in the job)

- Housekeeping
- Interest in people

DISPOSITION

- Flexible
- Dependable
- Stable
- Self-reliant (able to work on own initiative)
- Sense of humour
- Stress tolerance

CIRCUMSTANCES (which might help or hinder)

Essential

- Access to phone
- Own transport

Desirable

- Own phone
- Flexible regarding availability