THE QUEEN ELIZABETH HOSPITAL

JOB DESCRIPTION

JOB TITLE: Nursing Assistant I/II
SALARY SCALE: Z27-20/Z33-24
DEPARTMENT: Nursing Services Department
REPORTS TO: Nursing Officer
DIRECT REPORTS: Nil

JOB SUMMARY

Under general supervision performs a wide range of basic nursing skills which helps in keeping hospitals working at the optimum level.

MAJOR DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as an illustration of the various types of work that may be performed:

1. Maintains standards of nursing practice within assigned areas;
2. Accompanies food servers when patient is being served meals;
3. Transports patients, using wheelchair and assists patients to walk within the ward/unit;
4. Drapes patients for examinations and treatments, and remains with patients, performing such duties as holding instruments and adjusting lights;
5. Turns and repositions patients, alone or with assistance to prevent bedsores as per protocol;
6. Changes bed linens, directs visitors and answers telephone;

7. Takes and records temperature, weight, blood pressure, blood sugar, pulse , respiration rates, food and fluid intake, and output as directed;
8. Collects dressing sets, sanitizes/disinfects and stores treatment trays and other supplies;
9. Assists in maintaining inventory of supplies;
10. Assists in providing medical treatment within the scope of practice;
11. Cares for personal and oral hygiene of patients - which includes brushing teeth, bathing, changing, combing hair, shaving, nail care, etc.;
12. Assists patients to meet their elimination needs, i.e. vomitus dish, bedpan, urinals;
13. Empties the catheter bags at periodic intervals;
14. Assists in tidying rooms/beds and changing bed linen, etc.;
15. Makes note of any changes in the health of a patient and informs the nurses-on-duty accordingly;
16. Assists the patient with meeting their nutritional needs e.g. nutritional supplements and enteral feedings;
17. Cleans wounds and changes simple/basic dressing using aseptic techniques;
18. Assists the nurses in preparing the patient for surgery;
19. Decontaminates equipment immediately after usage;
20. Assists with patient's exercise as prescribed;
21. Accompanies the patient for medical investigations, surgeries, and therapy sessions;
22. Assists with the collection of urine and stool samples for investigation;
23. Stores the linen in the right place and maintains linen inventory;
24. Assists with writing diet scales under supervision;
25. Maintains confidentiality of patient information;
26. Follows universal precautions and infection control policies;
27. Observes health and safety precautions in the execution of duties;
28. Uses customer service skills to establish and maintain effective working relationships with patients, staff and members of the public.
29. Performs any other related duty as assigned.

KNOWLEDGE, SKILLS & ABILITIES

1. Knowledge of QEH policy and strategy and the nursing agenda with an ability to translate into action.
2. Knowledge of quality improvement programmes.
3. Knowledge of universal precautions.
4. Effective communication skills.
5. Ability to accurately determine what the patients' needs are.
6. Ability to understand and carry out oral and written instructions.
7. Ability to utilize lifting and handling techniques.

REQUIRED TRAITS

- Accountability
- Collaboration
- Confidentiality
- Co-operation
- Empathy
- Ethical
- Flexibility and Adaptability
- Initiative
- Integrity
- Patience
- Respect

EDUCATION AND EXPERIENCE

Nursing Assistant I

An Enrolled Nursing Assistant with no less than five years' relevant experience.

Nursing Assistant II

An Enrolled Nursing Assistant.