



## **Cygnets Health Care**

### **Job Description**

**Job Title:** Bank Nursing Support Worker

**Reports to:** Clinical Team Leader

**Responsible to:** Clinical Manager

#### **Job Summary:**

The role of the Nursing Support Worker is to help to complement and provide continuity of the work of the qualified nursing staff. The Nursing Support Worker will become members of the multi-disciplinary team and will follow the programme of treatment and activity approved by the professional staff. The individual will have specific responsibilities both clinically and administratively where they are expected to work with minimal supervision.

#### **Key Responsibilities:**

- Under the direction of the Clinical Team Leader or Nurse in Charge, work alongside patients to support them in ordinary aspects of daily living, safely fostering their independence and confidence.
- Support the patients in carrying out their individual care plans and contribute to their health and social care reviews with the multi-disciplinary team.
- Contribute to the housekeeping and cooking, alongside residents, to ensure a clean and nourishing home environment.
- As a member of the team, share information with team members in informal and formal settings. Attend and contribute to ward rounds and staff meetings.
- Accompany residents to various agencies and centres in the local community, participating and contributing to the activity in hand.
- Promote and participate in the health education of the residents.
- Encourage the residents to protect their property and valuables.
- Understand and be able to apply the principles of First Aid.
- Actively contribute to the patients' rehabilitation programmes, maximising independent living by increasing levels of functioning in the following areas:
  1. Interpersonal relationships
  2. Special demands of work situation
  3. Utilising spare time
  4. Care and maintenance of the home and garden
  5. Cooking and nutrition
  6. Living and budgets
  7. Personal care, hygiene and self-preservation
  8. Working with out-side agencies.

- Answer the telephone in an appropriate manner, taking messages to the relevant parties.
- Maintain good relationships with patients, visitors, neighbours and other members of the team.

**Personnel:**

- Maintain patient confidentiality at all times and assist in maintaining confidential records.
- Report any complaints or suggestions to the person in charge
- Work flexible hours according to the needs of the department, this includes working weekends and bank holidays.
- Participate in agreed staff performance reviews.
- Act as a positive promoter of the unit's aims and objectives.

**Health & Safety:**

- Maintain a safe and pleasant physical environment for the residents and staff, in accordance with the provisions of the Health & Safety at Work Act.
- Report accidents and incidents concerning residents, staff and visitors immediately to the person in charge.
- Be familiar with the arrangements for fire evacuation and keep up to date with fire prevention and training.
- Maintain and encourage high standards of hygiene and food handling in the units.
- Inform the person in charge of any malfunction of equipment or any inadequacy that may lead to the detriment of patients' welfare and safety.
- Ensure attendance at all Mandatory-training sessions – BLS, Fire, C&R/Breakaway. Infection Control, Moving & Handling.
- To ensure compliance with Cygnet Health Care and statutory Health & Safety procedures and to report any possible Health & Safety hazards to the Unit Manager or Operations manager.