

## JOB DESCRIPTION

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| <b>Job Title</b>  | <b>Assistant In Nursing</b>                       |
| <b>Reports to</b>   | Nurse Unit Manager, Nurse in Charge, RNs, EENs,   |
| <b>Hours of Work</b>  | As per roster, 08:00 to 14:00 Monday to Saturday. |
| <b>Key objectives of role:</b>  |   |
| <ul style="list-style-type: none"> <li>Assisting in the provision of client care and supporting nursing staff, whilst adhering to policies and procedures of the nursing division, South Pacific Private and the Department of Health.</li> </ul>   |   |
| <b>Key Responsibilities and Tasks:</b>  |   |
| <ul style="list-style-type: none"> <li>Ensuring effective, courteous, communication between clients, relatives, visitors and hospital personnel, including taking telephone messages</li> <li>Maintaining good working relationships with other staff within the unit and other departments</li> <li>Maintaining professional behaviour at all times towards clients, their visitors and hospital personnel</li> <li>Reporting to the R.N, team leader or N.U.M of any change in the status or condition of clients in the unit</li> <li>Assisting with documentation as required</li> <li>Maintaining a clean and orderly working environment</li> <li>Being responsive to the individual needs of clients in accordance with the philosophy of South Pacific Private Hospital</li> <li>To assist/encourage clients to attend ADLs as directed by the RN</li> <li>Administrative tasks, including managing doctors' appointments, Printing/ Photocopying</li> <li>To ensure the work environment is clean and tidy at all times</li> <li>To assist with bed changes, bed making and complete luggage searches</li> <li>To assist medical staff where appropriate</li> <li>To ensure the safe care of clients' valuables, property and personal effects whilst the clients are in the unit</li> <li>To observe and adhere to the principles of infection control</li> <li>To maintain and check for re-stocking: Stores and equipment, Provisions and other supplies, Repairs and replacement of equipment</li> <li>To perform other duties as directed by the Nursing Unit Manager or Registered Nurse In-Charge.</li> </ul> |   |
| <b>Standard organisational wide responsibilities:</b>   |   |
| <ul style="list-style-type: none"> <li>To participate in the SPP Quality Improvement Program, the SPP Workplace, Health and Safety Program, and the Risk Management Program as per policy and NSQHS requirements</li> <li>To meet all staff learning and development requirements as specified by SPP Policy and NSQHS requirements</li> <li>To conduct all practices with economic efficiency</li> <li>To integrate the values, mission and culture of SPP into all aspects of professional practice</li> </ul>  |   |

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### **Qualifications/experience/personal attributes:**

- Good listening and communication skills
- Good telephone manner
- Ability to empathise whilst maintaining boundaries
- Ability to take direction
- Team player
- Attention to detail
- Integrity
- Maintain confidentiality

### **Standard requirements:**

- Professional integrity, adherence to a professional code of ethics and confidentiality requirements as per SPP policy and NSQHS requirements
- Strong interpersonal communication skills and professional boundaries
- Ability to work in a multidisciplinary team environment effectively, respecting difference and diversity.

### **Key Competencies / Skills:**

- Demonstrated interpersonal and communication skills.
- Commitment to excellence in quality care
- Good computer skills
- Able to follow directions from senior staff.
- Contributes positively to the work ethic of the multi-disciplinary team.

### **Key performance indicators for this role:**

- Positive professional attitude towards clients and staff at all times
- Clients arrive to doctors' appointments on time
- No contraband held by client following luggage search
- Duties completed in a timely manner
- Stores and client bedrooms are tidy.