



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE NURSING ASSISTANT	2. DIVISION <input type="checkbox"/> SANGRE GRANDE HOSPITAL <input type="checkbox"/> ST. ANDREW/ST. DAVID <input type="checkbox"/> NARIVA/MAYARO	3. DEPARTMENT NURSING
4. ORGANISATIONAL RELATIONSHIP The Nursing Assistant will report to the Head Nurse/District Health Visitor/District Nurse/Nurse where applicable.	5. NATURE & SCOPE The Nursing Assistant is responsible for ensuring healthcare is provided to all clients after receiving instructions from the Medical Officer, District Health Visitor or District Nurse. He/She also ensures that the patient care environment is prepared for the safe and effective care of customers.	
6. SPECIFIC ACCOUNTABILITIES The Nursing Assistant: <input type="checkbox"/> Provides patient care on a personal level; take vital signs and monitor volume flow. <input type="checkbox"/> Prepares or performs several procedures such as simple dressings, patient bathing, giving enemas, etc. <input type="checkbox"/> Admits and record vital signs and patient history from clients or relatives. <input type="checkbox"/> Serves patient meals and ensure appropriate diet per client, feed the client and take the client to the toilet before and after meals. <input type="checkbox"/> Makes the beds, prepare trays for procedure, carbolize unmade bed, lockers and IV stands. <input type="checkbox"/> Administers insulin to diabetic clients. <input type="checkbox"/> Performs personal hygiene of clients: shower, oral care, toilet duties, hair care, nail care, and maintain pressure areas by lifting and turning every two (2) hours or as recommended. <input type="checkbox"/> Tests urine and record findings on client’s notes. <input type="checkbox"/> Assists in client teaching with supervision from the Nurse. <input type="checkbox"/> Prepares clients for physical examination by the Medical Officer. <input type="checkbox"/> Prepares rooms, trays and trolleys for clinic activities, home care and school health examination. <input type="checkbox"/> Checks/Prepares materials and equipment for sterilization and report any defects to the Nurse Manager. <input type="checkbox"/> Ensures requisition of supplies e.g. dressing supplies are maintained at acceptable levels and inform supervisors of deficiencies for ordering. <input type="checkbox"/> Assists with maintenance of cold chain for vaccines. <input type="checkbox"/> Participates in client escort activities e.g. escort clients to and from x-ray, ultra-sound, CLU, and clinics. <input type="checkbox"/> Escorts clients on the ambulance to different institutions and to homes on discharge. <input type="checkbox"/> Ensures clients’ emotional and spiritual needs are met by use of effective communication when interacting with clients. <input type="checkbox"/> Involves the client in the development of his/her care. <input type="checkbox"/> Performs home visits with District Nurse, District Health Visitor and Medical Officer. <input type="checkbox"/> Assists with formulating health education programs. <input type="checkbox"/> Performs other related duties as determined by the appropriate Authority.		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <input type="checkbox"/> Knowledge of personal hygiene. <input type="checkbox"/> Some knowledge of procedures and techniques involved in general nursing. <input type="checkbox"/> Some knowledge of First Aid. <input type="checkbox"/> Ability to follow simple oral and written instructions. <input type="checkbox"/> Ability to demonstrate patience and empathy <input type="checkbox"/> Ability to establish and maintain effective working relationships with employees and the public		
8. MINIMUM TRAINING AND EXPERIENCE <input type="checkbox"/> Training as evidence by the possession of a Nursing Assistant Certificate or its equivalent from a recognized institution. <input type="checkbox"/> Registration with Nursing Council of Trinidad and Tobago		

9. SUPERVISORY RESPONSIBILITIES <ul style="list-style-type: none">❑ Patient Care Assistant
10. COMMUNICATION AND WORKING RELATIONSHIP <p><i>Internal:</i></p> <ul style="list-style-type: none">❑ All Clinical and Nursing personnel❑ Community Liaison Department❑ Laboratory Department❑ Hospital Attendant❑ Patient Care Assistant❑ Pharmacy❑ Other members of staff <p><i>External:</i></p> <ul style="list-style-type: none">❑ Public❑ Clients❑ Other Regional Health Authorities❑ Police Service❑ Fire Service❑ Students Nurses and Medical Intern