



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b> NURSING ASSISTANT	<b>2. DIVISION</b> <input type="checkbox"/> SANGRE GRANDE HOSPITAL <input type="checkbox"/> ST. ANDREW/ST. DAVID <input type="checkbox"/> NARIVA/MAYARO	<b>3. DEPARTMENT</b> NURSING
<b>4. ORGANISATIONAL RELATIONSHIP</b> The Nursing Assistant will report to the Head Nurse/District Health Visitor/District Nurse/Nurse where applicable.		<b>5. NATURE &amp; SCOPE</b> 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.
<b>6. SPECIFIC ACCOUNTABILITIES</b> The Nursing Assistant: <ul style="list-style-type: none"> <li><input type="checkbox"/> Provides patient care on a personal level; take vital signs and monitor volume flow.</li> <li><input type="checkbox"/> Prepares or performs several procedures such as simple dressings, patient bathing, giving enemas, etc.</li> <li><input type="checkbox"/> Admits and record vital signs and patient history from clients or relatives.</li> <li><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.</li> <li><input type="checkbox"/> Makes the beds, prepare trays for procedure, carbolize unmade bed, lockers and IV stands.</li> <li><input type="checkbox"/> Administers insulin to diabetic clients.</li> <li><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.</li> <li><input type="checkbox"/> Tests urine and record findings on client's notes.</li> <li><input type="checkbox"/> Assists in client teaching with supervision from the Nurse.</li> <li><input type="checkbox"/> Prepares clients for physical examination by the Medical Officer.</li> <li><input type="checkbox"/> Prepares rooms, trays and trolleys for clinic activities, home care and school health examination.</li> <li><input type="checkbox"/> Checks/Prepares materials and equipment for sterilization and report any defects to the Nurse Manager.</li> <li><input type="checkbox"/> Ensures requisition of supplies e.g. dressing supplies are maintained at acceptable levels and inform supervisors of deficiencies for ordering.</li> <li><input type="checkbox"/> Assists with maintenance of cold chain for vaccines.</li> <li><input type="checkbox"/> Participates in client escort activities e.g. escort clients to and from x-ray, ultra-sound, CLU, and clinics.</li> <li><input type="checkbox"/> Escorts clients on the ambulance to different institutions and to homes on discharge.</li> <li><input type="checkbox"/> Ensures clients' emotional and spiritual needs are met by use of effective communication when interacting with clients.</li> <li><input type="checkbox"/> Involves the client in the development of his/her care.</li> <li><input type="checkbox"/> Performs home visits with District Nurse, District Health Visitor and Medical Officer.</li> <li><input type="checkbox"/> Assists with formulating health education programs.</li> <li><input type="checkbox"/> Performs other related duties as determined by the appropriate Authority.</li> </ul>		
<b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Knowledge of personal hygiene.</li> <li><input type="checkbox"/> Some knowledge of procedures and techniques involved in general nursing.</li> <li><input type="checkbox"/> Some knowledge of First Aid.</li> <li><input type="checkbox"/> Ability to follow simple oral and written instructions.</li> <li><input type="checkbox"/> Ability to demonstrate patience and empathy</li> <li><input type="checkbox"/> Ability to establish and maintain effective working relationships with employees and the public</li> </ul>		
<b>8. MINIMUM TRAINING AND EXPERIENCE</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Training as evidence by the possession of a Nursing Assistant Certificate or its equivalent from a recognized institution.</li> <li><input type="checkbox"/> Registration with Nursing Council of Trinidad and Tobago</li> </ul>		

**9. SUPERVISORY RESPONSIBILITIES**

- Patient Care Assistant

**10. COMMUNICATION AND WORKING RELATIONSHIP**

***Internal:***

- All Clinical and Nursing personnel
- Community Liaison Department
- Laboratory Department
- Hospital Attendant
- Patient Care Assistant
- Pharmacy
- Other members of staff

***External:***

- Public
- Clients
- Other Regional Health Authorities
- Police Service
- Fire Service
- Students Nurses and Medical Intern