



TITLE BANK NURSING ASSISTANT

GRADE BAND 2
Inpatient Unit/Day Hospice

LOCATION Foyle Hospice
61, Culmore Road
Derry/Londonderry

MINIMUM QUALITFICATIONS

Minimum 1 years' experience working in health care setting.

DESIRABLE Experience working in Palliative/End of Life Care.
NVQ level 3 in Care or equivalent.

RESPONSIBLE TO Clinical Ward Sister/Clinical Ward Manager

REPORTS TO Staff Nurse

Please note Foyle Hospice terms and conditions vary from Agenda for Change.

JOB PROFILE

The successful candidate will be working as a valuable member of the Foyle Hospice multi-disciplinary team in providing care to patients in either the In-patient Unit or the Day Hospice. The role will include:

- Assisting qualified nursing staff in providing high quality standards of palliative and end of life care for patients and their relatives.
- Delivering a range of patient care duties under indirect supervision of qualified staff which includes recording of patient information and providing basic patient care
- Adhering to all infection control policies and procedures.

- **JOB RESPONSIBILITIES**

- Assist with patient's personal care and all activities of daily living based on the individual need of the patient.
- Taking clinical observations and recording patient observations and undertaking simple wound dressings.
- May be required to undertake basic tests such as urinalysis and blood sugar based on the qualified staff's recommendation.
- All patient information to be reported in a timely fashion to the Staff Nurse on duty.
- To assist, under supervision of a trained nurse, nursing care of patients.
- To observe and report to trained staff on patients' condition.
- To talk and to listen to both patients and their families, reporting and recording any special needs to a trained member of the team.
- To encourage diversional activities within the limitation of the patient's abilities.
- May be required to accompany the patient to and from Foyle Hospice to various external appointments Day Therapy or home.
- To assist, when necessary, with last offices.

- **EDUCATIONAL**

- To attend and complete the induction programme of Foyle Hospice.
- To attend all mandatory training.
- To actively participate in relevant in-service training programmes.
- To pursue any educational programmes relevant to palliative care.
- Must be willing to undertake NVQ Level 3 in Care or equivalent.

- **GENERAL**

- To perform duties which will enable the trained nurse to be available for skilled areas of patient care.
- To assist in the maintenance of equipment and a clean and tidy nursing environment.
- To put clean laundry away and prepare soiled linen for collection.
- To prepare the bed area both for the admission of a new patient and following discharge/death.
- To be aware of the need for the safe, correct and economical use of supplies, equipment and general facilities within the Hospice.
- To ensure that the building is safe and secure at the end of an evening shift.
- To be available, when possible to attend staff meetings, and any other event where appropriate.
- Be aware of and to respect the patients right to confidentiality.
- To ensure that all activities are consistent to The Foyle Hospice policies and procedures.

- All employees are required to be aware of their responsibility towards health and Safety and to adhere to Fire regulations.
- To adhere to the absence policy by ensuring timely submission of sick lines.
- Participate actively in all supervision sessions, appraisal and staff meetings on a regular basis.
- Support Hospice events whenever possible and take part in arranging social activities for patients and bereaved relatives.
- To undertake activities from time to time representing the Hospice to outside groups or the general public.
- Ensure the safe-keeping of patients' belongings and valuables in accordance with Hospice guidance.
- Adhere to the fire and accident prevention policy of the Hospice and participate in the investigation of all incidents.
- Be familiar with the employee's responsibilities under the Health and Safety at Work (N.I) 1978.
- Be familiar with Disciplinary and Grievance Policies of the Hospice.
- Be familiar and comply with the absence policy of the Hospice which includes sick leave, carers leave and maternity leave.
- Complying with the Dress Code policy at all times.

ADDITIONAL INFORMATION FOR EMPLOYEES

Conduct

Employees must at all times abide by Foyle Hospice policies and procedures and the terms of their contract of employment. They must conduct themselves with impartiality, integrity, objectivity and honesty and maintain high standards of personal and professional accountability.

Performance

Employees are expected to demonstrate commitment to the Hospice by ensuring regular attendance at work and efficient completion of duties.

Risk Management

Employees must ensure that they comply with any risk management responsibilities specific to their post.

Governance

The Hospice is committed to the development and implementation of systems under Governance to ensure continuous improvement in the quality of services provided. Employees will be expected to be pro-active, co-operate and work with these systems.

Confidentiality

All information concerning patients and staff must be held in the strictest confidence and may not be divulged to any unauthorized person.

Equality & Human Rights

Employees must ensure that equality and human rights issues are addressed within the post holder's area of responsibility.

Health and Safety

Employees should note that under Health & Safety at Work Legislation they are required to take all reasonable steps while at work to ensure their own health and safety and the health and safety of those who may be affected by their acts or omissions at work.

Smoking, Alcohol & Health

Foyle Hospice operates policies on smoking, alcohol and health.

Environmental Cleanliness

The Hospice promotes a culture of cleanliness and has adopted a partnership and collaborative approach that recognises cleanliness as the responsibility of everyone, cascading throughout every level of the organisation.

Infection Prevention & Control

The Hospice operates policies to prevent healthcare associated infections and the post holder is required to comply with all infection prevention policies, guidelines, protocols and procedures.

The duties and responsibilities outlined in the above job description are not intended to be definitive nor restrictive, and may be amended to meet the changing needs of Foyle Hospice, following discussion with the post holder.

Access NI Disclosure – Foyle Hospice operates in line with the Access NI Code of Practice. Further details can be obtained from www.accessni.gov.uk.

It should be noted that some posts fall within the definition of 'Regulated Activity'. Further information on Regulated Activity can be obtained on request. Any post falling within the definition of Regulated Activity will be subject to an Access NI Enhanced Disclosure check with Barred list check.

February 2026