



People caring for people

SOUTH EAST REGIONAL HEALTH AUTHORITY

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Enrolled Assistant Nurse 1

JOB GRADE: HTAC/EAN 1

DIVISION: Hospital

DEPARTMENT: Nursing Administration

REPORTS TO: Ward Sister, Staff Nurse, Enrolled Nurse 2

NATURE OF SUPERVISION RECEIVED: Supervision based on established procedures and practices

SUPERVISION GIVEN TO: Patient Care Assistants

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date revised

JOB SPECIFICATION & DESCRIPTION

JOB SUMMARY

- Responsible for providing skilled nursing care for clients/family.
- Applies skills in specialized areas geared to individual needs.

SPECIFIC KNOWLEDGE REQUIRED

- Thorough knowledge of current legislation affecting the practice of Nursing in Jamaica.
- Knowledge of the Staff Orders for the Public Service.

QUALIFICATIONS AND EXPERIENCE

- A graduate of a recognized School of Nursing
- Enrolled with the Nursing Council of Jamaica.

REQUIRED SKILLS AND SPECIALISED TECHNIQUES

- Well developed planning, organizing, and decision making skills.
- Well developed written and oral communication skills.
- Ability to work with ill persons who are difficult.
- Good supervisory skill

WORKING CONDITIONS

- Required to work beyond normal working hours as necessary to meet critical deadlines.

JOB DESCRIPTION

REPORTING RELATIONSHIPS

REPORTS TO: Ward Sister, Staff Nurse, Enrolled Nurse 2.

SUPERVISION GIVEN TO:

Directly: Ward Attendants

Functionally: N/A

LIAISES WITH:

Internally:

Unit Heads
Staff Members

Externally:

Regional Office staff

RESPONSIBILITIES:

1. Assists with the admission, discharge, and transfer of patients.

2. Explains hospital rules and routines to patients.
3. Shares responsibility for a safe and comfortable environment for the patient,
4. Assists in moving and turning, getting in and out of bed, positioning and walking as needed.
5. Assists with the transportation of patients.
6. Maintains personal hygiene of the patient according to the needs and condition, for example, bathing, cutting nails, combing hair, oral hygiene.
7. Assists with the preparation of patients' meals and in the feeding of patients.
8. Assists the patient in dressing and undressing.
9. Gives, removes, and cleans bedpans and urinals,
10. Charges linen and makes beds.
11. Carries out last offices.
12. Administers alcohol or tepid sponges to reduce body temperature.
13. Collects specimens of urine, faeces, sputum, and vomitus.
14. Observes temperature, pulse, respiration, and blood pressures of patients.
15. Measures heights and weights.
16. Observes symptoms, reactions, attitudes, and changes in the patients' condition.
17. Prepares patients for, and assists doctors and nurses in examination, treatment and diagnostic tests.
18. Shares responsibility for the control of infection
19. Prepares instruments and equipment for storage and for sterilization.
20. Sterilises instruments and equipment.
21. Shares responsibility for keeping the patient's unit clean and tidy.
22. Receives, checks and stores supplies.
23. Carries out medical treatment as authorized. Carry out simple dressings.

24. Administers medications, excluding dangerous drugs, as ordered, e.g. orally, rectally or by injection - subcutaneous and intramuscular and carries out other treatments as assigned.
25. Assists in the patients' rehabilitation by education and advice regarding good health practices,
26. Assists in the delivery of health care in the community.
27. Cleans and tidies the patients' unit and the ward.
28. Participates in all measures relating to safety of patients and their property.
29. Promotes good interpersonal relations and public confidence.
30. Co-operation with other members of staff and accept guidance and correction
31. Carriers out any other duties which may be assigned.

AUTHORITY TO:

- Recommend measures for the improving delivery of health care.

PERFORMANCE CRITERIA

This job is satisfactorily performed when:

- Agreed objectives have been achieved within the stipulated time.
- Reports are timely and accurate.
- Good relations are maintained with other members of staff.