

FRUITHILL PRIVATE NURSING HOME

CARE ASSISTANT JOB DESCRIPTION

1. Assist the nurse in the delivery of nursing care and maintain confidentiality at all times.
2. Carry out assigned duties under the direction of a qualified nurse in such a way to ensure a high standard of patient care.
3. Ensure special instructions regarding resident's treatment and diet are carried out and recorded.
4. Observe and report any change in resident's condition, behaviour or appetite.
5. Promptly report complaints to the nurse in charge.
6. Assist with admission and discharge of patients and accompanied to other facilities.
7. Assist with storage, safe-keeping, record-keeping and maintenance of residents clothing and belongings. Clothing needs to be brought to the attention of Matron; repairs etc to be reported to the laundry assistant.
8. Ensure an adequate level of supplies for the individuals residents needs is maintained and that economical use is made of same.
9. Help maintain a safe environment in accordance with The Health & Safety policy in the workplace by reporting accidents/incidents immediately to the Nurse in charge and assist the investigation of same.
10. Ensure safe storage and disposal of waste products to maintain hygiene standards and prevent cross contamination.
11. Assist with domestic duties and necessary.
12. Assist with service of meals and beverages and dining room duties and necessary.
13. Refer telephone calls to nurse in charge or record messages if referral not possible at time.
14. Ensure correct uniform is worn at all times in line with uniform policy and personal hygiene is of high standard.
15. Maintain knowledge of in-house policies and procedures and work in accordance with same.
16. Attend staff meetings and training programmes as arranged by management.
17. All other duties as delegated by Matron.