

**TOBAGO REGIONAL HEALTH AUTHORITY****Job Title: Enrolled Nursing Assistant**

☐ New

Position Number: \_\_\_\_\_

☐ Revised

Reports to: Unit Manager

Department: Hospital

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

**JOB SUMMARY**

The Enrolled Nursing Assistant assists in providing professional, non-technical nursing care to clients/patients according to established standards and policies, under the supervision of a Registered Nurse.

**RESPONSIBILITIES**

- Participates in the initial and ongoing assessment of patients/ clients
- Assists with activities related to diagnosis and treatment of the client/ patient including; but not limited to:
  - Taking and recording vital signs, heights and weight
  - Maintaining fluid balance chart
  - Simple dressing to wounds and ulcers
  - Meeting the personal hygiene needs of patients
  - Collecting and testing specified samples
- Participates in preparing the plan of nursing care for the individual
- Records and reports patient observations in care plans to ensure maintenance of accurate and up-to-date records
- Co-operates with and maintains good relationships with team members and other disciplines that are attending and treating clients to maximise patient care
- Maintains good relationships and an empathic approach to patients/clients' care givers and relatives and refers them to a Registered Nurse for any questions they may have on the clients' condition or for any suggestions or complaints that they wish to raise
- Prepares patients for examination, treatment and diagnostic tests
- Promotes self-care of clients/ patients and families
- Maintains a therapeutic and safe environment

- Collaborates with other members of the health team in maintaining and evaluating client care
- Participates in maintaining patient/ care records and reporting system
- Participates in the implementation and evaluation of client/ patient teaching programs
- Attends in-service education programmes geared towards professional development
- Participates in the development and review of unit goals and objectives
- Adheres to ward and unit procedures in maintaining and conserving materials and equipment using the principles of universal precautions
- Assists in maintaining a clean and safe environment according to procedure guidelines
- Adheres to protocols, guidelines, policies and procedures relevant to Accreditation Standards, Public Health, Infection Control, Occupational Health and Safety, MoH/ DHSS, Registering Board/Association and the TRHA
- Performs other related duties as assigned

#### **ACCOUNTABILITIES**

- Continuity of patient care
- Maintaining currency of professional registration/enrolment/licensure
- Continuing Professional Development
- Personal actions or omissions relating to own clinical practice and advice given to members of the team
- Disclosure and non-disclosure of information

#### **AUTHORITIES**

- To liaise with intra and inter-departmental representatives

#### **SPECIAL REQUIRMENTS**

- Willing to work overtime, public holidays and weekends as requested
- Staff must avail themselves as far as possible for duty in the event of an emergency or disaster

#### **SUPERVISORY RESPONSIBILITY**

None

#### **REPORTING**

Reports directly to the Unit Manager or duly authorised officer

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- The ability to take personal accountability to identify, respond to and act on service needs, maintaining a focus on the patient/stakeholder

- The ability to understand and value individual differences and to consider these differences when working with others
- The ability to maintain a level of sensitivity and flexibility for the diverse needs and perspectives of others
- The ability to work with others and establish relationships through trust, feedback and demonstrating mutual respect, acknowledging that learning to work with and for others is an active, co-evolutionary process
- ICT skills - Proficiency in the use of Microsoft Office Suite; ability to search inter and intranet
- Excellent inter-personal skills

**CREDENTIALS AND EXPERIENCE**

- Nursing Assistant Certification from an accredited educational institution
- Current enrolment with the Nursing Council of Trinidad and Tobago
- Post-basic training in sub-speciality area will be an asset

**APPROVALS:**

Supervisor: \_\_\_\_\_  
Human Resources: \_\_\_\_\_  
CEO: \_\_\_\_\_

Date: \_\_\_\_\_  
Date: \_\_\_\_\_  
Date: \_\_\_\_\_

**Employee Review:**

*I have read the above, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties will be required from time to time in order to meet the Authority's needs. I have been given a copy of this description.*

**Incumbent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_