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CAJE REF CYM/Wales/2024/0002

APPROVED 30/01/2024

# JOB TITLE Neonatal Ward Assistant

# BAND Band 2

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| Job Summary | | |
| Assist the nursing team to ensure the neonatal unit is well organised.  Work collaboratively with the multi-professional team including facilities colleagues, ward clerks, porters, and stock controllers.  To complete non-clinical responsibilities (indirect patient care). | | |
| Responsible to | | |
| Reporting: | Accountable: | Professionally: |
| Responsibilities and Duties | | |
| **Planning and Design**  Plans own work in line with the requirements of the service, ensuring tasks are completed in a timely manner. Works within clearly defined procedures using own initiative on routine matters.  To follow standard operating procedures, guidelines and policies.  Work within own scope of practice.  **Stock and Equipment**  To maintain adequate levels of stock, equipment and materials and facilitate the efficient, effective use of resources reporting when availability falls below an acceptable standard or level.  Cleaning of all types of patient equipment.  Cleaning of furniture, fixtures, and fittings.  Cleaning of wall surfaces and equipment within dirty utility, drug preparation and treatment rooms.  Replenish disposable items – toilet paper, hand towels, paper rolls and soap (if noted to require replacement).  Clean consumables dispensers and holders, internally and externally.  Clean patient bed areas / rooms following discharge.  Clean the notes trolley and nurses’ station.  Assist with the moving of equipment for transfers of babies.  Clean incubators/cots/parent bedrooms when they have vacated to prepare for a new patient.  Assist with the maintenance and cleaning of the parent’s room.  To ensure the units equipment and supplies are well organised, maintaining efficient use of resources.  To order, rotate, label and organise storage of stock used on the unit.  Ensure strict adherence to local infection control policies and procedures to maintain a safe and hygienic environment.  **Communications**  Talk to other professionals and staff within the healthcare setting in a clear and appropriate way, providing feedback on delegated tasks and highlighting any concerns you may have.  Take phone calls and messages and pass on information in a clear and timely manner.  Seek and accept constructive feedback from colleagues.  Communicate effectively with all members of the multi-professional team, parents, and families.  Maintain confidentiality in line with local information governance policies  **Improvement and Monitoring**  Identify potential risks for all staff, patients and visitors and refer to relevant incident reporting procedures.  Demonstrate knowledge and understanding and follow infection prevention and control guidance.  Be able to participate in audit and surveys, research, or development activities.  Follow security procedures.  Be able to recognise and report safeguarding concerns.  Complete cleaning compliance record.  Monitoring of refrigeration in compliance with environmental health requirements.  Report defects and items in need of attention or repair.  **Management, Leadership and/or Training**  Assist in the training and supporting of new staff through demonstration of duties.  **Digital and Information**  Maintain accurate records in both written and electronic formats, adhering to data governance, confidentiality, and cybersecurity policies.  Where appropriate demonstrates proficiency in selecting and using digital tools for daily tasks, training, communication, and supporting individuals in safely using digital healthcare methods. | | |
| PERSON SPECIFICATION | | |
| Qualifications and Knowledge | | |
| Essential Level 2 qualification or equivalent relevant experience  Demonstrates an understanding of the requirements of the role | | |
| Experience | | |
| Previous experience working in a caring capacity or within maternity/neonatal services | | |
| Skills and Attributes | | |
| Able to demonstrate a positive, caring, and compassionate attitude  Must be confident talking to people and able to write clearly  Able to organise self to achieve delegated task.  Welsh Language Skills are desirable levels 1 to 5 in understanding, speaking, reading, and writing in Welsh | | |
| Other | | |
| Satisfactory Standard/Enhanced DBS clearance including an/a Adults and Childrens Barred List check (delete as appropriate) | | |