



UNIVERSITY HOSPITAL OF THE WEST INDIES
Patient Care Assistant

Applications are invited from suitably qualified persons to fill the position **Patient Care Assistant (HSC/HS 5)** at the University Hospital of the West Indies.

SUMMARY OF DUTIES

Under the general direction of the **Senior Director - Nursing Administration**, and direct supervision of the **Registered Nurse** the **Patient Care Assistant** is responsible for:

- Preparing room(s) /cubicles for admission
- Accompanying patients to bed /room for admission, orients patient to environment i.e., bathroom, dining area, visiting area etc. (providing patient condition allows.
- Assisting the patient to undress / dress and place the patient's belongings and clothing in their appropriate drawer etc.
- Assisting licensed nurse to check patient valuables with patient / relative / next of kin list them in book, ask patient / relative / next of kin to sign.
- Applying identification band according to hospital standard within thirty minutes of arrival.
- Providing hygiene care including bed-bath or shower, hair care, nail care, oral care, bed linen change, back rubs etc. throughout shift as directed.
- Prepare patients for meals, distributing food trays within 10 minutes of food arriving on the ward.
- Assisting or feeding patients and records intake as is necessary.
- Distributing water and other nourishments to patients.
- Administering enemas; performing surgical skin preparation / simple dressings ostomy care, cast care and any other treatments as directed by the nurse.
- Reporting results / findings to the registered nurse / enrolled assistant nurse.
- Assisting with care such as positioning patients, lifting and turning patients with proper body mechanism as is necessary and ambulates patients as directed by the nurse.
- Measuring temperature, pulse, respirations, blood pressure, height, and weight.
- Assist with performing general care activities for patients in isolation utilizing appropriate techniques.
- Ensuring that urinals and bedpans are removed promptly from patients, record volume and report any abnormalities noticed.
- Immediately reporting to the registered nurse any changes observed in the patient's condition.
- Applying side rails and other safety measures according to standard and under the supervision of the registered nurse.
- Responsible for restocking of storage areas and reports to the ward sister any items ordered but not delivered.
- Maintaining and updating list of rooms / beds of discharged patients to be cleaned. Ensures they are cleaned, items replaced and are ready for the next patient.
- Ensuring that equipment used are cleaned and accessories replaced e.g., oxygen masks, suction bottles emptied, suction catheters replaced.
- Performing any other duties that may be assigned.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Three (3) CXC subjects including English Language, a Science subject and any other.
- Completion of a Practical Nursing Course (level 2 NCTVET certified) from an accredited institution.
- Certified in Basic Life Support
- Computer Literate

Applications accompanied by resumes should be submitted no later than November 01, 2024 to
Senior Director, Human Resource Management & Development
University Hospital of the West Indies
Mona, Kingston 7