

AFC Reference:	CORP/0129
Job Title:	Qualified Nursing Associate
Band:	4
Hours:	37.5
Division/Service:	Trust Wide
Accountable to:	Ward Manager

Job Outcomes:

As a result of the post-holder being effective in their role, The Trust would expect to see the following outcomes for the Trust, service users and the wider community:

1. Mersey Care NHS Foundation Trust as a leading provider of community services, mental health care, physical health, addiction services and learning disability care.
2. Service users receiving a high quality service and one which is free from stigma, discrimination and harm.
3. Staff engaged with the delivery, innovation and continuous improvement of services to benefit service users.
4. Visible and responsive leadership, setting the standard for others and role-modelled throughout the division for all managers
5. The Trust values of Continuous Improvement, Accountability, Respectfulness, Enthusiasm and Support will be embedded across the division for all staff and evident to service users.

Job Purpose:

The post of Nursing Associate requires successful completion of the Nursing Associate training programme which includes the attainment of a level 5 Foundation Degree equivalent qualification and NMC registration.

Nursing Associates are able to practice in the widest range of settings as well as being equipped with the specific knowledge, skills and capabilities required for the context in which they have trained and are employed.

Qualified Nursing Associates should actively contribute to the delivery of holistic care across the life-course and adopt a whole-person approach which considers, and equally values, physical, psychological and public health needs, learning disabilities, social, economic, spiritual and other factors in the assessing, planning and delivery of care.

Deliver high quality, compassionate care under the direction of a Registered Nurse (or other registered care professional dependent on setting) with a focus on promoting health and independence

Have proficient attitudes and behaviours compatible with NHS Values

Work as part of a designated clinical and care team delivering care that focuses on the direct needs of the individual

Carry out specific delegated clinical and care tasks and responsibilities to a high standard and competency, under the direction and supervision of a registered nurse or other registered care professionals dependent on setting

Undergo a 12 month period of preceptorship and work with their preceptor to take responsibility for developing own clinical competence, leadership and reflective practice skills within the workplace.

Work without direct supervision, at times delivering care independently in line with the individual's defined plan of care, within the parameters of practice of the Nursing Associate role, accessing clinical and care advice when needed.

Principal Responsibilities:

General Duties

Knowledge, training and experience

1. Maintain knowledge of the scope of practice of the Nursing Associate role within different care settings
2. Maintain own continuing professional development in accordance with NMC CPD requirements and revalidation, contributing to the formulation of own objectives and personal development plan.
3. Maintain practical and theoretical knowledge, competence and skills gained during the Nursing Associate Training Programme and maintain all evidence required
4. Contribute towards developing a culture of learning and innovation, developing high quality learning environments

Clinical Responsibilities – Individuals Care

The following list is indicative as tasks and responsibilities will vary depending on the care setting the qualified Nursing Associate is working in.

5. Develop understanding of all elements of the nursing process and be able to assist the registered nurse in the on-going assessment, planning, management and evaluation of care
6. Support individuals with all aspects of care including daily living, providing person-centred care and promoting health and independence through awareness raising and care navigation to other professionals as appropriate
7. Demonstrate the principles of safe administration of medicines in line with the trust Standard Operating Procedure (SOP) Nurse Associate Administration of Medicines and in line with trust policies.
8. Perform and record clinical observations including pressure, temperature, respirations, pulse
9. Undertake clinical tasks including venepuncture, ECGs, cannulation (following appropriate training and sign off of competency)
10. Accurately record nutritional and fluid intake and output as clinically indicated
11. Ensure the privacy, dignity and safety of individuals is maintained at all times
12. Demonstrate the ability to recognise changing priorities seeking advice and guidance from the Registered Nurse or other registered care professionals as appropriate
13. Report back and share information with the registered nurses on the condition, behaviour, activity and responses of individuals.
14. Recognise issues relating to safeguarding vulnerable children and adults and report any problems or raise concerns to the appropriate registered care professionals
15. Assist in the assessment of and contribute to the management of risk across several areas within the environment where care is being administered
16. Assist in the implementation of appropriate action to meet the specific physical, emotional and psychological, social, cultural and spiritual needs of individuals and carers
17. Assist in the delivery of complex care as prescribed by the registered nurse

18. Maintain an understanding of caring for individuals with particular conditions for example dementia, mental illness, learning disabilities
19. Develop skills in relation to coaching/teaching individuals/carers/other staff.
20. Assist with the implementation and monitoring of clinical standards and outcomes
21. Develop a working knowledge of other providers' resources and referral systems to ensure individual's needs are met, within parameters of practice
22. Engage in reflective practice including management of self and reflection on own reactions, asking questions and reflecting on answers given
23. Demonstrate good understanding of principles of consent and ensure valid consent is obtained prior to undertaking nursing and care procedures
24. Demonstrate good understanding of the Mental Capacity Act / Deprivation of Liberties and applies principles to everyday practice seeking advice / guidance from the Registered Nurse or registered care professional as required

Policy and Service Development

25. Promote health and safety maintaining best practice in health, safety and security
26. Share ideas with colleagues to improve care and suggest areas for innovation
27. Participate in audit activities being undertaken in area of practice
28. Contribute to the improvement of service by reflecting on own practice and supporting that of others
29. Adhere to legislation, policies, procedures and guidelines both local and national Regularly attend workplace and staff engagement meetings and contribute positively to discussions about the improvement of care

Planning and Organisation

30. Plan and manage competing demands of job role within the parameters of role and escalate any concerns to the registered nurse/practitioner in a timely way
31. Work in an effective and organised manner demonstrating excellent and organisational skills to effectively deliver person-centred care for an allocated group of individuals
32. Deliver effective care following treatment plans determined by the Registered Nurse or registered care professional and provide feedback on progress against the plans

Communications and Relationships

33. Communicate effectively across a wide range of channels and with a wide range of individuals, the public, health and social care professionals, maintaining the focus of communication on delivering and improving health and care services
34. Demonstrate those inter-personal skills that promote compassion, empathy, respect and trust
35. Contribute to team success and challenge others constructively and appropriately
36. Communicate with individuals, carers and other visitors in a courteous and helpful manner, whilst being mindful that there may be barriers to understanding

- 37. Report any accidents or incidents and raise any concerns as per organisational policy
- 38. Ensure all patient related information is treated sensitively and adhere to the principals of confidentiality at all times
- 39. Report any accidents or incidents and raise any concerns as per organisational policy
- 40. Ensure clear, concise, accurate and legible records and all communication is maintained in relation to care delivered adhering to local and national guidance
- 41. Ensure ability to manage electronic records system taking cognizance of need to protect access (ID, passwords, swipe cards)

Analytical and Judgemental Skills

- 42. Ensure personal responsibility and work independently within defined parameters of practice, taking the initiative in a variety of situations and performing a range of clinical and care skills consistent with the role, responsibilities and professional values of a qualified Nursing Associate
- 43. Exercise judgment in assessing patient condition, comfort and wellbeing using analysis of a range of possible factors
- 44. Ensure that only those activities for which competence has been achieved are undertaken without supervision and that recognition is given to the impact and consequences of practicing outside capability

Physical Skills Requirement

- 45. Use frequent moderate effort when undertaking carrying out the manual handling of individuals and equipment in line with organisational guidelines
- 46. Use skills of manual dexterity and manipulation of clinical instruments and equipment
- 47. Use a combination of standing, walking bending and stretching throughout the shift

Financial and Physical Resource

- 48. Exercise personal duty of care in the safe use and storage of equipment
- 49. Be environmentally aware and prudent in use of resources and energy

Human Resources

- 50. Act in ways which support equality and value diversity
- 51. Demonstrate own duties to new or less experienced staff
- 52. Support development of less experienced staff and students

Information Resources

- 53. Develop skills to maintain professional standards of record keeping
- 54. Follow all information governance guidance and policies
- 55. Maintain confidentiality as outlined within data protection policies

Freedom Act

- 56. Work to standard operating procedures with registered care professionals available for reference
- 57. Work within the qualified Nursing Associate parameters of practice
- 58. Be responsible and accountable for own practice, working within limits of competence and within professional boundaries
- 59. Raises any concerns to a registered care professional or appropriate person

Mental and Emotional Effort

- 60. Frequently use concentration and experience work patterns which are unpredictable with regular interruptions, some requiring immediate response
- 61. Maintain a professional approach while working in challenging, distressing situations or dealing with challenging behaviour
- 62. Support individuals, their families and carers when faced with unwelcome news and life changing diagnoses.
- 63. Have exposure to VDU screen

Working Conditions

- 64. Dependent on care setting, have frequent exposure to highly unpleasant working conditions e.g. dealing with uncontained body fluids and difficult aggressive behaviour.
- 65. Ability to move between sites working across health and social care as required by the needs of the service.

Teaching and Training

- 66. Be proactive in seeking opportunities to develop own knowledge and skills, achieving clinical competencies required in the job role and care setting
- 67. Work in partnership with manager to develop and deliver on Specific, Measurable, Achievable, Relevant and Time-bound (SMART) objectives at annual appraisal and personal development planning meeting
- 68. Take responsibility for organising and attending statutory / updates in accordance with organisational requirements
- 69. Act as an excellent role model by upholding and implementing good practice in the workplace. Recognising and either directly challenging or seeks support to challenge any poor practice observed

Generic Responsibilities for all staff:

All post holders will agree to:

- Commit to the vision of supporting Mersey Care in becoming a leading organisation in the provision of community services, mental health care, addiction services and learning disability care, and in doing so fully utilise their skills and experience to support the objectives of the Trust.
- Role model the values of the Trust – Continuous Improvement, Accountability, Respectfulness, Enthusiasm and Support– in all activities and interactions with employees, service users and other stakeholders
- Challenge the stigma associated with mental health and learning difficulties.
- Comply with the Duty of Candour, defined by Francis as: 'The volunteering of all relevant information to persons who have or may have been harmed by the provision of services, whether or not the information has been requested and whether or not a complaint or a report about that provision has been made.'
- Work across professional and organisational boundaries to improve services for all.
- Maintain their specific knowledge base and develop new skills.
- Value the contribution of the patient / service user voice.
- Operate within any organisational codes of practice or those from a relevant professional body.
- Respect equality and diversity across all areas of working practice and communications with staff, service users and other stakeholders.
- Take responsibility for the accurate and timely collection and recording of data and ensuring all personally identifiable information is protected and used only for the purposes for which it was intended.
- Comply with all health and safety legislation and local policies and procedures.
- Adhere to all organisational policies.
- Have knowledge and understanding of technology in the workplace which is sufficient to maintain their efficiency and also how technology can empower service users in a digital environment
- Comply with the NHS Constitution in relation to the staff responsibilities that it sets out for NHS employees.

This job description is intended as an outline indicator of general areas of activity and will be reviewed in light of the changing needs of the Trust in consultation with the postholder

	ESSENTIAL	DESIRABLE
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QUALIFICATIONS:	<ul style="list-style-type: none"> • Nursing Associate Foundation Degree from an approved programme • Registered Nurse Associate and on the NMC register 	<ul style="list-style-type: none"> • Additional post registration qualification relevant to field of practice
KNOWLEDGE/EXPERIENCE:	<ul style="list-style-type: none"> • Ability to work effectively as a team member under appropriate supervision • Ability to work independently and to use own initiative as appropriate and as part of a multi-disciplinary team • Ability to deal with non-routine and unpredictable nature of the workload and individual patient contact • Insight into how to evaluate own strengths and development needs, seeking advice where appropriate • Ability to take part in reflective practice and clinical supervision activities • Understanding of the scope of the role of the Nursing Associate in context of the team and the organisation, and how the role may contribute to service development • Understanding of evidence based practice • Understands and acts in line with NMC professional standards for practice as outlined in the Code • Ability to communicate effectively with members of the public and health and care providers • Knowledge of when to seek advice and refer to a registered care professional • Understanding of the importance of the promotion of health and well being 	<ul style="list-style-type: none"> • Evidence of improvement in support / development of less experienced staff • Evidence of recent work-based learning or self-directed learning

	(Making Every Contact Count)	
VALUES:	<ul style="list-style-type: none"> • Continuous Improvement • Accountability • Respectfulness • Enthusiasm • Support • Responsive to service users • Engaging leadership style • Strong customer service belief • Transparency and honesty • Discreet 	
SKILLS:	<ul style="list-style-type: none"> • Evidence of time management skills and ability to prioritise • Intermediate IT skills • Evidence of continuous professional development 	<ul style="list-style-type: none"> • Skills in audit and improvement methodology or willing to undertake