

## NURSING ASSOCIATE JOB DESCRIPTION

<b>Job Title:</b>	<b>Nursing Associate</b>
<b>Band:</b>	<b>19</b>
<b>Directorate:</b>	<b>Elective Surgery</b>
<b>Reports to:</b>	<b>Ward Manager</b>
<b>Accountable Professionally to:</b>	<b>Matron</b>
<b>Base:</b>	<b>Airedale General Hospital</b>

### JOB SUMMARY/ PURPOSE:

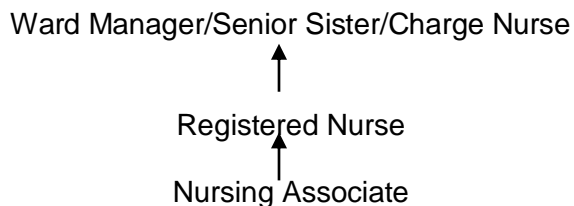
The nursing associate has a breadth of knowledge across the fields of nursing, providing holistic and person centred care and support for people of all ages in a variety of settings. The nursing associate works independently under the leadership of registered nurses, working within the sphere of nursing.

Nursing associates are equipped with the knowledge, understanding, skills attitudes and behaviours relevant to employment as a nursing associate and will work to a nationally recognised code of conduct. Nursing associates will be registered with Nursing and Midwifery Council (NMC).

Nursing associates contribute to the health and wellbeing of patients and service users, and apply across all health and care settings. Integral to all of this is the ability to communicate effectively, with sensitivity and compassion, and to manage relationships with people.

In pursuing these duties the post holder will ensure compliance with the NHS Constitution and be familiar with the NHS England Guidance 'Understanding the new NHS'.

### ORGANISATIONAL CHART:



### KEY RELATIONSHIPS:

The nursing associate will work closely with all nursing staff and the wider team, which includes administration staff, surgeons, anaesthetists, theatre staff and colleagues from other departments such as Pharmacy, Radiology and Pathology. This list is not exhaustive and it is expected that there will be other key relationships which will develop within this role.

**KEY DUTIES:**

- Act in the best interests of the people they care for delivering quality care and working effectively within the nursing team
- Put people first and provide nursing care that is person-centred, safe and compassionate
- Act professionally at all times
- Use knowledge and experience to make evidence based decisions and solve problems
- Recognise and work within limits of their competence
- Be accountable for their actions, working within line with NMC Standards.
- Adhere to Trust policies, procedures and guidelines of Airedale NHS Trust.
- To be competent in carrying out a variety of clinical procedures

**Clinical Duties;**

- To recognise changes in patient's condition which require the intervention of others and understand when to refer to the supervising registered nurse and other senior colleagues for re assessment of patient care.
- To have the willingness to undertake additional skills and training depending on ward requirements.
- To be involved in Trust initiative to improve patient care.

**PROMOTING HEALTH AND PREVENTING ILL HEALTH:**

- Support people to improve and maintain their mental, physical, behavioural health and wellbeing
- Active involvement in the prevention of and protection against disease and ill health
- Engage in public health, community development, and in the reduction of health inequalities.

**PROVIDE AND MONITOR CARE**

- Provide compassionate, safe and effective care and support to people in a range of care settings.
- Monitor the condition and health needs of people within their care on a continual basis in partnership with people, families and carers
- Contribute to ongoing assessment recognising when it is necessary to refer to others for reassessment
- Communicate effectively with colleagues, providing clear verbal, digital or written information and instructions when sharing information, delegating or handing over responsibility for care.
- Communicate effectively with patients when delivering cares, providing advice where appropriate.
- Recognise and report any situations, behaviours or errors that could result in poor care outcomes
- Understand, encourage and complete the necessary paperwork to enable discharge/transfers in a safe and timely manner.
- Understand and ensure completion of paperwork takes place for any patient transfers to Community services.
- Organise workload when caring for a group of patients, which may include delegation of tasks.
- Undertake tasks such as wound dressings, vital signs observations.
- Support the learning of less experienced staff, such as student nurses and trainee nursing associates.

**IMPROVING SAFETY AND QUALITY OF CARE**

- Improve the quality of care by contributing to the continuous monitoring of peoples experience of care
- Identify risks to safety or experience and take appropriate action, putting the best interests, needs and preferences of patients first.

**KEY VALUES:**

- Commitment to working in a multi-disciplinary team
- Commitment to ensure the highest possible standards

## **Collaborative Working**

Airedale NHS Foundation Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care. By working for Airedale Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership's ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.

## **Safeguarding Children & Adults**

Understand and work within policies and local procedures relating to Safeguarding Children and the Protection of Vulnerable Adults.

## **Health & Safety**

You are required to: co-operate with supervisors, managers and other employees to achieve a healthy and safe environment, to take reasonable care of your own health and safety and that of other persons who may be affected by your actions, to carry out your responsibilities in ways that help to ensure a safe and healthy place of work.

In the course of your work you are to bring to the attention of your supervisor or manager:

- Any situation which reasonably could be considered to represent a serious or immediate danger to the health and safety of any person.
- Any matter which reasonably could be considered to represent a shortcoming in the Trust's health and safety protection arrangements.

## **Manual Handling**

Manoeuvre **heavy** goods and equipment and assist people to move, in accordance with manual handling regulations and good practice.

## **Right Care Values**

Responsible for embodying, and encouraging in others, the Right Care Values, using the behaviours identified for each value as a basis for decision making and your behaviour.

## **Equal Opportunities**

Carry out your duties in line with Trust Equality policies and procedures, including relevant legislation, to deliver and promote equity of access to healthcare and equality of opportunity at work at all times.

## **Infection Prevention and Control**

Be familiar with and follow the Trust Infection Control Policies and designated hand hygiene procedures appropriate to your post. In addition you should take action to report to your manager or appropriate person any incidents or poor practice that may result in the spread of infection.

## **Mandatory Training**

Be aware of and undertake mandatory and other training requirements necessary for the successful and safe performance of your job, including relevant updates.

## **Information Governance**

Maintain and process all information concerning patients, staff, contractors or the business of the Trust to which the post holder has access, without divulging such information to any third party or make use of information gained in the course of employment, except where this is clearly within the remit of the post holder and the other party's responsibility.

The Trust recognises the importance of reliable information. The quality of this data is crucial in that it should give a complete, accurate and timely representation of events to support patient care, clinical governance, monitoring performance, management and service agreements for healthcare planning and accountability. All information entered onto any record whether manual or electronic or any other media (film, tape etc.) should be accurate, timely, complete, valid, defined, appropriately sought, appropriately recorded and should be stored securely and confidentially. Further information on the Trust's "Health Records Policy" can be obtained from the Trust's Intranet site.

**Any other duties necessary for the successful performance of the role.**

#### **Restriction on Smoking**

The Trust is "Smoke free". You may not smoke in Trust owned buildings or grounds except in the designated smoking zones.

**The Trust is committed to supporting staff in balancing their work and home lives and encourages staff to discuss their individual needs with their department in order to arrive at mutually satisfactory working arrangements.**

**This job description is a reflection of the current position and may change in emphasis or detail in light of service developments. It will be reviewed annually as part of the appraisal/performance development review process.**

**PERSON SPECIFICATION**  
**Nursing Associate**

Criteria	Essential	Desirable
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Nursing Associate Foundation Degree</li> <li>• Registered with the NMC</li> </ul>	
<b>Experience &amp; Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Relevant experience in health care.</li> <li>• Experience of working as part of a team</li> </ul>	Surgical experience
<b>Skills &amp; Attributes</b>	<ul style="list-style-type: none"> <li>• Able to recognise when escalation to a registered nurse is required</li> <li>• Good written, verbal and non-verbal communication skills</li> <li>• Ability to write accurate and legible patient notes</li> <li>• Must be resilient and quick to adapt</li> <li>• Experience to work across a range of IT systems including System One</li> <li>• Safely handle patients in the clinical setting</li> </ul>	<ul style="list-style-type: none"> <li>• Cannulation skills, phlebotomy skills, ECG</li> <li>• End of life care</li> </ul>
<b>Aptitude &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to prioritise and work to deadlines</li> <li>• A commitment and understanding of the need to deliver patient-centred care</li> <li>• Has a team working Ethos</li> </ul>	
<b>Values, Drivers &amp; Motivators</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate our organisational values and behaviours</li> </ul>	