

JOB DESCRIPTION

POST: Nursing Associate

DEPARTMENT: Trust Wide

GRADE: Band 4

HOURS: Weekly hours

RESPONSIBLE TO: Ward Manager/Team Lead

LIAISES WITH: Colleagues, Registered Nurses, Multi-Professional team

RESPONSIBLE FOR: Working with the Registered Nurse, providing and monitoring care and contributing to the ongoing patient assessment.

JOB PURPOSE

The role of the Nursing Associate is to work with the Registered Nurse and other members of the multi professional team, providing and monitoring care and contributing to the ongoing assessment, as agreed with supervising clinician(s) and in line with the service pathways. They will monitor the condition and health needs of people within their care on a continual basis in partnership with the multi-professional team.

The Nursing Associate has a breadth of knowledge across the lifespan, providing holistic and person centred care and support for people of all ages and in a variety of settings. The Nursing Associate will help to bridge the gap between Health Care Support Workers/Nursing Assistants and Registered Nurses by working independently under the leadership of Registered Nurses, working within the sphere of nursing and care and within all aspects of the nursing process.

Nursing Associates are equipped with the knowledge, understanding, skills, attitudes and behaviours relevant to employment; and will act in accordance with the NMC Code: Professional standards of practice and behaviour for nurses, midwives and nursing associates.

MAIN DUTIES & RESPONSIBILITIES

CLINICAL

- Under indirect supervision and working in partnership with a Registered Nurse provide and deliver a high standard of nursing care, contributing to the ongoing assessment, providing and monitoring evidence based care and working in partnership with the multi-disciplinary team.

- Provide compassionate, safe and effective care and support to patients in a range of care settings.
- Monitor the condition and health needs of patients within their care on a continual basis in partnership with patients, families and carers, ensuring appropriate escalation to a Registered Nurse when required.
- Support patients to improve and maintain their mental, physical, behavioural health and well-being.
- Care for a patient's nursing needs whilst promoting comfort and well-being, ensuring their personal and social needs are met.
- Safely undertake the following procedures to meet the patient's nursing needs to include; undertaking routine procedures including venepuncture, ECG recording, measuring and interpreting blood glucose levels, recording and interpreting vital signs, continence care, bladder and bowel care, pressure area care, wound care, nutrition, hydration, foot care, skin integrity, mood identification (as outlined in the NMC Nursing Associate Skills Annex). Identify and report changes in a patient's condition to a registered nurse.
- Prioritise and manage own workload, recognising where elements of care can safely be delegated to other colleagues, carers and family members.
- Provide and receive sensitive information concerning a patient's medical condition.
- Work with the Registered Nurse and engage with agencies and community teams to ensure a safe, individualised approach to the admission and discharge of patients.
- Maintain accurate, contemporaneous patient records in line with Trust policy and the NMC Code.
- Provide effective evidence based care for service users under the supervision of Registered Nurses in order to perform non-complex activities, in line with clinical governance and professional standards.

COMMUNICATION

- Communicate effectively with dignity and respect to all patients, relatives and others giving consideration to potential barriers to understanding.
- Communicate effectively with colleagues, providing clear verbal, digital or written information and instructions when sharing information, delegating or handing over responsibility for care.
- Recognise and report any situations, behaviours or errors that could result in poor care outcomes.
- Report accidents, incidents, near misses or complaints following Trust policies/procedures.
- Contribute to a culture where all staff feel safe to raise their concerns [and that] speaking up about what these are is a normal part of their routine.

MEDICINES MANAGEMENT AND ADMINISTRATION

- Recognise the effects of medicines, allergies, drug sensitivity, side effects, contraindications and adverse reactions.
- Undertake safe and effective administration and optimisation of medicines in accordance with Trust policy and the NMC standards of proficiency for Nursing Associates.

- Administer medicines via the following routes; oral, topical, rectal, enteral, inhalation, subcutaneous and intramuscular in line with NMC Standards and Trust policies.
- Comply with Trust policy in relation to any safety critical medicines to be administered by Nursing Associates.
- Manage and monitor the condition and health needs of patients within their care following administration of medication.
- Recognise and report any situations, behaviours or errors that could result in poor care outcomes related to medicines management.

EDUCATION AND DEVELOPMENT

- Comply with mandatory competencies in line with Trust policy.
- To engage in a preceptorship period that includes achieving the Nursing Associate Medicines Management Competency Framework.
- Maintain own continuing professional development in accordance with NMC CPD requirements and contribute to formulation of own objectives and personal development plan.
- Support, supervise, teach (where appropriate) and act as a role model to trainee nursing associates, student nurses, healthcare support workers and new staff members, promoting reflection and providing constructive feedback.
- Contribute to the maintenance of the learning environment.
- Adopt a reflective approach to own practice with a view to continually improve.
- Undertake further training as required, prior to carrying out any additional duties identified as relevant to role, to comply with Trust policies and procedures.

RESEARCH AND DEVELOPMENT

- Identify relevant sources of evidence to inform practice.
- Critically consider and analyse own practice in light of best available evidence.
- Contribute to surveys, audits and research activity as required to own role, supporting recommended changes in practice.

PROFESSIONAL

- Comply with the NMC regulations relating to revalidation to maintain NMC registration.
- Act as a professional role model and in accordance with the NMC Code and the NMC Standards for Nursing Associates.
- Act in accordance with all organisational policies and procedures and within expected values and behaviours.
- Actively participate in and attend ward/unit meetings.

EQUALITY AND DIVERSITY

- Ensure that equality and diversity issues are recognised, addressed in accordance with legislation, policies and procedures.

INFECTION CONTROL

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection Control manual. The post holder is also responsible for

ensuring all their staff attends mandatory training, including infection control and to provide support to the Director of Infection Control.

HEALTH AND SAFETY

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health and Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.

SAFEGUARDING

Ensure that the policy and legislation relating to child protection and Safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns to the identified person within your department/division or area of responsibility.

SECURITY

The post holder has a responsibility to ensure the preservation of NHS property and resources.

CONFIDENTIALITY

The post holder is required to maintain confidentiality at all times in all aspects of their work.

TEAM BRIEFING

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

NO SMOKING POLICY

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER

This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.

Person Specification

Job Title: Nursing Associate

ATTRIBUTES	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Registered Nursing Associate on the NMC Register with a Foundation Degree GCSEs Grade C or above in Maths and English Language / New GCSE Grade 4-9 in Maths and English Language OR Functional Skills Level 2 in Maths and English or Equivalent (not entry level 2) 	
KNOWLEDGE	<ul style="list-style-type: none"> Understanding of the scope of the role of the Nursing Associate in context of the nursing and interdisciplinary team and the organisation, and how the role may contribute to service development Understands and acts in line with NMC professional standards for practice contained within The Code. Knowledge of when to seek advice and escalate to the appropriate professional for expert help and advice Understand requirements for NMC professional Revalidation Understanding of the importance of following procedures and treatment plans 	Click or tap here to enter text.
TRAINING AND EXPERIENCE	<ul style="list-style-type: none"> Experience of working in teams under appropriate supervision as part of a multi-disciplinary team Insight into how to evaluate own strengths and development needs, seeking advice where appropriate Experience of providing and receiving complex, sensitive information 	<ul style="list-style-type: none"> Experience of the speciality area
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Ability to take part in reflective practice and clinical supervision activities Ability to organise and prioritise own delegated workload; recognising where elements of care can safely be delegated to other colleagues, carers and family members 	Click or tap here to enter text.

	<ul style="list-style-type: none"> • Ability to deal with non- routine and unpredictable nature of workload and individual patient contact • Ability to communicate effectively (written, digital, verbal and non verbal communication) with patients/relatives and carers and all members of the multi-disciplinary team. • Ability to develop effective and appropriate relationships with people, their families, carers and colleagues • Ability to support, supervise, assess and act as a role model to nursing associate students, other learners and health care support workers as required within the clinical setting. • Have effective time management skills and the ability to prioritise • Maintain high standards of quality in corporate and clinical record keeping; ensuring information is always recorded accurately, appropriately and kept up to date 	
ATTRIBUTES	<ul style="list-style-type: none"> • Positive approach to work • Capacity to work with colleagues at all levels • Open minded, treats colleagues and the general public with dignity and respect • Compassionate and caring 	Click or tap here to enter text.
OTHERS		