



BIRMINGHAM AND SOLIHULL MENTAL HEALTH NHS FOUNDATION TRUST

JOB DESCRIPTION

Job Title: Nursing Associate

Grade: Band 4

Reporting to: Band 6 Community Psychiatric Nurse (CPN)

Accountable to: Team Manager

Location: Older Adults Community Services

Job Purpose:

As a NMC registered practitioner, the Nursing Associate will work in a clinical field, with minimal supervision from and report to a Registered Nurse (Level 1). They will deliver safe, compassionate, and dignified patient centred health care. The Nursing Associate will be expected to plan and prioritise their workload; implement evidence-based care; utilise relevant guidance, protocols, and policies (local and national); contribute to care planning and patient review. They will be responsible for completing any work-based training associated with the role.

The post holder will coordinate and deliver direct care for a designated group of patients. Recognising and taking responsibility and accountability for the way the care is delivered (as per registered practitioner guidelines). The Nursing Associate will be responsible for delegation of duties to staff whilst developing and supervising junior staff/student nurses.

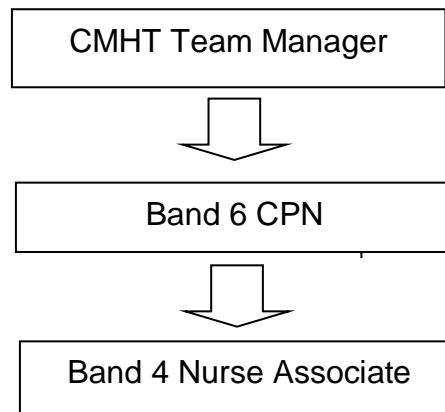
The post holder will work within a multidisciplinary team in order to support and assist the patient's healthcare journey. The Nursing Associate will be respectful, professional at all times and foster excellent communication skills. They will adhere to the documentation standards required by the trust /employer and their regulatory body. The nurse associate will advocate for all individuals in their care, upholding NMC standards in all interactions.

The post holder will contribute to the practice development within their clinical care setting and work in accordance with Trust Policies, Procedures and Guidelines.

Job Summary:

The post holder will work within a multidisciplinary team in order to support and assist the patient's healthcare journey. The Nursing Associate will be respectful, professional at all times and foster excellent communication skills. They will adhere to the documentation standards required by the trust /employer and their regulatory body. The nurse associate will advocate for all individuals in their care, upholding NMC standards in all interactions.

Organisation Chart:



Key Communications and Working Relationships

Internal: All members of the multi-professional team, including registered and unregistered nursing staff / health and care practitioners; Medical, allied health care professionals, support workers, ward and reception staff, ancillary staff, trainee nursing associates and student nurses.

External: Staff in other health care organisations, social care settings that will be involved in the ongoing care of patients or have transferred patients from their care or social setting to secondary care.

Principle Duties and Responsibilities

1. Work according to the NMC Code of Professional Standards of Practice and Behaviour and relevant professional guidelines and be accountable for their own professional practice.
2. Use up to date knowledge and evidence to assess, plan, deliver and evaluate care, communicate findings, influence changes and promote health and best practice. The individual must make person centred, evidence based judgements in partnership with others involved in the care process to ensure high quality care.
3. Accurately undertake risk assessments using approved documents and assessment tools. Use agreed patient protocols, standard operating procedures clinical guidelines which reference actions in accordance with the outcome of risk assessment.

4. Plan and organise own workload and that of others, delegating appropriately and monitor the effectiveness of any care delivered. That this is delivered collaboratively with people, patients/clients, families, carers and the multi-disciplinary team.
5. Act autonomously within your own level of competency to undertake specific interventions and treatments.
6. Recognise the limits of own competency and appropriately request supervision of the Registered Practitioner to ensure the delivery of safe, high quality care.
7. Achieve and maintain competence in identified mandatory and statutory training, develop and maintain clinical competencies, skills and knowledge which relate to the area of clinical practice.
8. Deliver and coordinate clinical and therapeutic care to a caseload of patients as delegated by the Registered Nurse/regulated practitioner.
9. Ensure that all interventions are patient centred; delivered compassionately and with dignity; whilst challenging and escalating poor practice/performance.
10. Respond to patients, relative and carers concerns as they arise and take remedial action as required and escalate appropriately.
11. Be aware of and take appropriate action in regard of clinical deterioration of patient, clinical emergencies, cardiac arrest and fire, internal and major incidents which affect service continuity.
12. Monitor the condition and health needs of people within their care on a continual basis in partnership with people, families and carers.
13. Contribute to ongoing assessment and recognise when it is necessary to refer to others for reassessment.

Quality and Safety

1. Carry out clinical practise within designated clinical areas; ensuring high quality and safe care. Utilising current evidence based care, which underpins all actions and interactions with patients.
2. Be responsive for completing/ undertaking relevant nursing/ clinical procedures and practice underpinned by theoretical knowledge and practise experience (i.e. blood sampling).
3. The post holder must utilise up to date knowledge and evidence to support themselves and other Healthcare professionals, in:
 - a) The provision of health promotion, protection, advice, screening and improvement and the prevention of ill health.
 - b) Recognise and act to avoid situations that may be detrimental to the health and wellbeing of patients.
 - c) The provision of nursing care, treatments, therapeutic interventions and monitoring the effectiveness and response to these.
 - d) Ensuring effective communication between all members of the multidisciplinary team, patients, their relatives and carers before, during and after a range of interventions.
 - e) Understanding and escalating immediate health and well-being concerns

using organisational policy, procedure and standard operating procedures and guidelines.

- f) Ensure patients receive high quality clinical care and a positive patient experience; taking into consideration the patients culture, religion and ethnicity.
- g) Co-ordinate and undertake safe admission and discharge and transfer of patients between services/teams and in accordance with organisational policies, procedures and standards.
- h) Achieve and maintain skills and clinical competence specific to the post/service including equipment training.
- 4. Carry out those specific activities required to monitor the condition and health needs of people within your care, contributing to the ongoing assessment of patients health and wellbeing needs and identifying when reassessment is required and acting upon this.
- 5. Carry out nursing interventions according to plans of care and prescribed treatments.
- 6. Undertake a range of physical observations appropriate to the scope of practice and competence using a range of equipment, record, report and escalate findings/concerns.
- 7. Monitor patients progress, ensuring accurate records of all relevant observations and clinical assessments are kept and take appropriate action as indicated
- 8. Chaperone patients during examination by clinical staff and assist as required .Undertake a range of physical observations appropriate to the scope of practice using a range of equipment, record, report and escalate findings/concerns.
- 9. Administer medicines where required within the practice parameters of the organisational Medicines Policy, associated procedures, and clinical guidelines. Where required undertake additional training and education to achieve competence which allow the administration of medicines / treatment via additional routes as defined in organisational policy.
- 10. Report and raise concerns about Safeguarding, accessing advice and support at the point of need. Be conversant with Trust policies, procedures and systems for safeguarding including the assessment of Mental Capacity, the process for requests for Deprivation of Liberty Safeguards (DOLS) and demonstration of the principles of Prevent (counter terrorism awareness)
- 11. Recognise where a patient is becoming agitated, confused or is non-compliant with their care or treatment, support colleagues when dealing with such patients, report this to a team lead/ nurse in charge of shift.
- 12. Ensure accurate, legible and timely documentation relating to all aspects of patients care and treatment both paper based and electronically
- 13. Promote a clean and safe environment for staff, patients and visitors by ensuring compliance with legislation/ policies and procedures, health care associated infection prevention, governance including risk management and incident reporting and act without delay in reporting and escalating of any areas of concern.

Communication and Team Work

- 1. Build partnerships and therapeutic relationships through safe, effective and non-discriminatory communication taking account of differences, capability and needs of individuals.
- 2. Maintain a high standard of personal behaviour and ensure effective

communication with all members of the multidisciplinary team, patients, carers and relatives.

3. Communicate with patients and their relatives/carers, making reports and liaising as required with medical staff and other members of the multidisciplinary team both verbally and in writing. Ensure instructions/information is understood and if required acted upon. Be mindful of own and others body language and barriers which may affect communication.

4. Promote team working and collaborative working practices to maintain a harmonious working environment. Ensure effective communication and liaison with all members of the multi-disciplinary team including active participation in ward rounds, clinical reviews and case discussions and multidisciplinary team meetings. Liaise with inter-hospital departments/personnel.

5. Ensure effective handover of patients between shifts / health care professionals using a range of communications aids such as verbal handover/written documentation/referral letters and requests.

6. Use professional judgement to intercede and act as patient advocate to clarify plans of care and treatment. Observe changes in patient's attitude, behaviour and emotional state, physiological observations and report/escalate findings to other relevant health care professionals.

7. Obtain verbal consent from the patient before any clinical intervention is undertaken

8. Apply the principles of information governance and patient confidentiality to all aspects of your role.

9. In instances when a patient/ visitor feel the need to raise concerns/complaints, attempt to resolve this locally initially and inform the lead/nurse coordinator.

10. Support families and carers following a patient bereavement or when bad news has been shared.

11. Escalate concerns regarding colleagues through the appropriate route. When required, give constructive feedback to junior staff/ students / trainees and Health Care Assistants / Support Worker's under your supervision.

12. Maintain professional boundaries and working relationships with patients and colleagues.

1. Delegate and supervise appropriately the work of junior staff and Health Care Support Workers/ Assistants trainees and students / work experience students on duty as required.

2. Ensure patients and their relatives or carers are kept informed of delays with their treatment, investigations and clinic times.

Professional, People and Service Development

1. The post holder is wholly accountable for their practice and maintaining their professional registration in line with the NMC Code of Professional Standards

of Practice and Behaviour (current version).

2. Take personal responsibility for attendance at mandatory training and updates, as per Trust statutory and mandatory requirements. If there is any deviance from attending the mandated training; the individual will take ownership in informing their manager.
3. May be required to assist in the development, implementation and monitoring of nursing practice standards, guidelines, policies and care pathways.
4. As required, assist with clinical trials and research. Promote a progressive/positive attitude to the continual improvement of patient care through research and evidence based practice.
5. Contribute to the setting and monitoring of clinical standards within the area of work.
6. Participate in annual appraisal and maintain a professional portfolio.
7. Maintain a high standard of personal and professional behaviour and ensure effective communication with all members of the multidisciplinary team, patients' carers and relatives.
8. Induct, orientate, supervise, train and assess unregistered nursing staff/student nurses; helping them to achieve their learning outcomes. Act as a mentor / assessor to newly registered staff and those new to the department. Ensure all appropriate training documentation, is maintained and up to date.
9. Ensure all nursing documentation is completed prior to the span of duty ending. Entries must be legible, updated and in accordance with Trust/ NMC standards (including electronic records)
10. The post holder may be deployed/ expected to work in any part of the organisation should the need arise to ensure patient safety is maintained. The post holder will undertake other duties as may be required to achieve the Trust's objectives, commensurate with the grading of the post

The post holder will undertake other duties as may be required to achieve the Trust's objectives, commensurate with the grading of the post.

General

Confidentiality

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant trust policies are met in respect of information held on the Trust's computerised systems.

Equal Opportunities

The Trust is committed to equality of opportunity. All staff are required to comply with current legislation, trust policies and guidance good practice and the NHS Executive's Planning & Priorities Guidance 1996/7.

Conduct

It is expected that all employees will conduct themselves and represent the Trust in a responsible manner and comply with all policies and procedures;

Risk Management and Health & Safety

The post-holder will ensure compliance with the Trust's Risk Management policies and procedures; these describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, employees and visitors from harm, and stress that all employees have a responsibility to minimise risk. The post-holder will be required to observe local Health & Safety arrangements and take reasonable care of him/herself and the persons that may be affected by his/her work;

Safeguarding

All members of employees have a duty to safeguard and promote the welfare of vulnerable adults, children and young people in all relevant areas of their work. This will include any timely attendance at relevant training events and compliance with the Safeguarding Procedures;

Training, Education and Development

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying his or her own training and development needs to meet their KSF outline;

Research and Development

Research and development is at the heart of providing effective treatment and high quality services, supporting a culture of evidence based practice and innovation amongst employees. All employees have a duty to be aware of and comply with their responsibilities for research governance, whether as researchers, as part of the team caring for those participating in research or as research participants themselves;

Control of Infection

All employees whether clinical or non-clinical are required to comply with the Health and Social Care Act 2008: Code of Practice for health and adult social care on the prevention and control of infections and related guidance;

Therefore the post-holder is expected to keep patients, visitors, themselves and other employees safe by continuously reducing the risk of healthcare associated infections;

As a manager the post holder is required to ensure that infection control responsibilities are clearly identified, allocated and understood within your team and that appropriate resource, training and support is provided to ensure that they are compliant with Trust policies and procedures on Infection Control and Hygiene;

As a manager the post holder is required to ensure that employees are supported in

attending the necessary training and on-going professional development to support their responsibilities and ensure full awareness of infection control and hygiene;

Governance Standards

Comply with the relevant Governance Standards applicable to the Trust as communicated to the post-holder from time to time;

Records Management

Maintain Trust and patient records (both paper and electronic) in accordance with Trust policies to facilitate clinical care and effective administration;

Freedom of Information

Provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with Trust Freedom of Information procedures;

Standards of Professional and Business Conduct

The post-holder will be required to comply with the Trust's Standing Orders and Stranding Financial Instructions, and at all times deal honestly with the Trust, with colleagues and all those who have dealings with the Trust, including patients, relatives and suppliers. The post-holder will also be required to comply with the Code of Conduct for NHS Managers and/or the relevant professional Codes of Conduct;

Data Protection

Comply with Trust Policies and the Data Protection Act in all respects, with particular relevance to the protection and use of personal and patient information;

Security

Comply with Trust policies to ensure there is a safe and secure environment that protects patients, employees and visitors and their property, and the physical assets and the information of the organisation;

Smoking

The Trust operates a No Smoking Policy.

Mobility

This is a Trust Wide appointment and travel around the Trust may be required;

Flexibility

BSMHFT is currently working in a climate of great change within the NHS. It is therefore expected that all employees will develop flexible working practices both within the Trust on a cross-directorate basis, and across Trust's and other organisations to meet the challenges and opportunities of working within the new NHS, which could include taking on new and changing responsibilities, according to the needs of the directorate;

This job description is a reflection of the current position and a summary of the key tasks and may change in light of the developing organisation and in consultation with the post holder.

It is the practice of the Trust to regularly examine employees' job descriptions and to update them to ensure that they relate to the job being performed or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager and those working directly to him or her. You will therefore be expected to participate fully in such discussions and in connection with them and to help re-write your job description to bring it up to date if this is considered necessary or desirable. The aim is to reach agreement on reasonable changes, but if agreement is not possible the Trust reserves the right to insist on changes to your job description after consultation with you;

Work will be managed rather than supervised;

Environment

BSMHFT is a major NHS Trust and we pride ourselves in the unique environment which exists for all employees. An environment where innovation is encouraged, hard work rewarded, and where our employees play an inclusive role in new developments;

Health and Safety

Staff must ensure that they are familiar with the requirements of the Health and Safety at Work Act (1974), the Trust's Health & Safety policies/codes of practice or regulations applicable to the work place.

Birmingham and Solihull Mental Health Foundation NHS Trust is a major NHS Trust located conveniently to the centre of Birmingham, as a Trust we pride ourselves on the unique environment, which exists, for all our staff.

An environment where innovation is encouraged, hard work rewarded and where our staff, play an inclusive role in new developments.

This job description is indicative only, and the post will continue to evolve as the Trust's priorities develop. It will therefore be revised in consultation with the post holder from time to time and not less than annually. You may also be required to provide cover in other areas following appropriate discussion.

This job description is indicative only, and the post will continue to evolve as the Trust's priorities develop. It will therefore be revised in consultation with the post holder from time to time, and not less than annually. You may also be required to provide cover in other areas following appropriate discussion.

Additional Information

Job Description Agreement

Budget Holder	Signature
	Name
Post Holder	Signature
	Name
Date	

Birmingham and Solihull Mental Health Foundation NHS Trust is a major NHS Trust located conveniently to the centre of Birmingham, as a Trust we pride ourselves on the unique environment, which exists, for all our staff.

An environment where innovation is encouraged, hard work rewarded and where our staff, play an inclusive role in new developments.

BIRMINGHAM & SOLIHULL MENTAL HEALTH FOUNDATION NHS TRUST

PERSON SPECIFICATION

Location:	Department:
Post Title:	Grade:

Attributes	Essential	Desirable	How Identified
Training & Qualifications			
Experience			
Skills/Knowledge			

Personal Qualities			
---------------------------	--	--	--