

Job Title	Registered Nursing Associate (Generic role within BDCFT Nursing Services)
Post ref no.	
Band	Band 4
Service area	Learning Disabilities
Location/Base	Assessment and Treatment unit, Lynfield Mount Hospital
Accountable to	Team Lead/Ward Manager

1. Job Purpose:

The Nursing Associate has a breadth of knowledge and skills providing holistic and person-centred care and support for people of all ages and in a variety of settings. The Nursing Associate works independently under the leadership of Registered Nurses, providing nursing care and delivering all aspects of the nursing process. This includes undertaking a full range of routine care and treatment tasks as directed by the Registered Nurse in a range of health care settings with patients who are experiencing a range of physical and/or mental health issues.

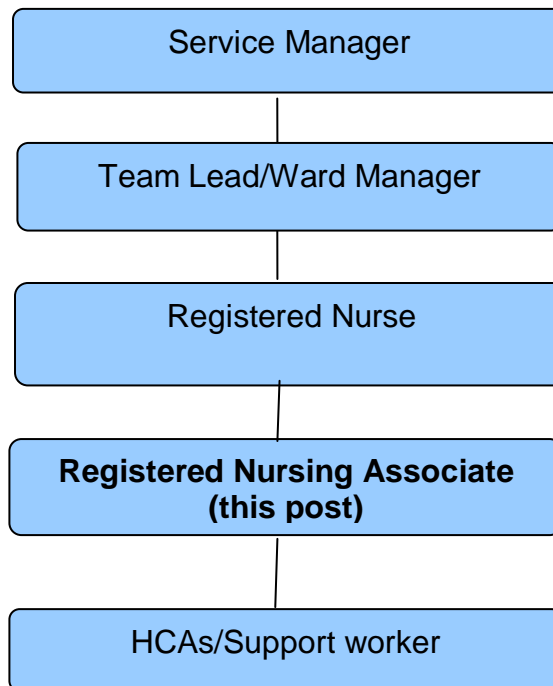
The Nursing Associate will be equipped with the knowledge, understanding, skills, attitudes and behaviours relevant to employment as a Nursing Associate and will work to a nationally recognised code of conduct under the professional regulatory body of the Nursing and Midwifery Council (NMC).

The role of the Registered Nursing Associate spans services who deliver care pre-conception to end of life. The post holder will be exposed to the delivery of holistic care across the life-course during their pre-registration training programme and hence develop competence in delivering care via a whole-person approach. This approach 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.

The Nursing Associate is enabled 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.

On qualification the post holder will complete a 12-month Preceptorship programme including local competencies for skills and alongside an overarching framework of supportive workshops to enable a managed and monitored transition from learner to Nursing Associate

2. Organisational Chart



3. MAIN DUTIES

3.1 MANAGE HEALTH INTERVENTIONS

- Provide therapeutic interventions with a service user/patient
- Monitor the condition and health needs of people within their care on a continual basis in partnership with service users/patients, families and carers
- Contribute to ongoing assessment, recognising when it is necessary to refer to others for reassessment
- Accept accountability for service users/patients and supervise junior staff and learners as required in the provision of direct/ indirect nursing care
- Monitor and contribute to the review of service user/patient progress where frequent concentration is required against planned objectives. To use initiative to act on the results within the sphere of the defined responsibility of the Nursing Associate, including reporting observations and taking action to minimise risks
- Perform nursing interventions advocated within the service user/patients care plan
- Recognise the contribution of others in the provision of service user/patient care
- Involve service users/patient/carers in the planning and delivery of care in a compassionate and appropriate manner which considers their diverse needs
- Maintain the welfare and safety of service users/patients and protect them from any form of abuse in accordance with safeguarding guidance
- Monitor the impact and effectiveness of nursing care delivered
- Demonstrate a knowledge of information governance and the need to protect service user confidential information

- Make and maintain accurate records of nursing care in accordance with the professional (NMC) guidance and Trust policy
- Demonstrate problem solving skills by identifying solutions in routine clinical issues
- Participate in regular clinical supervision
- Engage in public health, community development and in the reduction of health inequalities
- Be able to identify role boundaries
- Medicines Management as delegated by the Nurse in Charge and within the scope of practice and competency of the designated practitioner in line with BDCFT Medicines Management Policy guidance for the Nursing Associate
- Deliver high quality, compassionate care without direct supervision, taking responsibility for their own clinical competence accessing clinical and care advice when needed

3.2 Leadership

- Demonstrate the ability to lead, support and develop junior staff
- Work in partnership with multi-professional colleagues or agencies
- Participate in service developments
- Support, supervise and act as a role model to nursing associate students, Healthcare Support workers and 1st year nursing students, reviewing the quality of care they provide, promoting reflection and providing constructive feedback
- Contribute to innovation and new ways of working
- Take part in local audit and research activities where appropriate
- Apply reflective practice to develop and improve leadership skills
- Maintain a professional role to model appropriate leadership behaviours within a team
- Use knowledge and experience to make evidence-based decisions and solve problems
- Contribute to the provision of high-quality student placement experience within the team to enable them to meet objectives. To develop skills in the role of Practice Supervisor for Trainee Nursing Associates and first year pre-registration nursing students
- Recognise and work within limits of their own competence and scope of professional practice as per regulated governing body proficiencies for a Nursing Associate (NMC)

3.3 Managing Self

- Consider the impact and influence of their practice upon service users/patients and others
- Understand the role of Nursing Associate and identify its unique contribution to nursing practice
- Demonstrate professional standards in the delivery of nursing care
- Develop own practice where existing/new evidence and theory demonstrate new ways of working
- Use a variety of feedback mechanisms to improve own nursing care
- Identify personal education needs which consolidate own learning from the point of registration
- Actively engage in the Nursing Associate Preceptorship programme

- Apply the principles of reflective practice to enhance performance and contribute to learning
- Ensure compliance with the requirement to engage and record management and clinical supervision in addition to service specific requirements.
- Ensure mandatory training undertaken and up to date at all times in line with BDCFT policies.
- Take responsibility for own annual appraisal requirements.

3.4 Communication and relationship skills

- 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
- Demonstrate those inter-personal skills that promote clarity, compassion, empathy, respect and trust
- Act as an advocate to support service users through their care both physically and psychologically to achieve expected outcomes
- Contribute to team success and challenge others constructively
- Communicate with individuals, carers and other visitors in a courteous and helpful manner, whilst being mindful that there may be barriers to understanding
- Ensure all patient related information is treated sensitively and adhere to the principals of confidentiality at all times
- Report any accidents or incidents and raise any concerns as per organisational policy
- Ensure clear, concise, accurate and legible records and all communication is maintained in relation to care delivered adhering to local and national guidance
- Ensure ability to manage electronic records system (SystmOne) within trust information governance policy

3.5 Analytical and judgment skills

- Exercise 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 registered nursing associate
- Exercise judgment in assessing patient condition, comfort and wellbeing using analysis of a range of possible factors
- 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 practising outside capability

3.6 Financial Responsibility

- Monitor and use resources appropriately within the team i.e. equipment stocks and stationery.
- Monitor and order stock resources within team as required.
- Maintain appropriate use of IT resources in line with BDCFT policies.
- No financial / budgetary responsibility required for this post.

4. Safeguarding

All staff members have a duty to report any concerns they have about the safety or well being of adult service users, members of their families, including children. Employees should be aware of their roles & responsibilities to both prevent and respond appropriately to abuse. They should undertake the safeguarding training required for their particular role.

5. Core Values:

Below is the Trust's Vision, Aims and Corporate Priorities. The Corporate Priorities are what the Board has identified as specific priorities. The Trust's vision statement is:

Everything we do over the next five years will contribute to one or more of these four goals to achieve our vision of connecting people to the best quality care, when and where they need it, and be the best place to work.

Our Purpose

To create connected communities and help people to feel as healthy as they can be at every point in their lives

Our Vision

To connect people to the best quality care, when and where they need it and be a national role model as an employer

Our Values

We Care - We act with respect and empathy, and always value difference

We Listen - We understand people's views and respond to their individual needs

We Deliver - We develop and provide excellent services and support our partners

Our Goals

Our services

- To provide seamless access to the best care
- To provide excellent quality services

Our community

- To provide our staff with the best places to work
- To support people to live to their fullest potential, to be as healthy as possible

6. Infection Control

The post holder will be responsible ensuring so far as is reasonably practicable and in accordance with Trust policies that they are aware of their individual responsibilities in regard to infection prevention and control. This requires the post holder to:

- Maintain safe infection prevention and control environment for themselves and others.
- Be familiar with and comply with current infection prevention and control, guidelines, policies and procedures.
- Raise matters of non-compliance with their line manager.
- Attend infection prevention and control mandatory training as dictated by their line manager.
- Be appraised in relation to infection prevention and control compliance.

7. Risk Management

All staff need a basic working knowledge of risk management. They all have a responsibility to identify and report risks, hazards, incidents, accidents and near misses promptly, in accordance with Trust Policy. All staff must be familiar with emergency procedures, risk management systems and incident management in their workplace.

8. Health and Safety

All employees have a responsibility under the Health and Safety at Work Etc Act 1974 for their own health, safety and welfare and to ensure that the agreed safety procedures are carried out to provide a safe environment for other employees and anyone else that may be affected by the carrying out of their duties.

Employees must co-operate with the Trust in meeting its statutory obligations with regard to health and safety legislation and must report any accidents, incidents and problems as soon as practicable to their immediate supervisor.

The Trust has a written health and safety policy which employees have a general duty to read in order that they are fully conversant with its requirements.

9. Patient care

Bradford District Care Trust is committed to ensuring the highest standards of care and treatment and expects that **all** staff employed within the organisation will treat service users, their carers, relatives and friends with dignity and respect at all times during their contact with services we provide.

10. Information Management

All members of staff are bound by the requirements of the Data Protection Act 1998 and any breaches of the Act or of the confidential nature of the work of this post could lead to dismissal.

The post holder is responsible to learn about information governance, to help ensure that best practice guidelines are followed, and personal information is managed to benefit patients, clients and members of staff.

The post holder is required to sign the declaration form to confirm they have read and understood the booklet and leaflet regarding information governance, which will be kept by the HR team in the post holder's personnel file.

11. Minimum Requirements

The minimum qualification required for the post is Registered Nursing Associate.

BDCFT Nursing services may employ this role across various settings over a seven day rota for service delivery.

The post holder may experience frequent exposure to body fluids, blood and wounds. The post holder may experience potential exposure to verbal aggression.

Working within manual handling policies, there may be a role requirement to handle / manoeuvre patients dependent on the nursing service in which the post holder is employed

12. TERMS AND CONDITIONS:	All terms will be agreed by BDCFT
PAYBAND:	Agenda for Change Pay Band 4
METHOD OF PAYMENT:	Monthly by bank credit transfer
HOURS OF WORK:	Various
SUPPERANNUATION:	This post is optionally superannuable.
HEALTH ASSESSMENT:	This post is subject to a satisfactory pre-employment health assessment.

Successful applicants will be required to complete a Criminal Records Bureau (Disclosure) application form.

REHABILITATION OF OFFENDERS ACT 1974

Because of the nature of this work, this post is exempt from the provisions of section (42) of the Rehabilitation of Offenders Act 1974 (exemptions) Order 1975. Applicants for this post are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act and in the event of employment, any failure to disclose such convictions could result in disciplinary action or dismissal. Any information given will be completely confidential and will be considered only in relation to an application for a position to which this order applies.

DATA PROTECTION ACT

All members of staff are bound by the requirements of the Data protection Act 1998 and any breaches of the Act or of the confidential nature of the work of this post could lead to dismissal.

13. Version Control:

Change details	By whom	Date requested	Approved by	Agreed date

Job title: Registered Nursing Associate

Main purpose of post: To work within a defined team/service within BDCFT Nursing Services to ensure high quality health care is delivered to patients in the hospital/community setting

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	<ul style="list-style-type: none"> Registered Nursing Associate on the NMC register Nursing Associate foundation degree qualification GCSE Grade A-C in Maths and English or skills level 2 Maths and English or equivalent. 	Positive behavioural support training	<ul style="list-style-type: none"> Application form NMC registration check Professional portfolio
SPECIAL KNOWLEDGE / EXPERIENCE / COMPETENCES	<ul style="list-style-type: none"> Understanding of the Scope of the role of 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. Demonstrates an understanding of diverse cultural needs Understands requirements for NMC professional revalidation 	<p>Knowledge and understanding of Positive behavioural support</p> <p>Knowledge of transforming care</p>	<ul style="list-style-type: none"> Application form Interview References Professional portfolio

PRACTICAL AND INTELLECTUAL SKILLS	<ul style="list-style-type: none"> • Able to communicate effectively in challenging day to day situations • Ability to use a computer, accessing packages such as e-mail, databases, word 	<ul style="list-style-type: none"> • Knowledge of System one 	<ul style="list-style-type: none"> • Application form • Interview
ANALYTICAL AND JUDGEMENTAL SKILLS	<ul style="list-style-type: none"> • Understanding of the importance of following procedures and treatment plans • Knowledge of when to seek advice and escalate to the appropriate professional for advice and support 		<ul style="list-style-type: none"> • Interview • References
PLANNING AND ORGANISATIONAL SKILLS	<ul style="list-style-type: none"> • Able to work with colleagues in a way which is supportive, open and fair • Ability to organise and prioritise own delegated workload. 		<ul style="list-style-type: none"> • Application form • Interview • References
TRAINING AND EDUCATION	<ul style="list-style-type: none"> • Able to demonstrate an ability to work to agreed targets and standards • Able to demonstrate ongoing professional development including a willingness to under education and training to meet the needs of the service • Must have an awareness of Health and Safety at work and how it relates to this role 		<ul style="list-style-type: none"> • Application form • Professional portfolio
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Flexibility to work over a seven-day rota to meet the needs of the service 		<ul style="list-style-type: none"> • Application form • Interview • References

PHYSICAL SKILLS	<ul style="list-style-type: none"> • Ability to carry out the tasks required within the role (with reasonable adjustments where necessary) • •Able to fulfil Occupational Health requirements for the post (with reasonable adjustments if necessary) • •Fit to undertake the demands of the post, e.g. Able to undertake handling and moving, preventing absconders and coping with violence and aggression (MAV) techniques; and on a yearly basis, be able to access the course and complete the competencies set in order to achieve the MAV certificate • Appearance – professional, clean, willing to adhere to dress standards policy • Hepatitis B immune or willing to undergo immunisation course 		<ul style="list-style-type: none"> • Health screening • References
MENTAL AND EMOTIONAL EFFORT	<ul style="list-style-type: none"> • Frequent short periods of concentration required daily both in planning work and service delivery. • Occasional exposure to distressing circumstances, or highly emotional events. • Frequent exposure to body fluids, blood and wounds • Frequent exposure to verbal/physical 		<ul style="list-style-type: none"> • Interview • References

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