

SHAPE YOUR STORY

Recruitment Information Pack



**Nursing Associate – Special Needs
Schools**



Our Vision

To be a high-performing group of NHS hospitals, renowned for excellence and innovation, providing safe and compassionate care to our patients in east London and beyond.

WeCare about our ambition for excellence

Our WeCare values shape everything that we do, every single day. They are visible in every interaction we have with each other, our patients, their families and our partners.

WeCare about everything from the appointment letters our patients receive, to the state of our facilities when they walk through the door, to the care and compassion they receive when they are discharged. WeCare that the people who join our trust will hold the same values as we do, so our values are embedded within our recruitment and selection processes. WeCare that you feel valued working here, so our values also guide our training and development and performance and talent management. WeCare about working with suppliers that live and breathe our values too.

We have come a long way on our journey to delivering safe and compassionate care. By embracing these values as the way we behave around here, we will achieve our ambition for excellence.

Value	Key behaviours
W WELCOMING	<ul style="list-style-type: none"> Introduce yourself by saying "Hello, my name is ..." Smile and acknowledge the other person(s) presence Treat others as you would wish others to treat you Ensure the environment is safe and pleasant for our patients, our colleagues and our visitors
E ENGAGING	<ul style="list-style-type: none"> Get involved in making improvements and bring others with you Encourage feedback from patients and colleagues and respond to it Acknowledge efforts and successes; say thank you Use feedback to make improvements, and empower colleagues to do this without needing to seek permission Appreciate that this may be a new experience for patients and colleagues; help them to become comfortable
C COLLABORATIVE	<ul style="list-style-type: none"> Give time and energy to developing relationships within and outside own team Demonstrate pride in Team Barts Health Respect and utilise the expertise of colleagues Know your own and others' part in the plan
A ACCOUNTABLE	<ul style="list-style-type: none"> Always strive for the highest possible standard Fulfil all commitments made to colleagues, supervisors, patients and customers Take personal responsibility for tough decisions and see efforts through to completion Admit mistakes, misjudgements, or errors; immediately inform others when unable to meet a commitment; don't be afraid to speak up to do the right thing Do not pretend to have all the answers; actively seek out those who can help
R RESPECTFUL	<ul style="list-style-type: none"> Be helpful, courteous and patient Remain calm, measured and balanced in challenging situations Show sensitivity to others' needs and be aware of your own impact Encourage others to talk openly and share their concerns
E EQUITABLE	<ul style="list-style-type: none"> Value the perspectives and contributions of all and ensure that all backgrounds are respected Recognise that individuals may have different strengths and needs, and that different cultures may impact on how people think and behave. Be curious to find out Work to enact policies, procedures and processes fairly Be open to change and encourage open, honest conversation that helps foster an inclusive work and learning environment Remember that we all have conscious and unconscious bias; get to know what yours are, and work to mitigate them



Job Particulars

Job Title	<i>Nursing Associate- Special Needs Schools</i>
Pay Band	<i>Band 4</i>
Location	<i>Cross sites: Stephen Hawking's- Beatrice Tate</i>
Reports to	<i>Senior School Nurse</i>
Responsible to	<i>ADON</i>

1. Job Purpose

As a NMC registered practitioner, the Nursing Associate will work in a clinical field, with minimal supervision. The nursing associate has a breadth of knowledge across the field of nursing, providing holistic and person centred care to pupils and students attending Tower Hamlets Special Needs Schools. They will deliver safe, compassionate and dignified patient centred health care. The Nursing Associate will work independently under the supervision of a registered nurse, working within the sphere of nursing and within all aspects of the nursing process. 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 and associated competency required by the role.

Service Specific

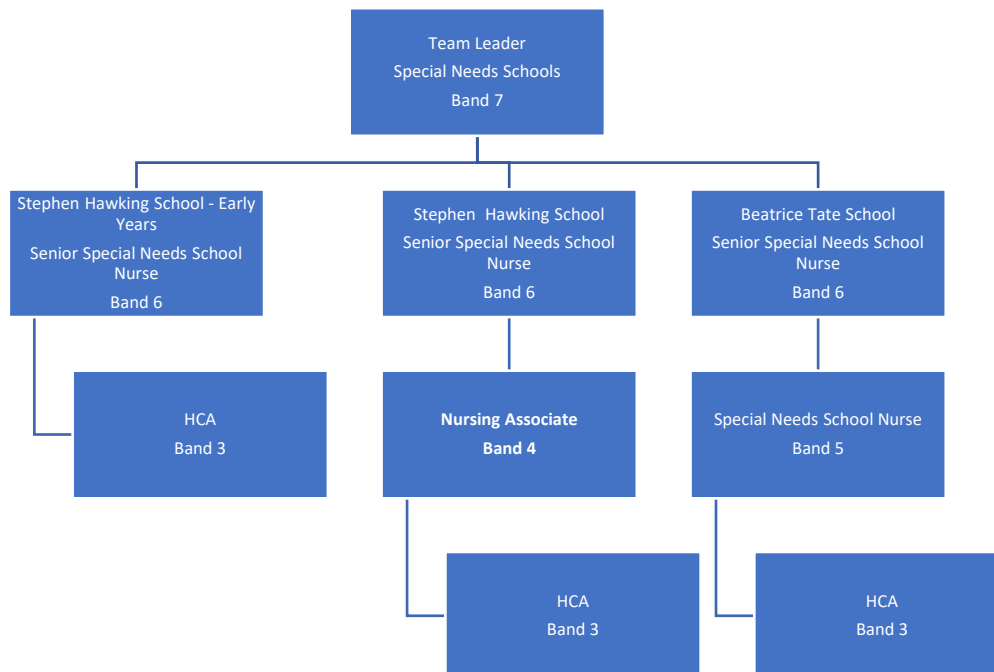
The Nursing Associate will function at a higher competency level than that of other Healthcare Support Workers, with responsibilities to actively participate as part of a multidisciplinary team within the Children's Community Team, to provide a seamless service to service users attending Tower Hamlets Special Needs Schools and when required supporting the other services across the Children's Community Team.

2. Key Working Relationships

Internal	External
All members of the multi-disciplinary team	All members of the Education Team (Headteachers/TAs/Admin)
CCNT	Parents and Carers
Pre-reg Students-ANA students	External agencies
Education Department	GPs
Acute Settings	
School Nurses	



3. Structure Chart



4. Main duties, responsibilities and results areas

4.1 Being an accountable professional

- Act in the best interest of the people you care for
- To be an accountable professional who is responsible for their actions, working in line with the Nursing Associates NMC standards of proficiency (2018)
- To be responsible for providing the appropriate nursing evidence based care to services users attending Tower Hamlets Special Needs Schools
- The post holder will recognise and work within the limits of their competences.
- The Nursing Associate will be responsible for delegation of appropriate duties to staff whilst developing and supervising junior staff/student nurses.
- The post holder will work collaboratively within a multidisciplinary team in order to support and assist the health and well being of the pupils/students attending Special Needs Schools and those seen in the community.
- 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 the NMC standards in all interactions.
- The post holder will recognise and report any situations, behaviours or errors that could result in poor care outcomes.
- The post holder will contribute to practice development within their area of work in accordance with Trust Policies, Procedures and Guidelines.
- The post holder will actively work towards competence in providing mentorship and preceptorship support to newly qualified nursing associates, student nurses, new starters and Trainee Nursing Associates, fostering an effective learning environment.

4.2 Promoting Health and Preventing ill Health

- Support pupils/students and service users to improve and maintain their mental, physical, behavioural health and well-being.
- Active involvement in the prevention of and protection against disease and ill health
- Engage proactively in public health, community development and in the reduction of health inequalities

4.3 Working in Teams and Managing self

- Play an active role as members of interdisciplinary teams
- Collaborate and communicate effectively with nurses, a range of other health care professionals, parents and carers.
- To have willingness to undertake additional skills and training dependent on department requirements and participate in regular staff meetings.
- To communicate with the nurse and collect/convey information in order to ensure the smooth daily running and organisation of the service.
- To recognise, prevent and where possible manage areas of conflict with colleagues and report to the nurse if unable to resolve
- The post holder will be flexible in working pattern to help meet the needs of the service

4.4 Improving safety and quality of care

- Contributing to continuous monitoring of people's experience of care
- To be involved in the Trust initiatives to improve patient safety and care
- To support the team in managing risk by ensuring incidents and near misses are reported via the Trust's incident reporting system
- To participate in the investigation of incidents and complaints as required
- To respond to safeguarding concerns by reporting to senior staff and colleagues whilst adhering to the Trust safeguarding policy
- To act as an advocate for the service user and family, including promoting and protecting their interest, privacy and rights, equality and inclusion



5. Working conditions

Criteria	Description
Physical	<ul style="list-style-type: none"> The post holder will be required to use a computer for the inputting of patient details/data The post holder will be required to undertake light physical activity whilst moving and handling service users with physical limitations The post holder will be required to use equipment for the purpose of service delivery The post holder will be required to undertake light physical activity throughout the shift.
Emotional	<ul style="list-style-type: none"> Duties within the Special Needs school can be emotionally challenging and distressing. The post holder will be required to deal with service users, parents, carers and other staff who are tearful/angry/upset
Working Conditions	<ul style="list-style-type: none"> Working environment is a school setting, with regular exposure to body fluids, vomit, stools, saliva in the course of the daily care of patients. The work pattern is Monday to Friday 8:30 to 16:30 term time only

NHS Manager's Code of Conduct

As an NHS manager, you are expected to follow the code of conduct for NHS managers (October 2002). www.nhsemployers.org/

Safeguarding adults and children

Employees must be aware of the responsibilities placed on them to maintain the wellbeing and protection of vulnerable children and adults. If employees have reason for concern that a patient is 'at risk' they should escalate this to an appropriate person i.e. line manager, safeguarding children's lead, matron, ward sister/change nurse, site manager, consultant (October 2002). www.nmc-uk.org/



Person Specification

Domain	Essential Criteria	Desirable Criteria
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 Functional Skills Level 2 Maths and English or equivalent 	<ul style="list-style-type: none"> Additional post-registration qualifications relevant to the field of practice Willing to undertake further study in areas relevant to the role applied for
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 working in a school setting.
Knowledge	<ul style="list-style-type: none"> Understanding of the scope of the role of the Nursing Associate in context of Nursing and interdisciplinary team and the organisation, and how the role may contribute to service development. Understand and acts in line with the Nursing Associate NMC professional standards for practice contained 	



	<p>within the Code.</p> <ul style="list-style-type: none"> • Knowledge of when to seek advice and escalate to the appropriate professional for expert help and advice • Can articulate the requirements related to NMC professional Revalidations • Understanding of the importance of following procedures and treatment plans • Acknowledging and understanding working in partnerships particularly within the Education Department 	
Skills	<ul style="list-style-type: none"> • Able to take part in reflective practice and clinical supervision activities • Ability to organise and prioritise own delegated workload • Ability to deal with non-routine and unpredictable nature of workload and individual service user contact • Ability to communicate effectively (written, verbal and non-verbal communication) • Ability to develop effective and appropriate relationships with service users, their families, carers and colleagues • Ability to support, supervise, assess and act as a role model to nursing associate students, other learners 	<ul style="list-style-type: none"> • Venepuncture skills



	<p>and health care support workers as required within the clinical setting</p> <ul style="list-style-type: none"> • Have effective time management • Maintain standards of quality in clinical record keeping, ensuring information is always recorded accurately. 	
Other	<ul style="list-style-type: none"> • Understand the scope of the nursing associate role in the context of the MDT and the organisation and how the role will contribute to the services development • Must be eligible to work in the UK • Positive approach to work with colleagues at all levels • Treats colleagues, and the general public with dignity and respect 	



About Barts Health

Our group of hospitals provide a huge range of clinical services to people in east London and beyond.

We operate from four major hospital sites (The Royal London, St Bartholomew's, Whipps Cross and Newham) and a number of community locations, including Mile End hospital. Around 2.5 million people living in east London look to our services to provide them with the healthcare they need.

The Royal London in Whitechapel is a major teaching hospital providing local and specialist services in state-of-the-art facilities. Whipps Cross in Leytonstone is a large general hospital with a range of local services. Newham in Plaistow is a busy district hospital with innovative facilities such as its orthopaedic centre. Mile End hospital is a shared facility in Mile End for a range of inpatient, rehabilitation, mental health and community services. And St Bartholomew's in the City, London's oldest hospital, is a regional and national centre of excellence for cardiac and cancer care.

As well as district general hospital facilities for three London boroughs, Tower Hamlets, Waltham Forest and Newham, we have the largest cardiovascular centre in the UK, the second largest cancer centre in London, an internationally-renowned trauma team, and the home of the London Air Ambulance. The Royal London also houses one of the largest children's hospitals in the UK, a major dental hospital, and leading stroke and renal units.

We're also proud to be part of UCLPartners, Europe's largest and strongest academic health science partnership. The objective of UCLPartners is to translate cutting edge research and innovation into measurable health gain for patients and populations through partnership across settings and sectors, and through excellence in education.

