

JOB DESCRIPTION

1. General Information

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| JOB TITLE: | Registered Nursing Associate |
| AREA/SPECIALITY: | Haematology Day Unit |
| DIRECTORATE: | Haematology |
| CLINICAL GROUP: | Haematology |
| GRADE: | Band 4 |
| HOURS: | 37.5 hours per week |
| RESPONSIBLE TO: | Sister / Charge Nurse |
| ACCOUNTABLE TO: | Matron |

Guy's and St Thomas' NHS Foundation Trust comprises five of the UK's best known hospitals – Guy's, St Thomas', Evelina London Children's Hospital, Royal Brompton and Harefield – as well as community services in Lambeth and Southwark, all with a long history of high quality care, clinical excellence, research and innovation.

We are among the UK's busiest, most successful foundation trusts. We provide specialist care for patients including heart and lung, cancer and renal services as well as a full range of local hospital and community services for people in Lambeth and Southwark.

We have a long tradition of clinical and scientific achievement and – as part of King's Health Partners – we are one of England's eight academic health sciences centres, bringing together world-class clinical services, teaching and research. We have one of the National Institute for Health Research's biomedical research centres, established with King's College London in 2007, as well as dedicated clinical research facilities.

We have around 22,700 staff, making us one of the largest NHS Trusts in the country and one of the biggest employers locally. We aim to reflect the diversity of the communities we serve and continue to develop new and existing partnerships with local people, patients, neighbouring NHS organisations, local authorities and charitable bodies and GPs.

We strive to recruit and retain the best staff as the dedication and skills of our employees lie at the heart of our organisation and ensure that our services are of the highest quality, safe and focused on our patients.

Department Information:

The post will be in a paediatric ward based in Evelina London. The post holder will be part of a nursing team responsible for delivering care to children of all ages and specialities

Organisational Values:

Our **values** help us to define and develop our culture, **what we do** and **how we do it**. It is important that you understand and reflect these values throughout your employment with the Trust.

The post holder will:

- a. **Put patients first**
- b. **Take pride in what they do**
- c. **Respect others**
- d. **Strive to be the best**
- e. **Act with integrity**

Our [values and behaviours framework](#) describes what it means for every one of us in the Trust to put our values into action. The framework can be found on our Trust careers pages and GTIntranet .

2. Job Summary

The role of the Nursing Associate is to work with the multi professional team and the Registered Nurse to provide ongoing assessment (excluding initial assessment), plan, implement and evaluate clinical care in line with service and patient needs, as agreed with supervising clinicians. The Nursing Associate works independently under the leadership of registered nurses, working within the sphere of nursing care and all aspects of the nursing process. The post holder will act professionally at all times to deliver safe and compassionate care and use their knowledge and experience to make evidence based decisions to solve challenges and problems. They will recognise and work within the limits of their competencies and are responsible and accountable for their actions. The post holder will support and facilitate the training and supervision of nursing assistants, pre-registration nurses and nursing associates. They will be expected to actively contribute to quality assurance processes and service development.

3. Key Relationships

Matrons, Head of Nursing, Service General Manager, Service Delivery Manager, Consultants and Junior Medical Staff, Nursing Staff, Clinical Nurse Specialists, Allied Health Professionals, Administrative and Clerical Support Staff, Professional and Technical staff, External Agencies such as GP's, Ambulance Service, Social Services and Community Nursing Staff.

As the NHS, we are reminded every day of how important life is. As a flexible working friendly organisation, we want to be sure that you can work in a way that is best for our patients, our staff and for you. Speak to us about how we might be able to accommodate a flexible working arrangement whether that's job share, part time or another flexible pattern. If it works for the service, we'll make it work for you.

4. Duties and Responsibilities

4.1 Clinical Duties

- Manages a delegated caseload, working as a member of a team, responsible for interacting constructively with team members and organising, prioritising and planning their work.
- Uses a range of assessment tools to assist in the implementation of appropriate action to meet the specific physical, emotional and psychological, social, cultural and spiritual needs of individuals and carers.
- Provides advice and support to patients to enable them to make informed choices in all areas of health promotion.
- Understands when to seek appropriate advice to manage a risk and avoid compromising quality of care and health outcomes acting in line with local and national organisational frameworks, legislation and regulations to report risks, and implement actions as instructed.
- Demonstrates the ability to effectively and responsibly access, input, and apply information and data using a range of methods including digital technologies, and share appropriately within interdisciplinary teams.
- Demonstrates an ability to prioritise and manage their own workload, and recognise where elements of care can safely be delegated to other colleagues, carers and family members
- Contributes to the provision of evidenced based care for people, including those with complex needs.
- To work as a member of the multi-professional team providing clinical care to patients in settings as supported by the Registered Nurse or Allied Healthcare Professional.
- Provide sensitive, compassionate, safe and effective care to support people in a range of care settings, applying the principles and processes for making reasonable adjustments.

- Develop understanding of all elements of the nursing process and be able to assist the Registered Nurse in the on-going assessment (excluding initial assessment), planning, management and evaluation of care.
- Perform and record clinical observations, undertake clinical tasks and assist in bedside procedures. Additional competency based skills relevant to clinical area can be attained following completion of appropriate training.
- Accurately record patient's nutritional and fluid intake as per plan of care.
- Ensure the privacy, dignity and safety of individuals is maintained at all times.
- Demonstrate the ability to recognise changing priorities seeking advice and guidance from the Registered Nurse or other Allied Healthcare Professionals as appropriate.
- To ensure that high standards of nursing care are given and maintained. To act and raise concerns when standards are not being maintained following local policy and procedures.
- Demonstrate good understanding of principles of consent and ensure valid consent is obtained prior to undertaking nursing and care procedures.
- Have demonstrated the proficiency to administer medications within Trust policy and procedure and in line with the NMC Standards of Proficiency.
- If required by the clinical area can administer selected intravenous and controlled medicines after the successful completion of relevant training and meeting the required competencies in line with Trust policy.
- If required by the clinical area, to undertake the training and competency requirements to administer prescribed blood and blood products (once competent in administering medications via an intravenous route) and in line with Trust policy.
- To recognise changes in a patients' condition, including any safety, safeguarding risks which require the intervention of others and understand when to refer to the supervising Registered Nurse and other senior colleagues for reassessment of patient care.
- To work in collaboration with others to ensure the safe and timely admission, transfer and discharge of patients.
- Improve the quality of care by contributing to the continuous monitoring of patients and carers/relatives experience of care.

- Responsible for the prevention and control of infections within the Trust. Ensuring both personal and team compliance with all relevant policies, especially hand washing, the Trust uniform policy.
- To act as an advocate for the patient and the family, including promoting and protecting their interests, privacy, rights and inclusion.
- Be aware of the Trusts' safeguarding policy and escalate concerns to the appropriate individual or team.
- Understand the roles of a range of professionals and carers from other organisations and settings who may be participating in the care of a person and their family.
- Understand responsibilities in relation to communication and collaboration across all healthcare settings.

4.2 Professional Responsibilities

- Is wholly accountable for his / her practice in line with the NMC code of professional conduct and takes every reasonable opportunity to sustain and improve his / her knowledge and professional competence.
- Understands and acts in line with NMC professional standards for practice contained within The Standards of Proficiency for Nursing Associates.
- Will engage in reflective practice and compile a personal & professional portfolio in line with NMC Revalidation.
- To actively participate in the annual individual performance review ensuring individual training needs are identified and completed.
- Will be expected to undertake a full variety of shifts including night and weekend work.
- To be flexible to work within areas or departments to meet the demands of changing service needs.
- Contribute to team success and challenge others constructively.
- To communicate effectively with members of the multidisciplinary team at all levels in order to promote an effective service and optimum patient care
- To communicate effectively where the information may be complex or sensitive in nature and the post holder may be required to overcome barriers to understanding such as language.

- Communicate effectively with colleagues, providing clear verbal, digital or written information and instructions when sharing information, delegating or handing over responsibility for care.
- Record all care delivered appropriately and in accordance to NMC standards.
- Ensure clear, concise, accurate and legible records and all communication is maintained in relation to care delivered adhering to local and national guidance.
- Ensure all patient related information is treated sensitively and adhere to the principles of confidentiality at all times.
- Report any accidents or incidents and raise any concerns as per organisational policy.
- Act in the best interests of the people they care for.
- Act professionally at all times and be responsible and accountable for their actions in accordance with Trust Values & Behaviours.
- To act as a role model by upholding and demonstrating good practice in the workplace always maintaining high standards of care.
- Use knowledge and experience to make evidence based decisions and solve problems.
- Recognise and work within the limits of their competence.

4.3 Leadership and Management

- To delegate care appropriately to other members of the team.
- To provide induction and supervision to new staff, Nursing Assistants and students, and Trainee Nursing Associates encouraging an effective learning environment.
- To provide support and supervision to Healthcare/Nursing Assistants to promote their learning and development within their role.
- Provide clinical leadership to a team of Healthcare/ Nursing Assistants providing direction, support and challenge where necessary.
- To participate in clinical teaching.

4.4 Service Development and Governance

- Participate in audits and review of patients care.
- To be involved in Trust quality improvement initiatives to improve patient safety and care.

- To develop an understanding of local governance arrangements

- To participate in clinical investigations and patient complaints as appropriate

- Ensure they keep up to date with Trust and Departmental policies, protocols and procedures to enable safe and effective practice.

4.5 Local Area Variation to Core Job Description

- To complete competencies specific to the post

- This job description forms the basis of the roles duties. You should be aware that there might be other specific assigned tasks relevant to a particular area of work

The post holder is required to follow Trust policies and procedures which are regularly updated including:

Confidentiality / Data Protection / Freedom of Information

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 2018. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person, those staff will be liable to disciplinary action up to and including dismissal. Moreover, the Data Protection Act 2018 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOI) 2000, post holders must apply the Trust's FOI procedure if they receive a written request for information.

Information Governance

All staff must comply with information governance requirements. These includes statutory responsibilities (such as compliance with the Data Protection Act), following national guidance (such as the NHS Confidentiality Code of Practice) and compliance with local policies and procedures (such as the Trust's Confidentiality policy). Staff are responsible for any personal information

(belonging to staff or patients) that they access and must ensure it is stored, processed and forwarded in a secure and appropriate manner.

Equal Opportunities

Post holders must at all times fulfil their responsibilities with regard to the Trust's Equal Opportunities Policy and equality laws.

Health and Safety

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Infection Control

All post holders have a personal obligation to act to reduce healthcare-associated infections (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAIs. **All post holders must comply with Trust infection screening and immunisation policies** as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps.

Risk Management

All post holders have a responsibility to report risks such as clinical and nonclinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

Flexible Working

As an organisation we are committed to developing our services in ways that best suit the needs of our patients. This means that some staff groups will increasingly be asked to work a more flexible shift pattern so that we can offer services in the evenings or at weekends.

Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

Sustainability

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers monitors and equipment when not in use, minimising water usage and reporting faults promptly.

Smoking Policy

The Trust is committed to providing a healthy and safe environment for staff, patients and visitors. Staff are therefore not permitted to smoke on Trust property or in Trust vehicles

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

PERSON SPECIFICATION

Registered Nursing Associate – Band 4

Requirements

| | Requirements | Essential (E) or Desirable (D) | A/I/T* |
|--------------------------------------|---|--------------------------------------|--------|
| Education/ Qualifications | RNA Registered Nurse Associate on the NMC register. | E | A |
| | Evidence of literacy and numeracy to GCSE level | E | A |
| | Committed to own personal development | E | A/I |
| | Teaching or Assessing Qualification (including SSSA+P) | D | A/I |
| Previous experience | Recent experience relevant to speciality | D | A |
| | Previous experience working as a Registered Nursing Associate | E | A |
| | Supervision of Junior Staff | D | A/I |

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| Skills/Knowledge / Ability | Able to assess, contribute in planning, implement and evaluate clinical care | E | A/I |
| | Competent in obtaining and recording baseline patient observations. | E | A/I |
| | Able to work as an effective team member | E | A/I |
| | Able to supervise and teach junior staff | E | A/I |

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| | Able to prioritise & meet deadlines | E | A/I |
| | Able to manage difficult situations | E | A/I |
| | Uses own initiative and is able to take decisions | E | A/I |
| | Self-motivated | | |
| | Able to maintain clear and legible documentation | E | A |
| | An understanding of Audit and Research/Evidence Based Nursing Practice | E | A/I |
| | Excellent verbal, written and interpersonal communication skills | E | A |
| | Basic Computer Skills including ability to use Microsoft Word and Electronic Patient Records (EPR) | E | A/I |
| | Understands and acts in line with NMC professional standards for practice contained within The Code. | E | A |
| | Understands the requirement for NMC professional revalidation. | | |
| | Knowledge of the individual's responsibility towards health & safety. | E | A/I |
| | | E | A/I |

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| | | E | |
| Management and leadership | Ability to work effectively within a team | E | A/I |
| | Ability to delegate to others | E | A/I |

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| Personal attributes | Caring and compassionate nature | E | A/I |
| | The ability to undertake reflective thinking on own practice | E | A/I |
| | Aware of limitations Ability to form relationships with others Motivated and enthusiastic | E | A/I |
| | Flexible and positive approach to work | E | A/I |
| | Able and willing to work flexible shift patterns, internal rotation and unsocial hours, according to service needs | E | A/I |
| | Ability to cope under pressure | E | A/I |
| | Ability to adapt to change | E | A/I |
| | Confident to speak up | E | A/I |
| | | E | A/I |

A=application I=interview T=Test/ assessment centre