

HEALTH & JUSTICE SERVICE LINE**JOB DESCRIPTION**

Job Title: Primary Care Nursing Associate

Band: Band 4

Hours: 37.5hrs
Health & Justice Service Lines work to a 7 day a week working model.

Main Base: **HMP/YOI Bronzefield**
All CNWL Prison Sites – **Surrey**, Kent, Milton Keynes and Buckinghamshire

In order to meet the needs of the role and service, you may be required to work outside your normal place of work. The Trust reserves the right to change your normal place of work to any other location within the Trust.

Responsible To: Primary Care Service Manager

Accountable To: Head of Healthcare

Key Relationships:

- Healthcare colleagues including:
- GP
- Pharmacy
- Mental Health services
- Substance Misuse services
- Subcontracted partners
- Allied health professionals
- Prison staff and Managers of all grades
- Education, Gym, Chaplaincy
- Commissioners
- Wider CNWL colleagues
- Visiting clinicians: Dentist, Podiatrist, Physiotherapist and Consultants
- Community resettlement teams

JOB PURPOSE

The post holder is responsible in assisting in the delivery of healthcare services to the prison population. Supported by registered nursing staff within healthcare, they will deliver care within the boundaries of their role, focussing on supporting patients to be healthy; monitoring of long term conditions, health promotion and screening and responding to emergencies. They will work collaboratively with the Healthcare Team to meet the needs of patients, supporting the delivery of Local and national Policies and Procedures.

MAIN DUTIES AND RESPONSIBILITIES***Principal Duties:***

- Work as part of the multidisciplinary team participating in procedures and duties in accordance with agreed standards relevant to role
- Participate in the assessment process of care needs and implementation of programmes of holistic care within set standards

- Ensure privacy and dignity is maintained
- Support the promotion of health and wellbeing of clients
- Undertake clinical interventions as delegated by a registered nurse or senior team member
- Maintain close liaison with the senior team member, who is responsible for the workload
- Maintain clear and comprehensive, signed and contemporaneous records both written and electronic in accordance with NMC Guidance for record keeping and CNWL Policy
- Assist with clerical and administrative duties as required
- Work in co-operation and partnership with all other professionals and agencies involved in care of the patient
- Aware of and act upon, where necessary, the procedures in place to protect vulnerable individuals
- Take responsibility within own competencies for supporting all aspects of infection prevention and control
- Undertake such duties as may be reasonably required from time to time, as are consistent with the responsibility and scale of the post
- Work collaboratively with the team to meet the needs of patients with specified long term conditions by providing quality evidence based care
- Assist with stock control and equipment checking (all clinical areas and emergency bags)

Clinical Duties:

The post holder will be expected to undertake the following (training will be given):

- Respond to medical emergencies and general alarms
- Administer medication as agreed within areas of competence and under the direction of a qualified nurse and act as 'second signatory' as required
- Wound care
- Vital observations and diagnostics e.g. blood pressure, pulse, SATs, blood glucose monitoring
- ECG recording
- Venepuncture
- Assist with minor surgery
- Near patient testing e.g. INR monitoring
- Health promotion advice
- Secondary health screening
- Assisting with sexual health prevention, screening and treatment clinics
- Providing additional support for patients with specific needs, e.g. the disabled and the elderly
- Assist with the activities of daily living and development of care plans for prisoners with physical and mental health needs.

Professional:

- Attend regular ELS updates
- Work as part of a multidisciplinary team
- Prioritise work load and have a flexible and adaptive approach
- Participate meaningfully in supervision and appraisal
- Attend relevant mandatory training and development in order to maintain and develop own skills and knowledge
- Participate in e-learning to update skills and knowledge
- Attend staff meetings and other meetings as required
- Ensure confidentiality is maintained at all times when working with patient information
- Be familiar with all aspects of communication, verbal, non-verbal, written and electronic in order to be effective
- Maintain effective communication with other team members and other agencies

- Develop skills in communicating with patients who have barriers to understanding such as language, those with sensory impairment, confusion and aggression
- Provide information regarding the care you are delivering
- Develop listening skills and ensure empathy when caring for patients who are terminally ill
- Liaise/refer to other team members/GP in a timely manner in relation to a patient's needs
- Act as an ambassador for the organisation by demonstrating a high level of professionalism through excellent communication and interpersonal skills

Custodial:

- Have an understanding of the Criminal Justice System and Prison Service objectives and principals
- To ensure that all staff have an awareness and are compliant with all Prison Policies and Procedures.
- To ensure compliance all security requirements including personal responsibility for issued keys
- Respond to any situation or circumstance that might indicate a threat to security of the establishment and complete relevant security/incident documentation
- Contribute toward effective risk assessment and management procedures
- Use breakaway techniques, as required
- Resist any pressures or inducements, informing Security/Head of Healthcare of any related incidents.

Personal Responsibility (Organisational Expectations):

- In order to fulfil the job responsibilities and the environment in which these responsibilities are carried out the job holder is required to:
 1. Maintain the highest standards of care and service, taking responsibility not only for the care you personally provide, but also for your wider contribution to the aims of your team and the NHS as a whole.
 2. Be aware of and follow at all times the relevant National and Local code of practice in relation to their role and function. If you are in a post that requires registration with a professional body you are required to maintain that registration with the appropriate professional body.
 3. Protect the confidentiality of personal information that you hold unless to do so would put any one at risk of significant harm. Keep accurate and professional records and information about staff, patients and clinical care, using the document based and computer based systems in operation in the Trust. Work in accordance with local policies and procedures and the statutory frameworks which govern confidentiality and data protection, information-sharing and disclosure.
 4. Take reasonable care of Health and Safety at work for you, your team and others; ensure compliance with health and safety standards and legislation; attend all relevant Health and Safety mandatory training.
 5. Take responsibility for attending and participating in all mandatory & essential training to ensure the safe and efficient functioning of the trust and/or safety and wellbeing of other staff and the patients you provide services for.
 6. Participate in the appraisal process on a minimum of an annual basis in accordance with the Personal Development Review Policy to explore and identify development needs to ensure that you are able to fulfil your job role and meet all objectives set through the process.
 7. Be familiar with and comply with, trust policies for infection control and hand hygiene in order to reduce the spread of healthcare-associated infections. This will include a requirement to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections, including

- correct uniform and dress code policy, the use of personal protective equipment policy, safe procedures for using aseptic techniques, and safe disposal of sharps.
8. Safeguard and promote the welfare of children and vulnerable adults by being aware of and working in accordance with statutory guidance and local policies and procedures and attending training to a level required to ensure that you are competent to fulfill your responsibilities.
 9. Not discriminate against patients or staff and to adhere to equal opportunities and human rights legislation; acting in ways that support equality, value diversity and respect human rights
 10. Abide by locally agreed policies and procedures and ensure you familiarize themselves with such policies which can be found on the trust intranet our preferred method of communication. Staff who cannot access the intranet should contact their line manager.

Job Description Status:

- This job description is indicative only and the role will be reviewed at least annually as part of the Personal Development Review process to take account of changing needs /development of the service
- To meet the evolving needs of the organisation you may also be required to provide cover in other areas following appropriate discussion

Organisational Commitment:

Central & North West London NHS Foundation Trust is committed to providing quality health & social care services, tailored to the needs of individuals, public & private organizations, delivered close to home. Our services are designed to increase well-being & provide opportunities for recovery. We want our employees to feel valued, challenged & supported.

- Our commitment as an employer & in accordance with the NHS constitution is to provide you with:
 1. Clear roles and responsibilities and a rewarding job so that you can make a difference to patients, their families and carer's and communities.
 2. Personal development, access to appropriate training for your job and line management support to succeed.
 3. Support and opportunities to maintain your health, well-being and safety and an environment free from harassment, bullying or violence.
 4. A good working environment with flexible working opportunities, consistent with the needs of patients and with the way that people live their lives.
 5. Fair treatment that is free from discrimination.
 6. Opportunities to engage in decisions that affect you and the services you provide, individually, through representative organizations and through local partnership working arrangements. Opportunities to enable you to be empowered to put forward ways to deliver better and safer services for patients and their families.

(Reference NHS Constitution January 2009)

The following responsibilities are applicable to all employees:
Professional registration

If professional registration is required for the role you undertake you are expected to maintain your registration with the applicable professional body (i.e. NMC, HCPC etc) and comply with the professional Code of Conduct. Your employment depends on you doing this and failure to remain registered or to comply with the Code of Conduct may result in temporary downgrading, suspension from duty and/or disciplinary action which may result in the termination of your employment. You are required to advise the Trust if the professional body in any way limits or changes the terms of your registration. Throughout your employment with the Trust, if requested you are required to provide your manager with documentary evidence of your registration with the professional body.

Safeguarding

You have a duty to safeguard and promote the welfare of children and adults at risk of abuse. You should be aware of local safeguarding procedures and how to contact named professionals for advice and support as well as reporting any concerns. You will be supported with the supervision and training needed to recognise and act on welfare concerns and to respond to the needs of children and adults. You have a responsibility to ensure that you are up to date with the safeguarding training required for all Trust employees.

Infection Control and Waste Disposal

Infection prevention and control is the responsibility of all staff. All duties must be carried out in accordance with the Trust hand hygiene and infection control policies and procedures. You must also ensure that waste produced within the Trust is disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.

Data Protection, Confidentiality and Access to Health Records

All information concerning patients/clients and other staff members must be treated as confidential and you must adhere to the policies related to this subject. If you contribute to patients' health records you are expected to be familiar with, and adhere to, the Trust's Care Records Policy and accompanying documentation. You are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act 199 and you should be aware that patients' records throughout the Trust will be subject to regular audit. You have a responsibility to ensure that patient records are maintained efficiently and that confidentiality is protected in line with the Trust's policies.

You are likely to have access to computerised data systems and you are required to obtain, process and/or use information held in these systems in a fair and lawful way. You must hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. Only disclose data only to authorised persons or organisations as instructed.

Promoting Equality and Diversity

Central and North West London Foundation Trust aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status. The Trust has a Valuing Diversity in the Workplace Policy and you are expected to adhere to the policy and support equality and value diversity by making sure that you do not discriminate, harass or bully colleagues, visitors or service users. You are also expected to make sure that you don't contribute to discrimination, harassment or bullying or condone discrimination, harassment or bullying by others. Everyone has a personal responsibility to promote and develop a culture that promotes equality and values diversity and where your role requires you to manage and supervise others you have the additional managerial responsibility to ensure that the team you work in does not discriminate, harass or bully.

Health and Safety and Risk management

As an employee you must be aware of the responsibilities placed on you under the Health and

Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors. You are accountable, through the terms and conditions of your employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required. All staff members have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff members receive appropriate training and a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Governance Committee and Risk and Assurance Committee. Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Borough Director and relevant governance committee.

No Smoking Policy

There is a smoke free policy in operation in the Trust and smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Staff Support

The Trust is committed to ensuring that you achieve a good work/life balance, have access to a wide range of support including flexible working options, childcare support and many training and development opportunities.

General Note

The duties and responsibilities outlined above are to be regarded as broad areas of responsibility and do not necessarily detail all the tasks which you may be required to perform. You may be expected to undertake other duties as may be required which are commensurate with your grade and experience. This job description may be subject to change from time to time in order to meet the changing needs of the Trust and department and any changes should be discussed with you. All duties and responsibilities must be carried out in accordance with statutory legislation, CNWL Standing Orders, Health and Safety regulations and professional Codes of Practice.

JOB SPECIFICATION – Band 4 Primary Care Nursing Associate

CRITERIA	ESSENTIAL Requirements necessary for safe and effective Performance in the job <i>*Include requirement to meet KSF competencies for the post</i>	SEE KEY	DESIRABLE Where available, elements that would contribute to immediate performance in the job	SEE KEY
Education and Qualifications	<ul style="list-style-type: none"> • Good general education to A Level or GCSE standard or equivalent • NMC PIN • Evidence of personal development in previous employment • NVQ 2 medication administration qualification 	A A A A	<ul style="list-style-type: none"> • Care certificate or equivalent 	
Previous Experience	<ul style="list-style-type: none"> • Previous relevant work experience 	A	<ul style="list-style-type: none"> • Experience of working within a secure environment 	A
Skills & Knowledge	<ul style="list-style-type: none"> • Ability to communicate in a variety of settings with patients of varying levels of understanding • Able to present factual information and refer questions to others where appropriate • Able to deal with sensitive issues with tact and diplomacy • Basic working knowledge of IT and emails • Ability to develop effective interpersonal relationships with colleagues in the Healthcare setting • Carry out clinical interventions as delegated by a registered nurse • Willingness to undertake further training in areas such as patient personal care, phlebotomy and wound care assessment 	A/I A/I A/I A A/I I A/I	<ul style="list-style-type: none"> • Ability to triage and carry out baseline assessments e.g. blood pressure, pulse, temperature 	I

Attitudes, aptitudes personal characteristics	<ul style="list-style-type: none"> • Willingness to learn and develop; recognises the need for flexibility • Able to work well within a multi-disciplinary team • Understands own accountability • Ability to use own initiative • Be discrete in dealing with sensitive issues 	A/I A/I 		
Other	<ul style="list-style-type: none"> • The post holder must have the ability to understand and implement the equal opportunities policy at a level appropriate to the job. • Ability to promote anti-discriminatory and anti-racist practices. • Ability to promote and work in line with the working model of a 7 day a week service. 	I A/I A/I		

* **Key:** Measured by **A** = Application Form, **I** = Interview, **As** + Assessment

AGENDA FOR CHANGE KNOWLEDGE AND SKILLS FRAMEWORK (TO BE INCLUDED IN ALL JOB DESCRIPTIONS)

The following sets out the broad knowledge & skills outline for the post:
ie the knowledge & skills you need to apply in your work in order to deliver quality services

(A more detailed full outline is available against which you will be monitored via the personal development review process.)

1	Communications	Communicate with a range of people on a range of matters	Level 2
2	Personal and People Development	Contribute to own personal development	Level 2
3	Health, Safety and Security	Assist in maintaining own and others' health, safety and security	Level 1
4	Service Improvement	Make changes in own practice and offer suggestions for improving service	Level 1
5	Quality	Make changes in own practice and offer suggestions for improving services	Level 1
6	Equity and Diversity	Support equity and value diversity	Level 2
HWB2	Assessment and Care Planning to meet Health & Wellbeing Needs	Contribute to assessing health and wellbeing needs and planning how to meet those needs	Level 2
HWB5	Provision of Care to Meet Health & Wellbeing Needs	Undertake care activities to meet health and wellbeing needs of individuals with a greater degree of dependency	Level 2