

NURSING ASSOCIATE JOB DESCRIPTION

Job Title:	Nursing Associate
AfC Band:	4
Directorate/Service:	Urgent Care
Accountable To:	Nursing Team Lead
Responsible To:	Jacob Scott Lead Nurse
Base Location:	Butler Green Enhanced Intermediate Care
On-Call Requirement:	No

Values

Three values are at the heart of our organisation: **Care, Appreciate** and **Inspire**.

Our values and behaviours define what's important to us as we work alongside each other and with our patients and service users. They also shape what it feels like to work at the NCA and will be central to your development and performance conversations. Together, we will create a culture where care, appreciation and inspiration thrive.

Structure Chart



Job Summary

The role of the Nursing Associate is to work with the multi professional team within Butler Green Enhanced Intermediate Care and the Registered Nurse contributing to the ongoing assessment, providing and monitoring care in line with the service pathways and as agreed with supervising clinician(s). They will monitor the condition and health needs of people within their care on a continual basis in partnership with the multi professional team.

The Nursing Associate has a breadth of knowledge across the lifespan, providing holistic and person-centred care and support for people of all ages and in a variety of settings.

The Nursing Associate will help to bridge the gap between Health Care Assistants and Registered Nurses by working independently under the leadership of Registered Nurses, working within the sphere of nursing and care and within all aspects of the nursing process.

Key Role and Responsibilities

- Effective communication, dignity and respect to all patients, relatives and others giving consideration to potential barriers to understanding.
- Communicate effectively with colleagues, providing clear verbal, digital or written information and instructions when sharing information, delegating or handing over responsibility for care.
- Recognise and report any situations, behaviours or errors that could result in poor care outcomes. Report accidents, incidents, near misses or complaints following Trust policies/procedures. C
- Analytical and Judgmental Skills Under the supervision and working in partnership with a registered nurse provide and deliver a high standard of nursing care contributing to the ongoing assessment, providing and monitoring care based on evidence and working in partnership with the multi-disciplinary team Planning and Organisational Skills.
- Prioritise and manage own workload, recognising where elements of care can safely be delegated to other colleagues, carers and family members.
- Physical Skills To safely undertake the following procedures to meet the patient's nursing needs to include; undertaking routine procedures including
- venepuncture, ECG recording, measuring and interpreting blood glucose levels, recording and interpreting vital signs, continence care, bladder and bowel care, pressure area care, wound care, nutrition, hydration, foot care, skin integrity, mood identification (as outlined in the NMC Nursing Associate Skills Annex).
- Identify and report changes in a patient's condition to a registered nurse. Responsibility for Patient Care Provide compassionate, safe and effective care and support to patients in a range of care settings.

- Monitor the condition and health needs of patients within their care on a continual basis in partnership with patients, families and carers, ensuring appropriate escalation to a registered nurse when required. Support patients to improve and maintain their mental, physical, behavioural health and well-being. Promote comfort and well-being by ensuring that patients' personal and social needs are met and be able to care for a patient's nursing needs.
- Provide and receive sensitive information concerning a patient's medical condition. Provide effective evidence based care for service users under the supervision of registered nurses in order to perform non-complex activities, in line with clinical governance and professional standards, recognise the effects of medicines, allergies, drug sensitivity, side effects, contraindications and adverse reactions. Undertake safe and effective administration and optimisation of medicines in accordance with Trust policy and the NMC standards of proficiency for nursing associates.
- Administer medicines via the following routes, oral, topical, rectal, subcutaneous and intramuscular in line with NMC Standards and Trust policies. Comply with Trust policy in relation to any safety critical medicines to be administered by Nursing Associates.
- Monitor the condition and health needs of patients within their care following administration of medication. Recognise and report any situations, behaviours or errors that could result in poor care outcomes related to medicines management.
- To engage in a preceptorship period that includes achieving the Nursing Associate Medicines Management Competency framework. Maintain own continuing professional development in accordance with NMC CPD requirements and contribute to formulation of own objectives and personal development plan. Support, supervise, teach (where appropriate) and act as a role model to trainee nursing associates, student nurses, healthcare support workers and new staff members, promoting reflection and providing constructive feedback.
- Contribute to the maintenance of the learning environment. Adopt a reflective approach to own practice with a view to continually improve. Undertake further training as required, prior to carrying out any additional duties identified as relevant to role, to comply with Trust policies and procedures.

PERSON SPECIFICATION

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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Foundation Degree GCSEs Grade C or above in Maths and English Language / New GCSE Grade 4-9 in Maths and English Language OR Functional Skills Level 2 in Maths and English or Equivalent 	
Professional Registration	<ul style="list-style-type: none"> Registered Nursing Associate on the NMC Register 	
Knowledge, Training & Experience	<ul style="list-style-type: none"> Understanding of the scope of the role of the 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. Knowledge of when to seek advice and escalate to the appropriate professional for expert help and advice. Understand requirements for NMC professional Revalidation Understanding of the importance of following procedures and treatment Plans 	

	<ul style="list-style-type: none"> • 	
<p>Skills & Abilities</p>	<ul style="list-style-type: none"> • Ability 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 patient • contact Ability to communicate effectively (written, verbal and nonverbal communication) with patients/relatives and carers and all members of the multidisciplinary team. • Ability to develop effective and appropriate relationships with people, their families, carers and colleagues Ability to support, supervise, assess and act as a role model to nursing associate students, other learners and health care support workers as required within the clinical setting. • Have effective time management skills and the ability to prioritise Maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately, appropriately and kept up to date • Positive approach to work Capacity to work with colleagues at all levels Open minded, treats colleagues and the 	

	general public with dignity and respect <ul style="list-style-type: none"> • Compassionate and caring 	
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Living our Values

All colleagues are expected to demonstrate the NCA values and underpinning behaviours as you carry out your role.

Values	Behaviours (I will...)
CARE We listen and treat each other with kindness.	Provide the highest standard of care, with compassion and kindness.
	Communicate clearly, actively listen and be person centred.
	Seek to understand and empathise.
	Collaborate to deliver services that are safe and give confidence in our care.
APPRECIATE We value and respect each other's contribution.	Recognise and openly acknowledge how we all make a difference.
	Value and respect others and share in celebrating our successes.
	Treat people fairly, notice, champion and positively appreciate diversity.
	Provide constructive feedback to support growth and development.
INSPIRE We speak up and find ways to be even better.	Have a voice and act with integrity and honesty.
	Make time to learn, share and find new ways of working.
	Be positive, be open to change and empower others.
	Work with my team and other teams to agree and deliver best outcomes.

Appendix

The below details all the standard Trust requirements which must be incorporated within the role.

Infection Prevention
Employees will adhere to all Trust Infection Control policies and procedures which are relevant to the post and undertake any appropriate mandatory training. All colleagues will ensure that advice is sought from the infection control team as required and appropriate action is taken to minimise cross infection.
Safeguarding
The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.
Health and Safety
Employees must act in accordance with the Health & Safety at Work Act 1974, and subsequent legislation, under which they must take reasonable care to avoid injury to themselves and to others who may be affected by their work activities. Employees are required to co-operate with the Trust in meeting statutory requirements. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of colleagues, patients, and the general public.
Confidentiality and Data Protection
Employees are required to uphold the confidentiality of all records held by the Trust, whether patient records or Trust information. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.
Equality and Diversity
<p>All colleagues are required to understand the equality and diversity commitments and statutory obligations under the Equality Act 2010. You must act in ways that support Equality, Diversity, and Inclusion (EDI) and recognise the importance of people's rights in accordance with legislation, policies, frameworks, procedures, and good practice.</p> <p>Colleagues must recognise and report any behaviour that undermines equality under Trust policy and further EDI activity by:</p> <ul style="list-style-type: none"> • eliminating discrimination, harassment and victimisation

- advancing equality of opportunity between people who share a protected characteristic and those who don't
- fostering good relations between people who share a relevant protected characteristic and those who don't
- understanding the impact of policies, services and practice on people with different protected characteristics

Code of Conduct

Colleagues that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Colleagues who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

Leadership and Development

We believe our colleagues play a vital role in delivering excellence, and that everyone has the ability to demonstrate leadership and make a difference. As a member of our team, we expect you to live the NCA values: Care, Appreciate and Inspire through your daily habits, to improve outcomes for patients, customers and service users across the system. In return we provide a range of development opportunities that help you to realise your potential and reach your professional best.

As you join us, you are required to attend our Corporate Induction, complete the Trust's mandatory training and participate in the NCA Accelerated Leader Development Programme if you are in a leadership or management role. Your annual My Time appraisal conversation helps to continually review your contribution and ongoing priorities through your Personal Development Plan, informed through a wide choice of development available to you.

Flexibility

This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time, in discussion with the post holder. This job description is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.