

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Nursing Associate
Host / Employing Trust:	South West London and St Georges MH NHS Trust
Band:	4
Hours:	37.5
Reports to:	Ward or Team Manager
Professionally Accountable to:	Director of Nursing

Job Purpose and Summary

The **Nursing Associate** contributes to the health and wellbeing of patients and service users, and applies across all health and care settings. The **Nursing Associate** will deliver high quality, personalized, safe, compassionate care in the best interest of people. The **Nursing Associate** is equipped with the knowledge, understanding, skills, attitudes and behaviours across the fields of nursing, providing holistic care and support for people of all ages in a variety of settings.

The **Nursing Associate** works independently under the leadership of registered nurses, working within the sphere of nursing. The **Nursing Associate** recognises and works within limits of their competence. The **Nursing Associate** works to a nationally recognized code of conduct and is registered with Nursing and Midwifery Council (NMC).

Description of Duties

Promoting Health and Preventing Ill Health:

1. Supporting people to improve and maintain their mental, physical, behavioural health and wellbeing.
2. Active involvement in the prevention of and protection against disease and ill health.

3. Engage in public health, community development, and in the reduction of health inequalities.
4. Implementing the principles of 'recovery': encouraging and supporting patients/service users to engage with healthy lifestyles, facilitating psychosocial activities and other activities of their interest. Where appropriate contributing to psychological interventions under the guidance of a registered professional.
5. Advocating for patients/service users' needs and rights within Trust policy.
6. Encouraging and empowering individuals to have an optimum level of responsibility for their individual programme of care.

Provide and Monitor Care:

1. Acting professionally at all times and adhere to Trust policies
2. Using knowledge and experience to make evidence based decisions and solve problems in the best interests of the people they care for.
3. Providing care that is person-centered, safe, compassionate and putting people first.
4. Monitoring the condition and health needs of people within their care on a continual basis in partnership with people, families and carers.
5. Communicating effectively with colleagues, providing clear verbal, digital or written information and instructions when sharing information, delegating or handing over responsibility for care.
6. Communicating effectively with patients when delivering care and providing advice where appropriate.
7. Recognizing and reporting any situations, behaviors or errors that could result in poor care outcomes.
8. Understand, encourage and complete the necessary paperwork to enable discharge/transfers in a safe and timely manner.
9. Recognizing and value patients and service users as individuals, acknowledging the importance of maintaining the patient/service user's respect and dignity at all times and ensure that the care provided respects equality and diversity.
10. Contributing to the development of care plans that reflect patients/service user needs, working in partnership with patients/service users, wider MDT and friends/relatives/significant others.
11. Escalating any concerns to relevant Health Care Professionals.

12. Subject to the requirements of a particular service area and within the confines of the role, following trust policy/government regulatory guidance and upon successful completion of an approved programme of study and competency assessment signed by ward manager for the clinical area, the post-holder will administer routine medications and will exercise professional accountability in ensuring the safe administration of medicines to those receiving care.

13. Reporting, without delay, any safety or security concerns to maintain the safety of service users, carers, staff and others to appropriate authorities and/or organisations.

14. Understanding, contributing and follow all safeguarding procedures; being aware of the necessity to safeguard and promote the welfare of people at all times.

15. Responding respectfully to concerns / complaints raised by patients, families and carers and escalate in accordance with trust policies.

16. Maintaining confidential information in accordance with Trust Policies.

Team working and Professional development:

17. Demonstrating the ability to work collaboratively and in partnership with professionals from different agencies in interdisciplinary teams.

18. Working in ways that support shared responsibility within the team: demonstrating support, respect and courtesy towards colleagues; working in a professional manner and with Trust values always in mind, respecting the boundaries of the relationship with service users/patients, carers and staff.

19. Attending and participating in team meetings and contributing ideas to multi-professional team discussions.

20. Engaging in reflective practice to ensure effective patient care is based on evidence based practice and with Trust values in mind. Attending staff training, meetings, reflective practice groups and activities including the development of reflective portfolio.

21. Participating in supervision by nominated senior staff member, including annual review of performance as part of the appraisal (or PADR) system.

22. Supporting the learning of less experienced staff, such as student nurses and trainee nursing associates.

23. Demonstrating own role to others and acting as role model to others at all times in accordance with Trust values providing junior leadership role.

24. Undertaking mandatory training as required by Trust policy and other CPD training related to the role or area of work. Maintain a relevant work development portfolio and comply with all requirements of NMC revalidation.

25. Contributing to clinical or governance reviews of the team's activity and the monitoring of performance. Contributing to relevant audit, practice development on research activity that may be taking place in the work area.

26. Ability to fulfil all the requirements of the role (including physical) and if unable to then reasonable adjustments may need to be made either to your role or place of work to ensure safety of self, staff and patients.

27. Undertake any other duties that are commensurate with the band and nature.

Improving safety and quality of care:

28. Contributing to the continuous monitoring of peoples' experience of care.

29. Identifying risks to safety and take appropriate action.

30. Understanding and applying the principles of health and safety legislation and regulations and maintain safe work and care environment.

31. Protecting service users, self and others by maintaining a clean and healthy environment in accordance infection control policies.

Frameworks within which you work

As a member of the clinical team, providing patient care, we encourage you to be:

- Caring
- Competent
- Courageous
- Committed
- Communicative
- Compassionate

The Nursing and Midwifery Council requires trainee nursing associates to:

- Priorities people
- Practice effectively
- Preserve safety
- Promote professionalism

You will work within the Appropriate Code of Conduct for regulated staff in your role.

Values and Commitments

Each of the Trusts in the South London Mental Health and Community Partnership has a framework of values and commitments:



Excellence	Caring, kind and polite	Respectful
Having user focus	Prompt and value your time	Open
Partnership	Take time to listen to you,	Compassionate
Safety	Be honest and direct with you	Collaborative
Responsive	Will do as I say I am going to do	Consistent
Learning		

General information for all employees

Below is the section of the Job description with general information for all employees and the requirements on all employees to support and comply with Policy and Legislation.

Relevant policies are highlighted and must be read by all employees – policies are available on the intranet to employees or you can ask your manager for the policy.

Anyone who has any difficulty understanding these requirements please highlight this to your line manager.

Continuous Improvement

All members of staff are required to play an active role in development and improving services to the benefit of service users.

Confidentiality

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the Data Protection Act, the Caldicott principles and the common law duty of confidentiality. The post holder must follow record-keeping guidelines to ensure compliance with the Freedom of Information Act 2000.

Valuing Diversity and Human Rights

No person should receive 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 and must not be placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. Each Trust has an **Equality Policy** and it is for each employee to contribute to its success.

All employees have responsibility to ensure their practice adheres with both legislation and policies. All public authorities have a legal duty to uphold and promote human rights in everything they do. It is unlawful for a public authority to perform any act which constitutes discrimination.

Infection Control and Health and Safety

The prevention and control of infection is the responsibility of all employees.

Employees must be aware of **Infection Control Policies**, procedures and the importance of protecting themselves and their clients in maintaining a clean and health environment. All staff undertaking patient care activities must attend infection control training and updates as required.

The Registered Nurse or other person in charge of any patient or residential area has direct responsibility for ensuring that the cleanliness standards are maintained throughout that shift.

All staff must comply with all **Health & Safety Policies and Procedures**. Staff must be aware of the responsibilities placed on them under Health and Safety legislation and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Employees must act in a responsible manner to ensure the care of their own health and safety and that of others who may be affected by their omissions at work.

All staff must ensure that waste produced within the Trust is segregated and 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.

No Smoking

There is a **Smoke Free Policy** in operation. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Designated smoking areas or smoking rooms are not permitted. Smoking Cessation Support is provided for staff members who wish to stop smoking.

Data Protection

If you have contact with computerised data systems you are required to obtain, process, and/or use information held on a computer or word processor in a fair and lawful way, to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

All staff who contribute to patients' care records are expected to be familiar with, and adhere to, the **Information Governance Policy**. Staff should be aware that patients' care records will be subject to regular audit.

All staff have an obligation to ensure that care records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and on the basis that, on accepting their job description, they agree to maintain both patient / client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act.

All Trust staff are expected to use and to enter data onto the Electronic Clinical Record System and to use other required IT applications where it involves their work. All clinical staff will also need to have the essential IT skills. Initial and on-going IT applications and IT skills training will be provided.

Risk Management

All Trust employees are accountable, through the terms and conditions of their 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 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.

Safeguarding and Duty of Candour

The Trusts are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff are expected to implement the **Safeguarding Policies and Procedures**, act promptly on concern, communicate effectively and share information appropriately. All staff must be familiar with and adhere to the Trust's safeguarding procedures and guidelines. All staff have a Duty of Candour to inform their line manager/supervisor as soon as practicable, when they believe or suspect that treatment or care it provided has caused death or serious injury to a patient. It is a criminal offence for any registered medical practitioner, or nurse or allied health professional or director of an authorised or registered healthcare organisation to knowingly obstruct another in the performance of these statutory duties, provide information to a patient or nearest relative with the intent to mislead them about such an incident or dishonestly make an untruthful statement to a commissioner or regulator, knowing or believing that they are likely to rely on the statement in the performance of their duties.

Standards of Business Conduct

The post holder will be required to comply with the **Standing Orders and Standing Financial Instructions** and, to all HR Policies. All employees must deal honestly with their employer, with colleagues and all others, including patients, relatives/carers and suppliers.

Job Description Review

This job description is intended as an outline indicator of 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 on a regular basis. You may be required to work at other locations within the Trust as determined by the duties of your post. You may be required to undertake any other duties at the request of the line manager which are commensurate with the role, including project work, internal job rotation and absence cover. This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.

Person Specification

Nursing Associate – Band 4

Requirements	Essential	Desirable
Education and Qualification	<p>Registered Nursing Associate on the NMC register.</p> <p>Nursing Associate foundation degree qualification.</p> <p>English and Mathematics basic qualifications (e.g. GCSE at Grade C or above, New GCSE Grade 4-9 in Maths and English Language or evidence of Level 2 in Functional skills for numeracy and literacy).</p>	
Experience and Knowledge	<p>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.</p> <p>Understands and acts in line with NMC professional standards for practice contained within The Code.</p> <p>Knowledge of when to seek advice and escalate to the appropriate professional for expert help and advice.</p> <p>Understand requirements for NMC professional Revalidation.</p> <p>Understanding of the importance of following procedures and treatment plans.</p> <p>Experience of working in teams under appropriate supervision as part of a multi-disciplinary team.</p> <p>Insight into how to evaluate own strengths and development.</p>	<p>Experience in different clinical care settings.</p> <p>Experience in supervision of staff.</p> <p>Lived experience of mental health.</p>
Skills and Abilities	<p>Ability to develop effective and appropriate relationships with people, their families, carers and colleagues.</p>	<p>Training and experience in specialist skills such as ECG,</p>

	<p>Able to provide quality care that is responsive to service user's needs, with supervision available but not always present, and acting on own initiative, within protocols, policies and care plans.</p> <p>Able to plan and co-ordinate and prioritise own and team work within a shift system.</p> <p>Communications skills – receiving and conveying sensitive information, with staff and with service users and able to keep accurate records. Knowing when to escalate concerns and to whom</p> <p>Ability to positively engage distressed individuals and de-escalate highly-aroused situations</p> <p>Highly resilient and able to respond to difficult interpersonal situations, which may at times be traumatic / distressing.</p> <p>Approachable and self-aware, including the ability to self-reflect. Understanding forms of effective working relationships with colleagues.</p> <p>Intrinsically motivated to do a good job and to motivate others.</p> <p>Loyal and able to advocate for and show pride in the work area and organization and demonstrates values of Trust and NHS.</p> <p>Advocates for all individuals, within professional boundaries and trust policies, particularly those with protected characteristics; promotes equality and diversity.</p> <p>Empathy for individuals who have experienced mental health problems and ability to cope with behaviour which may be challenging at times.</p> <p>Ability to take part in reflective practice and clinical supervision activities</p>	<p>Vital Signs, Phlebotomy.</p> <p>Experience in facilitating groups.</p>
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	<p>Ability to deal with non- routine and unpredictable nature of workload and individual patient contact</p> <p>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.</p>	
Other Requirements	<p>Flexibility to work 24hr Shifts, 7 days a week and across all clinical areas as required unless otherwise specified.</p> <p>Ability to fulfil all the requirements of the role (including physical requirements).</p> <p>Commitment to completing a 2 year foundation degree programme.</p>	<p>Hold a valid driving license and access to a car depending on the need of the clinical area.</p>