

SAMPLE JOB DESCRIPTION SECONDARY CARE SETTING EXTERNAL CANDIDATES

JOB TITLE	Student Nursing Associate
SALARY/BAND	Band 3 (minimum requirement if recruiting externally) NB depending on allocated employer there may be also a high-cost area supplement for outer London and for inner London.
LOCATION	<p>TBC – this will be the location of one of NCL employers listed in the advert.</p> <p>You will be asked to indicate your 1st, 2nd, and 3rd choice of employers when you apply; the final placement will be confirmed at the end of the recruitment process.</p>
RESPONSIBLE TO	Ward / Dept. Manager
ACCOUNTABLE TO	Matron/Senior Service Lead/Practice Nurse/ Head of Nursing
HOURS OF WORK	This is a full-time post of 37.5 hours per week.
START DATE	October 2024

NB This is a sample Job Description for a Student Nursing Associated employed in a Secondary Care setting (Trust) applicable to external candidates only i.e., candidates not employed within a Trust setting at the time of applying to the Nursing Associate programme.

To apply, you must provide evidence of Maths and English GCSEs (grade 9 to 4, A to C) or Functional Skills Level 2 prior to applications closing date. Failure to produce this evidence will mean that an interview cannot, unfortunately, be offered.

Key Working Relationships

- Head of Nurse Education/Senior education nurses
- Practice Educators
- University lecturers and tutors
- Ward/Dept. Manager
- Multidisciplinary team
- Ward/Dept. Managers – on external placements
- Patients, their families, and friends

Job Summary

- The student will work towards progression into the post of Nursing Associate through successful completion of the Nursing Associate training programme which includes the attainment of a level 5 Foundation Degree qualification. They will develop and maintain knowledge, skills and competencies related to the role of Nursing Associate within the service and through completion of the Nursing Associate training programme which includes working in care settings and delivery of person-centered care.
- The Nursing Associate training programme combines and integrates both academic and work-based learning through close collaboration between employers and education providers. A student Nursing Associate will be based, as an employee, in a particular organisation, in a specific setting, but will experience working in alternative settings in order that they gain a wide appreciation of many health and care contexts and are able to fulfil all the requirements of the programme.
- At the end of the programme, the student Nursing Associate will be equipped with the knowledge, understanding, skills, attitudes, and behaviours relevant to employment as a Nursing Associate and will work to a nationally recognised code of conduct.
- The training programme emphasises the role that student Nursing Associates can play in life course (pre-conception to end of life) approaches towards health and wellbeing and the ways in which they actively contribute to the delivery of holistic care. Holistic care, across life-course, is a whole-person approach which considers, and equally values¹, physical, psychological, and public health needs, learning disabilities, social, economic, spiritual, and other factors in the assessing, planning and delivery of care.
- The overall outcome from the training programme is a Nursing Associate that is fit to practice in the widest range of settings as well as being equipped with the specific knowledge, skills and capabilities required for the context in which they have trained and are employed.

Duties and Responsibilities

The student will:

- Deliver high quality, compassionate care to patients of all genders, under the direction of a Registered Nurse (or other registered care professional dependent on setting) with a focus on promoting health and independence.
- Have proficient attitude and behaviour compatible with NHS Values.
- Work as part of a designated clinical and care team delivering care that focuses on the direct needs of the individual.
- Carry out specific delegated clinical and care tasks and responsibilities to a high standard and competency, under the direction and supervision of a registered nurse or other registered care professional's dependent on setting.

- Work with a Practice Assessor and Practice Supervisors to take responsibility for developing own clinical competence, leadership, and reflective practice skills within the workplace, while on placements and through attending the Nursing Associate Training Programme.
- Provide feedback to assist in the evaluation of the Nursing Associate Programme.
- Develop by the end of the Nursing Associate Training Programme the ability to work without direct supervision, at times delivering care independently in line with the individual's defined plan of care, within the parameters of practice of the Nursing Associate role, accessing clinical and care advice when needed.
- Promote parity of esteem i.e., valuing mental health equally with physical health.

Knowledge, training, and experience

- See person specification for qualifications/equivalent experience
- Develop knowledge of the scope of practice of the Nursing Associate role within different care settings
- Develop and improve practical and theoretical knowledge, competence and skills throughout the Nursing Associate Training Programme and maintain all evidence required
- Contribute towards developing a culture of learning and innovation, developing high quality learning environments

Clinical responsibilities – Individual's care

The following list is indicative as tasks and responsibilities will vary depending on the care setting the student Nursing Associate is working in.

The student will:

- Develop understanding of all elements of the nursing process and be able to assist the registered nurse in the on-going assessment, planning, management, and evaluation of care to patients of all genders.
- Support individuals with all aspects of care including daily living, providing person-centered care and promoting health and independence through awareness raising and care navigation to other professionals as appropriate.
- Perform and record clinical observations including blood pressure, temperature, respirations, and pulse.
- Undertake clinical tasks including venepuncture, ECGs.
- Accurately record nutritional and fluid intake.
- 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 registered care professionals as appropriate.

- Report back and share information with the registered nurses on the condition, behaviour, activity, and responses of individuals.
- Recognise issues relating to safeguarding vulnerable children and adults and report any problems or raise concerns to the appropriate registered care professionals.
- Assist in the assessment of and contribute to the management of risk across several areas within the environment where care is being administered.
- Assist in the implementation of appropriate action to meet the specific physical, emotional, and psychological, social, cultural, and spiritual needs of individuals and carers.
- Assist in the delivery of complex care as prescribed by the registered nurse.
- Develop understanding of caring for individuals with particular conditions for example dementia, mental illness, learning disabilities.
- Develop skills in relation to coaching/teaching individuals/carers/other staff.
- Assist with the implementation and monitoring of clinical standards and outcomes.
- Develop a working knowledge of other providers' resources and referral systems to ensure individual's needs are met, within parameters of practice.
- Engage in reflective practice including management of self and reflection on own reactions, asking questions, and reflecting on answers given.
- Demonstrate good understanding of principles of consent and ensure valid consent is obtained prior to undertaking nursing and care procedures.
- Demonstrate good understanding of the Mental Capacity Act / Deprivation of Liberties and applies principles to everyday practice seeking advice / guidance from the Registered Nurse or registered care professional as required.

Policy and service development

The student will:

- Promote health and safety maintaining best practice in health, safety, and security.
- Share ideas with colleagues to improve care and suggest areas for innovation.
- Participate in audit activities being undertaken in area of practice.
- Contribute to the improvement of service by reflecting on own practice and supporting that of others.
- Adhere to legislation, policies, procedures, and guidelines both local and national.
- Regularly attend workplace and staff engagement meetings and contribute positively to discussions about the improvement of care.

Planning and organisation

The student will:

- Plan and manage competing demands of job role, study, and placement activities.

- Work in an effective and organised manner demonstrating excellent time management and organisational skills to effectively deliver person-centred care for an allocated group of individuals. Deliver effective care following treatment plans determined by the Registered Nurse or registered care professional and provide feedback on progress against the plans.

Communication and relationships

The student will:

- Communicate effectively across a wide range of channels and with a wide range of individuals, the public, health, and social care professionals, maintaining the focus of communication on delivering and improving health and care services.
- Demonstrate those inter-personal skills that promote clarity, compassion, empathy, respect, and trust.
- Contribute to team success and challenge others constructively.
- Communicate with individuals, carers, and other visitors in a courteous and helpful manner, whilst being mindful that there may be barriers to understanding.
- Report to appropriate registered care professional information received from the individuals, carers, and members of the team.
- 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.
- Ensure clear, concise, accurate and legible records and all communication is maintained in relation to care delivered adhering to local and national guidance.
- Ensure ability to manage electronic records system taking cognisance of need to protect access (ID, passwords, swipe cards).

Analytical and judgement skills

The student will:

- Exercise personal responsibility and work independently within defined parameters of practice, taking the initiative in a variety of situations and performing a range of clinical and care skills consistent with the role, responsibilities, and professional values of a Student Nursing Associate.
- Exercise judgment in assessing patient condition, comfort and wellbeing using analysis of a range of possible factors.
- Ensure that only those activities for which competence has been achieved are undertaken without supervision and that recognition is given to the impact and consequences of practicing outside capability.

Physical skills requirement

The student will:

- Use frequent moderate effort when undertaking carrying out the manual handling of individuals and equipment in line with organisational guidelines.
- Use skills of manual dexterity and manipulation of clinical instruments and equipment.
- Use a combination of standing, walking bending and stretching throughout the shift.

Financial and physical resources

The student will:

- Exercise personal duty of care in the safe use and storage of equipment.
- Be environmentally aware and prudent in use of resources and energy.

Human resources

The student will:

- Act in ways which support equality and value diversity.
- Demonstrate own duties to new or less experienced staff.
- Support development of less experienced staff and students.

Information resources

The student will:

- Develop skills to maintain professional standards of record keeping.
- Follow all information governance guidance and policies.
- Maintain confidentiality as outlined within data protection policies.

Freedom to Act

The student will:

- Work to standard operating procedures with registered care professionals available for reference Work within the organisational policy, procedures, and guidelines.
- Work within the student Nursing Associate parameters of practice.
- Be responsible and accountable for own practice, working within limits of competence and within professional boundaries.
- Raises any concerns to a registered care professional or appropriate person.

Mental and Emotional effort

The student will:

- Frequently use concentration and experience work patterns which are unpredictable with regular interruptions, some requiring immediate response.
- Maintain a professional approach while working in challenging, distressing situations or dealing with challenging behaviour.
- Support individuals, their families and carers when faced with unwelcome news and life changing diagnoses.

- Have exposure to VDU screen.

Working condition

- Dependent on care setting, have frequent exposure to highly unpleasant working conditions e.g., dealing with uncontained body fluids and difficult aggressive behaviour.

Teaching and Training

The student will:

- Be proactive in seeking opportunities to develop own knowledge and skills, achieving clinical competencies and Foundation Degree / Level 5 qualification within agreed timeframes. Seeks support / guidance in timely manner if any difficulties are encountered.
- Work in partnership with manager to develop and deliver on Specific, Measurable, Achievable, Relevant and Time-bound (SMART) objectives at annual appraisal and personal development planning meeting.
- Take responsibility for organising and attending statutory/mandatory updates in accordance with organisational requirements.
- Act as an excellent role model by upholding and implementing good practice in the workplace. Recognising and either directly challenging or seeks support to challenge any poor practice observed.

General

- To be familiar with and adhere to the Trust's Code of Behaviour and uniform standard. Ensure that confidentiality of staff, women and their families is maintained at all times.
- Promote equal opportunities for staff and women in accordance with Trust policy.
- To take responsibility for maintaining written and electronic patient records relating to client care in accordance with Trust Policies and local guidelines.
- Be responsible for the maintenance, storage, and safety of equipment within the teams.
- Ensure the health, safety and welfare of staff, women, and their families in accordance with the Health and Safety at Work Act 1974.
- Ensure the safe administration and custody of drugs in accordance with the Safety of Medicines Act and the Trust Drugs Administration policy.
- When working in the community to be aware of the Lone Worker Policy and to take appropriate precautions to minimise risk.

Other Duties

- Undertake any other duties requested as appropriate to the banding of the post.
- Engender a culture of respectful relationships.
- Conduct oneself in accordance with the Skills for Health Code of Conduct for Unregistered staff and Trust policies.

- Take responsibility for self-development through the appraisal system and complete agreed personal development plan.
- Participate in the Trust's clinical governance programme.

Probation

Employment by the Trust is subject to a six (6) month probationary period, during which time you will be required to demonstrate to the Trust's satisfaction your suitability for the position in which you are employed. During your probationary period, your employment may be terminated by you or the Trust by providing one (1) week notice in writing.

NB This is applicable to externally recruited candidates and will vary in length depending on the Trust.

Equality, Diversity, and Inclusion

The Trust is committed to fair and transparent recruitment and selection procedures and to providing a workplace where all staff are treated with respect and feel included. It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Health & Safety

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974 to maintain a safe environment for both staff, patients, and visitors, to observe obligations under organisational and departmental Health & Safety policies, maintaining awareness of safe practices and assessment of risk.

Data Protection and Caldicott

To obtain, process and use information (held on computer and/or manual filing systems) in a fair and lawful way. To hold person identifiable information for specific registered purposes and not to use, disclose or transfer person identifiable information in any way that is incompatible with the Data Protection Act 2018, other legislation and Caldicott requirements. To disclose person identifiable information only to authorised persons or organisations as instructed. When using email to transmit person identifiable information within or outside the Trust, the Trust Email Policy must be strictly followed.

Customer Care

The aim of the hospital is to provide patients and clients with the best possible care and services. To meet this aim, all our staff are required at all times to put the patient and client first and do their utmost to meet their requests and needs courteously and efficiently. In order that staff understand the principles of customer care and the effects on their particular post and service, full training will be given.

Infection Control

All healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps. Knowledge, skills, and behaviour in the workplace should reflect this; at annual appraisal you will be asked about application of practice measures known to be effective in reducing HCAI.

Smoking Policy

The Trust provides a smoke free work environment.

Confidentiality

Under no circumstances, either during or after the end of your employment (however it is terminated), may you divulge any unauthorised person confidential information relating to the Trust. This includes but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Clinical Governance

Staff are expected to provide patients with timely and effective care. Treatment and direct / indirect support must be based on best practice. Everyone is responsible for this and his/her job in the Trust is important in achieving this.

Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a criminal check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.

Safeguarding Vulnerable People

It is a basic human right of every child and adult to be protected from harm and NHS Trusts have a fundamental part to play in this. We expect all our staff to recognise signs of vulnerability and to report and act on any concerns in line with policy and guidance contained in 'Working Together - Every Child Matters' and 'No Secrets - guidance on developing multi-agency policies and procedures to protect vulnerable adults from abuse' on which our Trust Policies are based.

Organisational Change

As services develop and change, the post-holder may be required to undertake other responsibilities within the Trust.

Review

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post-holder.

SAMPLE

PERSON SPECIFICATION

Post: Student Nursing Associate

Assessment Criteria: A = Application Form; I = Interview; R = References; T = Test

ATTRIBUTES/SKILLS	ESSENTIAL	DESIRABLE	MEASUREMENT
Education and qualifications	Evidence of Maths and English GCSEs (grade 9 to 4, grade A to C) or Functional Skills Level 2.	<p>Level 3 in Care or equivalent in terms of both academic attainment and previous care experience.</p> <p>Demonstrable commitment to study at Level 5 Diploma of Higher Education Level and to complete the student Nursing Associate programme.</p>	<p>A</p> <p>I</p>
Skills and abilities	<p>Insight into how to evaluate own strengths and development needs, seeking advice where appropriate.</p> <p>Understanding of the scope of the role of the Nursing Associate in context of the team and the organisation, and how the role may contribute to service development.</p> <p>Evidence of time management skills and ability to prioritise.</p> <p>Intermediate IT skills.</p>		<p>A/I</p> <p>I</p> <p>A/I</p>

	<p>Ability to communicate with members of the public and health and care providers.</p> <p>Courteous, respectful, and helpful at all times.</p> <p>Ability to deal with non-routine and unpredictable nature of the workload and individual patient contact.</p> <p>Able to participate in and travel to placements outside of host employer in various healthcare settings.</p> <p>Ability to work on own initiative.</p> <p>Ability to provide personal care to patients of all genders.</p>		<p>I</p> <p>I/A</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>
Experience	Ability to take part in reflective practice and clinical supervision activities.	Previous experience of working within a health / care setting.	A / I
Knowledge	Knowledge of when to seek advice and refer to a registered care professional.		A/I
Other requirements	<p>Awareness of Equal Opportunities.</p> <p>Prepared to work over 24-hour shift pattern, including days, nights, and weekends.</p> <p>Able to work flexibly according to the academic calendar.</p> <p>Non-judgmental.</p>		<p>A / I</p> <p>I</p> <p>I</p> <p>A/I</p>