

JOB DESCRIPTION

GENERAL INFORMATION:

Title: Nursing Associate, Band 4

Job Base: Harefield Hospital, Juniper Ward

Responsible To: Ward Sister/Charge Nurse

Accountable To: Matron

DBS checks: DBS – enhanced

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.

Royal Brompton and Harefield hospitals joined Guy's and St Thomas' in February 2021 and is the largest specialist heart and lung centre in the UK and among the largest in Europe. We provide treatment for people with heart and lung disease, including rare and complex conditions, offering some of the most sophisticated treatment that is available anywhere in the world.

Our integrated approach to caring for patients from before birth, through childhood, adolescence and into adulthood and old age has been replicated around the world and has gained Royal Brompton and Harefield an international reputation as a leader in heart and lung diagnosis, treatment and research.

We are working in partnership with King's Health Partners, to deliver our vision of creating a new centre of excellence, which will be the global leader in the research into and treatment of heart and lung disease, in patients from pre-birth to old age.

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.

Job summary:

- The post holder will be responsible for delivering high quality, patient centred, compassionate care under the direction of a registered nurse with a focus on promoting health and independence.
- Have proficient attitudes and behaviours compatible with the Trust / NHS Values.
- Be an accountable professional.
- Work as part of a clinical team delivering care that focuses on individual needs.
- Carry out specific clinical and care tasks and responsibilities to a high standard and competency, under the direction of a registered nurse.
- 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.
- To be flexible in the approach to the clinical area and provide cover according to experience for any area specified.

Main tasks & responsibilities:

Patient/customer care (both direct & indirect)

Seeking advice/guidance as necessary, the nursing associate will:

- Assist the registered nurse with the ongoing assessment, planning, implementation and evaluation of programmes of care, actively seeking evidence based practice which will improve the quality of care and meeting the needs of the patients.
- A holistic approach to caring should be planned that will include the appropriate level of physiological, pathological, spiritual, socio-economical and cultural aspects which influence the care of clients within your specific speciality.
- Support individuals with all aspects of care including daily living, providing person-centred care and promoting health and independence through awareness raising and care navigation to other professionals as appropriate.
- Prioritise workload according to changing clinical need for shift and demonstrate the ability to recognise changing priorities seeking advice and guidance from the Registered Nurse or other registered care professionals as appropriate.
- Contribute to setting goals and benchmarking standards of care. Develop tools to improve the quality of the service and co-ordinate clinical services across the ward/department.

- 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.
- Collaborating with other members of the ward team to ensure the patients' needs are met to a consistently high standard.
- Maintain excellent clinical standards of nursing practice.
- Act as a patient advocate in line with the NHS plan.
- Ensure that nursing documentation is maintained to the Trust standard and national guidance.
- Participate in conducting nursing audit to achieve the agreed standards.
- Contribute to and participate in the process of setting goals and benchmarking standards ensuring CQUIN targets are met.
- In conjunction with the staff team contribute to developing and maintaining a ward/department ethos and provide a standard approach to the delivery of excellent nursing care.
- To demonstrate awareness and compliance with Trust policies, procedures, guidelines, standards, core behaviours, the 6Cs and the Trust Nursing strategy.
- To be aware of the Trust's framework of clinical governance and patient safety walk rounds within the ward or department area, seeking advice or guidance where necessary.
- Identify and report clinical risks to the ward/departmental Sister/Charge nurse, Modern Matron so that appropriate action can be taken in accordance with the Trust risk management policy.
- To provide a suitable and safe environment for the physical, psychological and spiritual well being of staff, patients/clients and their relatives/carers, seeking guidance or advice where necessary.
- Record and report all incidents/complaints involving staff, patients and visitors in accordance with Trust policies and assist in any investigations as required.
- To actively promote a healthy lifestyle for patients and staff.

Communication

- To demonstrate politeness, courtesy respect and sensitivity in dealing with patients/clients, visitors/relatives and colleagues.
- Maintain a professional appearance in line with the dress code.
- Uphold the Trust's values and behaviours and behave in a manner fitting with the responsible position of the post holder.

- Maintain and promote effective communication with all members of the multidisciplinary team and other Wards/Departments.
- To adapt communication skills to meet the needs of patients who may have barriers to understanding e.g. language.
- Contribute towards sharing good practice within the ward/department and Trust wide.
- To promote a positive image of the Trust at all times.
- To work cohesively with all members of the ward team in ensuring that the very best services to patients are provided at all times.

People management

- Take active responsibility for own annual leave in line with Trust and local Policy and Procedure.
- Participate in the Trust's appraisal and personal development plan schemes by meeting with the team leader/appraiser, regularly.
- Engage in reflective practice including management of self and reflection on own reactions, asking questions and reflecting on answers given.
- Develop skills in relation to coaching/teaching individuals/carers/other staff.
- To be a support to new and junior staff as required.

Information management

- Participate in the collection of audit and research data as required.
- Use data which will contribute to the improvement of patient care.
- To have an active Trust and email account and adhere to the Trusts Information Services and Information Governance Policies.
- Use the Trust internet to enhance care and for professional development.
- Undertake relevant training for electronic systems.
- Following Trust/local guidelines to access results from the electronic databases.

Resource management

- To work together with the ward team to ensure effective use and maintenance of resources and adequate stock levels.
- To actively engage with rostering in the department and adopt a flexible approach to personal rostering to ensure the needs of the service are met.

Service development

- To contribute to the development and maintenance of a positive learning environment for colleagues, patients and visitors.
- To participate in staff education and development, including utilising appropriate learning opportunities and to act as a resource for learners and the nursing team as/when required.

Policy development

- Under the supervision of the ward/department Sister/Charge Nurse to work on delegated projects relating to local policy development.
- To contribute to departmental and implement Trust wide/departmental policies, procedures and guidelines. Or partake in feedback (depends on grade and role).
- To be actively involved in the implementation of Trust policies and procedures at ward/department level, reinforcing their use.

Further sections

- Administer medicines safely and in a timely manner; (NB nursing associates will only administer medicines, if suitably trained and competent, in settings where it is deemed appropriate and where this is guided by organisational medicines management policies)
- To ensure all team members have a real voice in the development of the clinical service to patients/customers.
- To ensure a safe and attractive working environment within available resources.

Other duties

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

To undertake any other duties commensurate with the grade as requested.

ADDITIONAL INFORMATION:

Trust mission

To be the leading national and international centre for the diagnosis, treatment and care of patients with heart and lung disease, creating and disseminating knowledge through research and education.

Confidentiality

During the course of your employment you may have access to, see or hear information of a confidential nature and you are required not to disclose such information, particularly that relating to patients and staff.

In order to comply with the Data Protection Act 1998 you must not at any time use personal data held by either Trust for any unauthorised purpose or disclosure such as data to a third party.

You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the Trusts, unless expressly authorised to do so by the Trusts.

Health and safety

You must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974 and take reasonable health and safety of themselves and others and to ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

Smoking

It is the policy of Royal Brompton & Harefield NHS Trust that all people who work for the Trust or, while on its premises, obtain treatment, or visit the Trust in any capacity, do so without exposure to tobacco smoke.

The Trust aims to provide appropriate support, in partnership with local Occupational Health and Primary Care Trust services, to ensure that Trust staff patients can access practical help and support in their attempts to stop smoking.

This policy is based on clear evidence that, in addition to the health risks taken by smokers themselves, others who breathe in exhaled tobacco smoke (passive smokers) have increased risk of disease.

The Royal Brompton & Harefield NHS Trust is a non smoking Trust.

Diversity

You are at all times required to carry out your responsibilities with due regard to the Trust's Equal Opportunities Policy and to ensure that staff receive equal treatment throughout their employment with the Trust.

Patient & public involvement

All staff would have a responsibility to contribute to the implementation of the patient and public involvement (PPI) strategy and associated action plans.

Risk management

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigation undertaken.

Conflict of interests

You may not without the consent of the Trust engage in any outside employment and in accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests, which could potentially result in personal gain as a consequence of your employment position in the Trust. Interests that might appear to be in conflict should also be declared.

In addition the NHS Code of Conduct and Standards of Business conduct for NHS Staff (HSG 93/5) required you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public organisation or other NHS voluntary organisation) or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently whenever such interests are gained. You should not engage in such interests without the written consent of the Trust, which will not

be unreasonably withheld. It is your responsibility to ensure that you are not placed in a position, which may give rise to a conflict between your private patient's interest and your NHS duties.

CODE OF CONDUCT FOR PROFESSIONALLY QUALIFIED STAFF GROUPS

All staff is required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

CRIMINAL RECORD BUREAU CHECKS (where relevant)

Any applicant who is short-listed for this post will be asked to complete a disclosure form as the post-holder will be required to have contact with vulnerable adults or persons under the age of 18. The successful candidate will be subject to a criminal record check from the Criminal Records Bureau prior to the appointment being confirmed. The disclosure will include details of cautions, reprimands, and final warnings, as well as convictions if applicable.

Core Values for Trust Staff In Relation To Infection Prevention And Control

All Trust staff: will

- Act as a role model and champion for the highest standards of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.
- Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.
- Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

Core behaviours for all Trust staff:

All staff will commit to:

- Act with honesty and integrity at all times
- Demonstrate respect for others and value diversity
- Focus on the patient and internal and external customer at all times
- Make an active contribution to developing the service
- Learn from and share experience and knowledge
- Keep others informed of issues of importance and relevance
- Consciously review mistakes and successes to improve performance
- Act as ambassadors for their directorate and the Trust
- Be aware of the impact of their own behaviour on others
- Be discreet and aware of issues requiring confidentiality

In addition, all managers and supervisors will:

- Value and recognise the ideas and contributions of all team members
- Coach individuals and teams to perform to the best of their ability
- Delegate work to develop individuals in their roles and realise their potential
- Give ongoing feedback on performance, and effectively manage poor performance
- Provide support and guidance to all team members
- Encourage their team to achieve work/personal life balance
- Actively listen to comments/challenges and respond constructively
- Lead by example, setting high standards
- Ensure that there are sufficient resources for their team and rebalance priorities accordingly
- Provide a safe working environment

Nurses working within the Royal Brompton and Harefield NHS Foundation Trust are expected to abide by the essentials of nursing care (6C's)

Competence: to continually develop nursing knowledge and skills
Care: to always provide the highest quality care to all patients
Compassion: to treat people with kindness and respect at all times
Commitment: to always strive to do the best for patients
Communication: to be open and transparent with patients and colleagues at all times
Courage: to always speak out if it is in the patients best interest

Confirmed as accurate by post-holder:.....
Date:.....
Confirmed as accurate by manager:.....
Date:.....

Updated Feb 2017

Person Specification

Post: Nursing Associate

Grade: Band 4

Department: Juniper Ward

REQUIREMENTS	ESSENTIAL	DESIRABLE
<u>EDUCATION & QUALIFICATIONS</u>	<ul style="list-style-type: none"> Foundation Level Degree: Nursing Associate Qualification NMC Registered Nursing Associate Foundation Degree Completion of End Point Assessment for applicants who have undertaken an apprenticeship route GCSE Grade A-C English and Maths or Level 2 in Maths and English Evidence of continuing professional development Completion of end point assessment if undertaken NA training as an apprentice 	<ul style="list-style-type: none"> Essential induction training and experience
<u>EXPERIENCE & KNOWLEDGE</u>	<ul style="list-style-type: none"> Be able to demonstrate ability to work in the area for which an application is made Experience of working in a team Experience of working with the public demonstrating good customer care skills Experience of health coaching and promoting independent living 	<ul style="list-style-type: none"> Previous experience of working within an Acute health / care setting Evidence of involvement in support / development of less experienced staff Understanding of evidence-based practice
<u>SKILLS & ABILITIES</u>	<ul style="list-style-type: none"> Insight into how to evaluate own strengths and development needs, seeking advice where appropriate 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 Knowledge of when to seek advice and refer to a registered care professional Insight into how to evaluate own strengths and development needs, seeking advice where appropriate 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 Knowledge of when to seek advice and refer to a registered care 	<ul style="list-style-type: none"> Completion of an HCA development programme Understanding of basic physiology, e.g. normal vital signs, fluid balance, nutritional requirements etc. Evidence of recent work-based learning or self-directed learning

	professional <ul style="list-style-type: none"> • Understanding of the importance of the promotion of health and wellbeing • Awareness of own limitations 	
<u>PERSONAL QUALITIES</u>	<ul style="list-style-type: none"> • Ability to work within a team and independently • Flexible • Smart appearance • Able to work to pressure • Punctual • Enthusiastic • Assertive and positive attitude • Pleasant disposition • Positive attitude • Caring, kind and compassionate • Positive change agent 	
<u>OTHER REQUIREMENTS</u>	<ul style="list-style-type: none"> • Reliable work record 	