



Greater Manchester Mental Health NHS Foundation Trust

Job Description

Post Title	Registered Nurse Associate
Band	Band 4
Directorate	Trafford EIT
Location/Base	Trafford EIT
Responsible to	Advanced Nurse Practitioner 8a
Accountable to	Team manager
Hours of Duty	The post holder will be required to work 9am – 5pm. Monday to Friday, but flexible working will be required to meet service need.

Job Summary/Purpose

- **Health Promotion**

Discussion and signposting with service users around lifestyle, smoking, diet, exercise, diabetes, cholesterol, alcohol etc. Offer brief interventions and make referrals to relevant services such as weight management or exercise.

- **Physical Health Improvement Tool**

Ensure PHIT targets for metabolic screening completed yearly for service users who meet the PHIT criteria. Ensure PHIT assessments completed and results inputted and shared with service user, GP, care coordinator/medic. Ensure all interventions recorded through the progress note tile on PARIS. Refer to specialist nurses e.g. drugs and alcohol as appropriate and liaise with community staff. Ensure all service users who meet the PHIT criteria have PHIT reviewed 12 monthly Reviewed at 6 months and then every 6 months thereafter. Assisting in the achievement of CQUIN and KPI targets for physical health care.

- **Clozapine, Mood stabiliser and Depot clinics**

To assist when required.

- **Undertake Venepuncture as directed by Senior Nurse Practitioner as required**

- **Undertake ECG as directed by Senior Nurse Practitioner/Medic as required.**

- **Medical devices**

Undertake quality checks where required. Ensure medical device faults are reported and followed up. Report all problems to Senior Nurse Practitioner

- **Supporting annual flu vaccination clinics**

Support qualified staff with flu vaccinations clinic. Give influenza vaccine under supervision of Senior Nurse Practitioner.

- **Standard Care depots**

To administer depots for a group of standard care service users in the community and their own homes.

Main Duties & Responsibilities

Core Dimensions	Duty/Responsibility
1) Communication/ Relationship Skills	<ul style="list-style-type: none"> • Respect a person's right to confidentiality, protecting and upholding their privacy and dignity. • The post holder will play an active role as a member of the multidisciplinary team. The post holder will participate and contribute to multi-disciplinary reviews, care programme approach meetings and other clinical meetings communicating assessments and delivery of care as part of the overarching care package. • The post holder will have daily access to information of a confidential nature and will be expected to comply with NHS guidelines and Trust Information Governance policies on confidentiality and information sharing, and ensure communication systems are used appropriately, e.g. written communication, I.T. systems. • The post holder will have responsibilities for collaborating and communicating regularly and effectively with service users' carers, families and other agencies involved in care. This will require the person to manage and engage with sensitive and sometimes, distressing information. • The post holder will demonstrate empathy and positive regard for the people who access our services. They will also be able to adapt to barriers in communication that service users may present with e.g. emotional, psychological and physical, utilising a high level of expertise in communication skills. • The post holder will have responsibilities for communicating both written and verbal information to the team on a daily basis, and the ability to assess, deliver and monitor care and communicate this effectively within clinical case notes of service users under the supervision of a registered nurse. • The post holder will be expected to establish and maintain effective working relationships with the clinical team, wider multidisciplinary team and other agencies acting professionally. • Act upon any changes or concerns in the condition of a service user, immediately reporting any issues to a line manager or senior practitioner on duty. • Make referrals as appropriate to other agencies, following discussion with team manager, senior practitioner and physical health lead nurse.
2) Clinical	<ul style="list-style-type: none"> • Be able to act in the best interest of people they care for. • Have knowledge, skills and experience of working with individuals who are experiencing mental health issues and have worked in a care provision setting. • Be able to evidence assessment and clinical skills.

	<ul style="list-style-type: none"> • Be able to understand the roles of the multidisciplinary team members and to have experience in working collaboratively. • Demonstrate a sound knowledge base to support the delivery of the role, understanding the conceptual framework underpinning clinical services • Recognise the limitations of the role and be able to exercise judgment, particularly with regard to managing clinical risk; assessing, planning and delivering care holistically. • Seek advice where necessary paying particular attention to scope of practice. • The post holder will, in line with NMC standards of proficiency, be responsible and accountable for their actions. • Work closely with the care team in developing and progressing therapeutic programmes of care with service users • Can work autonomously within their level of competence with the ability to reflect upon clinical situations and in turn discuss accordingly with the registered practitioner. • Develop and consolidate personal knowledge and skills through CPD, and maintain a portfolio which demonstrates continuous evaluation of personal clinical practice and opportunities to meet own learning needs • Attend all mandatory and relevant training • To engage in a preceptorship period (if required) that includes achieving the Nursing associate competency framework • To adhere to the NMC code of conduct, CPD and regulatory requirement, including revalidation. • To carry out physical health and mental health interventions appropriate to area of practice.
3) Analysis, Problem Solving and Judgemental Skills	<ul style="list-style-type: none"> • To use good clinical judgement and analytical skills in all areas of clinical practice and decision making, in line with local policies and procedures, and under the guidance and in direct supervision of the registered nurse. • Ability to recognise any deterioration of mental health conditions which will require more intensive support options, along with ability to assess severity and ensure this is referred on to the most appropriate service/professional. • The post holder is required to make decisions and provide advice on the care of service users and the support given to their carers

	<p>within their scope of practice and that they will seek guidance and support where necessary from the registered nurse</p>
4. Planning and Organisational Skills	<ul style="list-style-type: none"> • Will be able to demonstrate excellent prioritisation and time management skills. • Will be able to manage workload effectively and engage in supervision from the registered nurse and line manager.
5. Physical Skills	<ul style="list-style-type: none"> • Typing, keyboard skills, working with clinical IT systems • To carry out PMVA, ILS and moving and handling appropriate to the clinical area.
6. Patient/Client Care	<ul style="list-style-type: none"> • To act as named associate nurse for a group of service users, which is supervised and monitored by a registered practitioner. • To maintain a commitment to person centred care and to promote the use of the recovery model. • To develop individualised, collaborative plans of care to meet the immediate and ongoing needs of these service user and their carers, under the supervision of the registered practitioner. These may include interventions that support registered nurses in the administration of medication. • To consider the specific physical, emotional, psychological, social, cultural and spiritual needs when developing care plans • To participate in and contribute to the delivery of complex care as prescribed by the registered practitioner. • To progress patient interventions with autonomous assessing and planning on a daily basis, under the supervision of the registered practitioner. • To provide information and advice, and participate in the training of service users and carers, to ensure that they are able to cope with maintaining their mental and physical health, wellbeing and quality of life. • Undertake and contribute to clinical risk assessment and management for self, service user/carer and other team members, ensuring all appropriate procedures and processes are adhered to.
7. Medication	<ul style="list-style-type: none"> • Have demonstrated the proficiency to administer medication and undertake annual Medicines Management (MM) training • Have a working knowledge of the Trusts MM- provide full description at least once per year in terms of ordering, receiving, verbal orders, safe storage, administration and error management • Adhere to the NMC Nursing Associate standards of proficiency which include accepted core routes of administration and are also referred to in the Trusts MM policies. These are oral, topical, subcutaneous, Intra muscular, per rectum and inhaled. Any additional routes must be

	<p>defined and GMMH must clearly state the threshold standard of competency required for each administration route.</p> <ul style="list-style-type: none"> • GMMH must outline the necessary education and training for administration by the routes (available to Nursing Associates) and state how this training is formally assessed and when re-assessment should occur. • GMMH must provide clear lines of delegation and accountability for any administration • GMMH MM polices must name any safety critical medicines to be administered by Nursing Associates in GMMH • Be able to monitor the condition and health needs of people within their care following administration of medication • Be able to recognise and report any situations, behaviours or errors that could result in poor care outcomes related to medicines management.
8. Policy and Service Development Implementation	<ul style="list-style-type: none"> • Participate in service audit, evaluation and review, as required • Contribute to the development of the service by applying NICE guidelines through Clinical Governance, and local policies/procedures. • Attend team meetings and contribute to service development as required, having responsibility for the development of specific areas pertinent to the work area;
9. Responsible for Financial and Physical Resources	<ul style="list-style-type: none"> • To make effective use of all available resources under the guidance of the Locality Manger and the registered practitioner. • Adhere to Trust financial instructions e.g.: mileage and expenses.
10. Responsible for Human Resources	<ul style="list-style-type: none"> • Day to day management/supervision of health support workers including providing supervision, appraisals, delivering training in own work area, managing workload and attendance etc. • Provide peer support to newly qualified nursing associates and buddying to trainees and Band 4 staff.
11. Responsible for Information Resources	<ul style="list-style-type: none"> • Will be skilled in all aspects of clinical communication including the maintenance of accurate records in line with Trust procedure and guidance. • Will provide data as required to support monitoring of performance indicators, and contribute to evaluation of the service.
12. Research and Development (R&D)	<ul style="list-style-type: none"> • As a Nursing associate, will use professional judgement and exercise professional accountability in all aspects of clinical practice • Will adhere to all professional and Trust policies and procedures including the reporting of Trust incidents, complaints procedure and information governance. • Will engage in receiving regular line management and clinical supervision provided by a defined senior clinician.

	<ul style="list-style-type: none"> • Prioritise and effectively times manage clinical and other responsibilities.
Trust Mandatory On-going Requirements - to be met by the candidate after commencing in post, these will not be assessed at the recruitment stage	<ul style="list-style-type: none"> • To undertake any other reasonable duty, when requested to do so by an appropriate Trust manager. • To understand and comply with all Trust policies, procedures, protocols and guidelines. • To understand the Trusts Strategic Goals and how you can support them. • To understand the need to safeguarding children and vulnerable adults and adhere to all principles in effective safeguarding. • To carry out all duties and responsibilities of the post in accordance with Equal Opportunities, Equality and Diversity and dignity in care/work policies and principles • To avoid unlawful discriminatory behaviour and actions when dealing with the colleagues, services users, members of the public and all stakeholders. • To access only information, where paper, electronic, or, in another media, which is authorised to you as part of the duties of your role. • Not to communicate to anyone or inside or outside the NHS, information relating to patients, services users, staff, contractors or any information of a commercially sensitive nature, unless done in the normal course of carrying out the duties of the post and with appropriate permission. • To maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately, appropriately and kept up to date. • To ensure their day to day activities embrace sustainability and reduce the impact upon the environment by minimising waste and maximising recycling; saving energy; minimising water usage and reporting electrical faults, water leakages or other environmental concerns to the facilities department or their line manager. • Take reasonable care of the health and safety of yourself and other persons • To contribute to the control of risk and to report any incident, accident or near miss • To protect service users, visitors and employees against the risk of acquiring health care associated infections. • To take responsibility for your own learning and development by recognising and taking advantage of all opportunities to learn in line with appraisal and supervision.

Further Information for Postholder(s)

This job description is not exhaustive, but is intended to give an overall picture of the role. Other duties within the general scope of the post may be required from time to time. The duties of the post and job description can be reviewed through the agreed process. All information obtained or held during the post-holders period of employment that relates to the business of the Trust and its service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust's discretion and in line with national rules on exemption.

All Trust sites have been designated a no smoking area. The post holder is therefore advised smoking is not permitted within the hospital premises or grounds or whilst representing the Trust in the course of their duty. While the Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy