



Job Description and Person Specification



Job Description

Job Title	Nursing Associate
Band	4
Hours	Full time/Part time
Department	Trauma and Orthopaedics
Division	Surgery
Location / Hospital Site	Level 11 West
Responsible to	Ward Manager
Accountable to	Ward Manager/Matron
DBS Level	Enhanced
DBS Barring	Children and Adults
DBS Workforce	Children and Adults

Role Summary

The Nursing associate will have successfully completed the Nursing Associate training programme which includes attainment of a level 5 Foundation Degree equivalent qualification. They will have developed and will be expected to 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-centred care.

Key Working Relationships

Ward Manager, Matron, Head of Nursing, Consultants and Junior Medical Staff, Nursing Staff, Clinical Nurse Specialists, Allied Health Professionals, Administrative and Clerical Support Staff, Professional and Technical staff.

Main Duties and Responsibilities

1. 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.
2. 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.
3. Perform and record clinical observations as per NEWS2 and Trust policy escalating as appropriate.

4. Undertake clinical tasks including venepuncture, ECGs.
5. Accurately record nutritional and fluid intake.
6. Ensure the privacy, dignity and safety of individuals is maintained at all times.
7. Demonstrate the ability to recognise changing priorities seeking advice and guidance from the Registered Nurse or other registered care professionals as appropriate.
8. Report back and share information with the registered nurses on the condition, behaviour, activity and responses of individuals.
9. Recognise issues relating to safeguarding vulnerable children and adults and report any problems or raise concerns to the appropriate registered care professionals.
10. Assist in the assessment of and contribute to the management of risk across several areas within the environment where care is being administered Job Description Nursing Associate Nov 2019.
11. Assist in the implementation of appropriate action to meet the specific physical, emotional and psychological, social, cultural and spiritual needs of individuals and carers.
12. Assist in the delivery of complex care as prescribed by the registered nurse.
13. Develop understanding of caring for individuals with particular conditions specific to your area of practice.
14. Develop skills in relation to coaching/teaching and delegating to individuals/carers/other staff.
15. Assist with the implementation and monitoring of clinical standards and outcomes.
16. Develop a working knowledge of other providers' resources and referral systems to ensure individual's needs are met, within parameters of practice.
17. Engage in reflective practice including management of self and reflection on own reactions, asking questions and reflecting on answers given.
18. Demonstrate good understanding of principles of consent and ensure valid consent is obtained prior to undertaking nursing and care procedures.
19. 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.
20. Ensure the safe custody of patients' valuables and property.

Communication

- 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 principals 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.

Service Delivery and Improvement

- To maintain an awareness of Trust and National targets, ensuring that within the scope of your role you support their delivery.
- To fully participate in the Trust's appraisal system review and personal development planning process on an annual basis.
- To undertake training as necessary in line with the development of the post and as agreed with line manager as part of the personal development planning process.
- To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- 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.
- To contribute to a healthy and safe working environment by adhering to health and safety regulations and Trust policies.
- To abide by the Data Protection Act 1998, by ensuring that all computerised information related to patients and other members of staff to which he/she has access in the course of employment, is regarded as strictly confidential. This rule applies to written information.
- Employees of the Trust have a responsibility at all times to ensure the wellbeing and safety of patients under the care of the organisation and to comply with the Trust's policies and procedures in this respect.

People Management and Development

- 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.

Patient Care Delivery

- Participate in the assessment, implementation and delivery of individualised patient care seeking guidance where appropriate.
- To report on the condition of patients to the Clinical Leader/Medical staff, assisting them in ascertaining treatments and ensure these are carried out.
- To ensure that all patients' data is accurately recorded.

- Ensure that all patients have nutritional assessment and that individual needs are fully met and to provide meal support to patients with disordered eating conditions.
- Ensure safe effective discharge planning, involving the multidisciplinary team as necessary.
- Take charge of a group of patients, taking into account patient/relative/carers wishes.
- Ensure that all patients needs are identified and programmes of care implemented to meet individual needs.
- Provide direct supervision, support and care of the young person admitted with mental health disorders.
- To assist patients to carry out personal care.
- To assist patient to mobilise where appropriate.
- Testing specimens and recording the results.
- Taking and recording of temperature, pulse, respirations, blood pressure, height and weight. Recording the results appropriately and reporting any abnormalities to the Nurse in Charge and medical team.
- Support patients undergoing clinical procedures ensuring their comfort and safety.

Learning and Development

- Attend mandatory training updates as required.
- Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.
- Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- Identify own learning needs and jointly plan training requirements with your line manager
- Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service.

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and the organisation.

Mission and values

The mission of University Hospitals Sussex – what we are striving to achieve – is to provide:

‘excellent care every time’

All our efforts to do this put the interests of our patients first and foremost, and are underpinned by our values:

- Compassion

- Communication
- Teamwork
- Respect
- Professionalism
- Inclusion

These values were selected by our staff, patients and public when we were talking about the merger and the sort of organisation we want University Hospitals Sussex to be.

Our mission and values are extremely important to us and we expect everyone who works at University Hospitals Sussex in any capacity to share and uphold them.

Patient First

- Patient First is our Trust-wide approach to improving the quality of care for patients and to build and embed a culture where staff can be confident that their views matter and will be heard.
- The aim is to empower all staff to lead change, raise issues, concerns, identify and implement areas for improvement within the workplace and find solutions collectively as part of a team.
- Staff will be equipped with skills to identify improvement opportunities and supported to see those through
- It encourages all staff to be innovative and drive forward quality improvement and positive changes in their areas.
- The philosophy behind this is centred on:
 - Standardisation, system redesign and the improvement of patient pathways to eliminate error and waste and improve quality
 - The patient being at the heart of every element of change
 - Embedding cultural change across the organisation, where everyone is passionate about delivering exceptional quality every time and “where better never stops”.
 - Continuous improvement of our services through small steps of change
 - Constantly testing the patient pathway to see how we can develop
 - Encouraging frontline staff to lead the redesign processes
 - Equal voices for all
 - Engagement of staff is a big factor in job performance.
 - Good engagement leads to improved quality, mortality and safety measures

Safeguarding Children and vulnerable adults

UHSussex is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults, and families in their care. Staff are required to

comply with Trust policies on Safeguarding and to undertake the appropriate level of mandatory in-service training in this area.

Equality, Diversity and Inclusion

Inclusion and respect are core values at UHSussex, and we are committed to diversity and equality. This means treating colleagues and patients with professionalism, ensuring everyone feels welcome and included, valuing different backgrounds and experiences, and challenging inequalities.

Having all our staff feel safe, supported, included and valued will lead to better care and outcomes for our patients – our True North Objective.

All staff have a duty to report any behaviours which contravene this to their managers.

Workplace and Environmental Factors

Physical	Working long day, nights and weekends 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
Emotional	Ability to work under pressure/stress tolerance. Support individuals, their families and carers when faced with unwelcome news and life changing diagnose.
Mental	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
Working Conditions	Busy ward environment Have frequent exposure to highly unpleasant working conditions e.g. dealing with uncontained body fluids and difficult aggressive behaviour.

Person Specification

Requirements	Level required	How assessed	Level required	How assessed
	Essential		Desirable	
Professional Registration	Registered Nursing Associate on the NMC Register with a Foundation Degree	AF	Trainee Nursing Associate soon to qualify	AF
Experience/Qualifications	Evidence of experience on managing care of group of patients on day to day basis. Basic computer skills. Able to communicate using verbal and written skills. Knowledge of Band 5 role Understanding of Accountability and Responsibilities. Ability to use initiative. Ability to calculate complex drug dosage. Evidence of having undertaken own development to improve understanding of equalities issues.	AF/I		
Skills	Evidence of having undertaken own development to improve understanding of equalities issues	I	Venepuncture and Cannulation Advanced computer skills. Knowledge and experience of NHS IT systems/applications Evidence of professional development since qualification	AF/I
People Management and Development	Demonstrate kind, caring and compassionate behaviours in line with Trust Values.	AF/I	Evidence of training and awareness in equality and diversity. To undertake supervisory role of students and new members of staff	AF/I

Equality, Diversity, and Inclusion	Evidence of having championed diversity in previous roles (as appropriate to role).	I		
Specific Requirements	Ability to work under pressure / stress tolerance. Personal qualities and attributes e.g. team Willingness to be flexible Ability to work in unpleasant conditions (manage body fluids)	AF/I		
Freedom to Act	Work within the organisational policy, procedures and guidelines. Be responsible and accountable for own practice, working within limits of competence and within professional boundaries. Raises any concerns to the nurse in charge or appropriate person	AF/I		