

JOB DESCRIPTION

Section One

Job Title:	Nursing Associate
AFC Band:	Band 4
Directorate:	Trustwide, including Community Services
Accountable to:	Team / Ward Manager, Clinical Lead
Responsible to:	Registered Nurse
Responsible for:	Healthcare Assistants, Support Worker

Organisation Chart:



2.0 Job Summary

- 2.1 To exercise accountability as set out in the NMC Code of Professional Conduct and standards of proficiency for Nursing Associates.
- 2.2 Work within Trust policies, procedures and guidelines to ensure high clinical standards.

- 2.3 To contribute to all nursing care, providing care for people including those with complex needs.
- 2.4 Working as a member of the nursing team under the direction of the Registered Nurse to provide and monitor care.
- 2.5 Be an accountable professional by upholding the standards set out in the NMC Code 2018 to ensure person centred, safe and compassionate care is delivered.
- 2.6 Promote health and prevent ill-health in a range of settings.
- 2.7 Use evidence based practice to provide and monitor care using knowledge, skills and ability on a continual basis in partnership with people, families and carers referring to Registered Nurses and the MDT when necessary.
- 2.8 Collaborate and communicate effectively with Registered nurses and a range of other health care professionals, patients and carers.
- 2.9 Contribute to people's experience of care by identifying risks to safety and experience to improve the quality of care delivered.
- 2.10 Contribute to the integrated care of people by understanding the roles of a range of professionals and carers through effective communication and collaboration.
- 2.11 To promote at all times a positive image of people with mental health conditions and learning disabilities.
- 2.12 To promote at all times a positive image of the Service/Department and the wider Trust.

3.0 Main Duties and Responsibilities

3.1 Clinical Responsibilities, Patient Contact

- 3.1.1 Following initial patient assessment completed by the Registered Nurse implement care packages, including providing information and advice to patients, clients and carers.
- 3.1.2 In collaboration with the Registered Nurse evaluate and adjust programmes of care in partnership with patients, clients and carers and the multidisciplinary team.
- 3.1.3 To promote health and provide and monitor care with all patients and carers.
- 3.1.4 To deliver governance standards in line with the Trust governance framework.
- 3.1.5 To respond to enquiries from relatives and carers, deal with concerns and actively problem solve to improve the patients experience, escalating to the registered nurse as required.
- 3.1.6 Support managing patient care from admission to discharge. Actively co-ordinating discharge which involves liaising with Multi-Disciplinary Teams and outside agencies.
- 3.1.7 Accurately undertake risk assessments, using contemporary assessment tools to improve safety and quality of care.
- 3.1.8 Accurately undertake clinical procedures which require highly developed fine motor skills and dexterity e.g. when administering medications, fluids, undertaking venepuncture, using test equipment, resuscitation, driving, safe restraint of patients/clients.

3.2 Administrative Responsibilities

- 3.2.1 Undertake administrative tasks in relation to own work.
- 3.2.2 Uses Microsoft applications.

3.3 Responsibility for Information & Information Systems

- 3.3.1 Accurately complete, clear, accurate and timely records.
- 3.3.2 Record digital information and data

3.4 Responsibility for Planning/Organising & Strategic/Business Development

- 3.4.1 Organises own workload
- 3.4.2 Prioritise and manage their own workload, and recognise where elements of care can safely be delegated to other colleagues, carers and family members
- 3.4.3 Understand and apply the principles of human factors and environmental factors when working in teams support.
- 3.4.4 Supervise and act as a role model to trainees, students nurses and non-registered staff promoting reflection and providing constructive feedback

3.5 Policy Development

- 3.5.1 Participate in data collection
- 3.5.2 Participate in data collection to support audit activity, and contribute to the implementation of quality improvement strategies.
- 3.5.3 Adhere to Trust and National Policies within own work area and propose changes, ensure new and junior members of staff and students are aware of them.
- 3.5.4 Act as a Link Nurse Associate and contribute/comment on the development of new policies.

3.6 Service Development, Project Management

- 3.6.1 Play an active role in identifying areas for improvement and participate in Service Improvement activities.

3.7 Financial Responsibilities

- 3.7.1 Regularly handles patient money and valuables
- 3.7.2 To utilise resources effectively using evidence based and best practice
- 3.7.3 Ensuring appropriate use of physical and budgetary resources

3.8 Responsibility for Physical Resources, Estates, Hotel Services

- 3.8.1 Report the failure or mechanical problems of any items of equipment in line with the Medical Devices Policy
- 3.8.2 In line with the ward/dept regular system for supplies, order stock and non stock items including medicines

- 3.8.3 Responsible for the safe use of equipment

3.9 Research, Audit and Governance

- 3.9.1 Complete care audits in the ward/department and cascade information to the registered nurse
- 3.9.2 May participate in R&D and clinical trials or complete staff surveys
- 3.9.3 Contribute to the implementation of quality improvement strategies

3.10 Analysis, Judgement and Decision Making

- 3.10.1 Apply evidence based best practice in all aspects of care delivery eg admission, care planning and suitability for discharge.
- 3.10.2 Undertake health monitoring, interpret, promptly respond, share findings, and escalate as needed.
- 3.10.3 Contribute to ongoing assessment and recognise when it is necessary to refer to the Registered Nurses and others for reassessment contributing to integrated care.
- 3.10.4 Make care decisions based on assessment considering a variety of facts in collaboration with Registered Nurse, patients and carers.
- 3.10.5 Implementation of care programmes where there is a number of options.

3.11 Staff Management, Training and Development, HR

- 3.11.1 In line with the NMC The Code take part in the ward/department training and education programmes including preceptorship
- 3.11.2 Complete statutory and mandatory training as required
- 3.11.3 To support education, training and supervision programmes of trainees, student nurses and non-registered staff
- 3.11.4 Act as a supervisor and assessor to pre-registration Trainee Nursing Associates and Nursing Students
- 3.11.5 Act as a supervisor for pre-registration nursing students

3.12 Communication

- 3.12.1 Communicates in a way which recognises difference and ensures that people feel included and their individual communication needs are met.
- 3.12.2 Work collaboratively and in partnership with professionals from different agencies.
- 3.12.3 Communicate effectively using a range of skills and strategies with colleagues and people at all stages of life and with a range of mental, physical, cognitive and behavioural health challenges.
- 3.12.4 Provide and receive routine information requiring tact or persuasive skills.
- 3.12.5 Provide and receive complex or sensitive information.
- 3.12.6 Provide advice, instruction or training to individuals and groups.

- 3.12.7 Understand and overcome barriers to effective communication, e.g. learning disabilities or language.
- 3.12.8 Provides and receives information on e.g. test results; receives sensitive patient/client-related information.
- 3.12.9 Communicates with patients/clients and carers, using empathy and reassurance
- 3.12.10 Must be able to demonstrate the English language proficiency level required for this post.

4.0 Personal Responsibilities

The post holder must:

- 4.1 Comply with the terms of the contract of employment, the Staff Compact and the Trust's Statement of Values and Behaviours.
- 4.2 Be aware of, comply with and keep up to date with all Trust Policies and Procedures and other communications relevant to the role.
- 4.3 Maintain registration with the appropriate professional body where applicable and comply with the relevant code of conduct and standards of professional practice.
- 4.4 Fully participate in management, clinical and professional supervision sessions relevant to the role, as required by the Trust.
- 4.5 Fully participate in annual appraisal and appraisal reviews.
- 4.6 Maintain up to date knowledge and competency in the skills required to perform safely and effectively in the role. Undertake relevant training (including statutory and mandatory training) and be responsible for personal development agreed with the line manager and in line with the requirements of the AFC Knowledge and Skills Framework.

5.0 Other Requirements

- 5.1 The post holder may be required to undertake duties not specified in the job description, but which are commensurate with the role and/or band as required by service need.
- 5.2 The post holder may be required to work in different locations as required by service need.
- 5.3 The post holder may be required to work flexible hours as required by service need.
- 5.4 There may be a requirement to change the job description in light of developing service needs.

6.0 Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Registered Nursing Associate on the NMC register • Nursing Associate Foundation Degree qualification 	Qualification in assessment, supervision and teaching in clinical practice

	<ul style="list-style-type: none"> • GCSE Grade A-C in Maths & English or skills level 2 Maths & English or equivalent 	
Experience	<ul style="list-style-type: none"> • Up to date understanding of the scope of and role of the Nursing Associate in context of the nursing and multidisciplinary team and the organisation, and how the role may contribute to service development • Understands and acts in line with NMC professional standards for practice contained within The Code. • Knowledge of when to seek advice and escalate to the appropriate professional for expert help and advice • Understand requirements for NMC professional Revalidation • Understanding of the importance of following procedures and treatment plans 	Experience in a health care setting
Knowledge	<ul style="list-style-type: none"> • Experience of working in teams under appropriate supervision as part of a multi-disciplinary team • Insight into how to evaluate own strengths and development needs, seeking advice where appropriate • Experience of providing and receiving complex, sensitive information 	
Skills	<ul style="list-style-type: none"> • Ability to take part in reflective practice and clinical supervision activities • Ability to organise and prioritise own delegated workload • Ability to deal with non- routine and unpredictable nature of workload and individual patient contact • Ability to communicate effectively (written, verbal and non-verbal communication) with patients/relatives and carers and all members of the multi-disciplinary team • Ability to develop effective and appropriate relationships with people, their families, carers and colleagues • Ability to support, supervise and act as a role model to nursing associate students, other learners and health care support workers as required within the clinical setting. • Must be able to demonstrate the English language proficiency level required for this post 	
Personal Attributes	<ul style="list-style-type: none"> • Able to work in accordance with the Staff Compact and Trust Values and Behaviours. • High level of personal motivation • Committed to continual quality and service improvement. • Self-aware and committed to continual professional and personal development. Able to accept and respond positively to feedback from supervision. 	

	<ul style="list-style-type: none"> Committed to promoting a positive image of people with mental health conditions and learning disabilities. Committed to promoting a positive image of the Service/Department and the wider Trust. 	
Other Requirements	<ul style="list-style-type: none"> Ability to travel independently in accordance with Trust policies and service need. This post is subject to a satisfactory Disclosure and Barring Service check. Must have flexible approach to meet the needs of the service 	

JOB DESCRIPTION AGREEMENT s

Post Holder

Sign..... Date.....

Print Name.....

Line Manager

Sign..... Date.....

Print Name.....

Print Job Title.....



Our Journey To Change key messages

It's really important that as we continue to raise awareness and embed Our Journey To Change we use key messages. They will help us to use a shared language to communicate consistently with everyone and to make sure that what we say is simple and human. The key messages below are for use in the communications we share and conversations we have about Our Journey To Change.

Key messages:

- Our Journey To Change sets out why we do what we do, the kind of organisation we want to become and the way we will get there by living our values, all of the time. To help us achieve this we have also committed to three big goals over the next five years.
- Our Journey To Change was created with more than 2,500 colleagues, service users, families, carers, partners and our local communities who all took part in Our Big Conversation. We listened to every piece of feedback – and we will continue to listen.
- Through our conversations it was clear that the experience we provide to our service users, carers and colleagues was not consistently good and partners told us we weren't always easy to work with. We are committed to ensuring that we improve this experience for everyone.
- Change won't happen overnight but Our Journey To Change will be placed at the centre of everything we do and will inspire all actions and decision making at all levels, all of the time.
- This is our journey with you – it's important that everyone continues to be part of this.

Our values - key messages

- We are committed to co-creating safe and personalised care that improves the lives of people by involving them as equal partners. The most important way we will get there is by living our values, all of the time.
- Our values are respect, compassion and responsibility. They were created with more than 2,500 colleagues, service users, families, carers, partners and our local communities who all took part in Our Big Conversation.
- Our values are:
 - respect – we listen, we are inclusive and we work in partnership
 - compassion – we are kind, we are supportive and we recognise and celebrate achievement
 - Responsibility – we are honest, we are always learning and we are ambitious.
- Our values are at the heart of everything we do.

Further information

Further information is available at www.tewv.nhs.uk/about-us/our-journey-to-change

There is also further information for colleagues on our internal staff intranet <https://intranet.tewv.nhs.uk/our-journey-to-change>