

## Job Description

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| <b>Job Title:</b>      | Nurse Associate      |
| <b>Band:</b>           | 4                    |
| <b>Responsible to:</b> | Team Manager         |
| <b>Department:</b>     | Community            |
| <b>Directorate:</b>    | Adult and specialist |

## Our Values

|                        | <b>Behaviour</b>  | <b>How we will demonstrate this behaviour</b>   |
|------------------------|---|---|
| <b>Professionalism</b> | We will maintain the highest standards and develop ourselves and others | By demonstrating compassion and showing care, honesty and flexibility                               |
| <b>Respect</b>         | We will create positive relationships                                   | By being kind, open and collaborative   |
| <b>Innovation</b>      | We are forward thinking, research focused and effective                 | By using evidence to shape the way we work  |
| <b>Dignity</b>         | We will treat you as an individual                                      | By taking the time to hear, listen and understand   |
| <b>Empowerment</b>     | We will support you   | By enabling you to make effective, informed decisions and to build your resilience and independence |

## Job Purpose

The post holder will provide quality evidence based nursing advice, support and care for service users with mental and physical health needs and to their carers within a multidisciplinary setting. They will be responsible for the assessment, planning, implementation and evaluation of nursing care in line with the agreed NMC standards specific to the role, and will have a working knowledge of local, national policies and legislation which govern current service provision. The post holder will ensure that effective communication pathways exist, and that they act within their sphere of responsibility.



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## **Main Tasks, Duties and Responsibilities**

1. To be responsible for the assessment, planning, implementation and evaluation of the evidence based care required, including health promotion for a named service user/group ensuring it meets Trust timescales in line with agreed NMC standards.
2. To participate in the setting of quality standards, including the monitoring and reviewing in line with current clinical guidance practice and policy.
3. To ensure the post holder understands and meets their professional role and responsibilities under the Care Programme Approach
4. To ensure that the requirements of the Mental Health Act 2007 are observed, adhered to and implemented.
5. To promote carer and service user involvement within the service and for its provision.
6. To encourage recovery, discovery and independence, taking into account risk assessment and management.
7. To establish therapeutic relationships with service users and the implementation of evidence based therapeutic interventions with appropriate boundaries in accordance with Nursing and Midwifery Councils professional code of conduct.
8. To demonstrate care and compassion in your work.
9. To respect and value the different therapeutic approaches within the multidisciplinary team but ensure that the agreed philosophy approach is adopted and followed.
10. To be responsible for maintaining and conducting oneself in a professional manner towards service users, carers, colleagues and other agencies, at all times.
11. To participate in working collaboratively with other Trust services and external agencies to provide seamless care for service users.
12. To ensure that they contribute and work towards the service/organisational aims and objectives.

## **Equipment & Systems**

1. To ensure that accurate and timely written records are kept which comply with the Trust policy and NMC guidance, reporting on any issues as appropriate.
2. To ensure that they comply and support the team to comply with current good practice in informing/updating all members of the multi-disciplinary team, their colleagues, service users and appropriate others of changes involving current nursing care plans, progress, mental state and psychosocial factors in line with best practice.
3. To ensure that they communicate effectively with service users and carers, actively listening to establish an understanding of their needs.
4. To provide written reports as requested.
5. To participate in the setting of quality standards, including the monitoring and reviewing in line with current clinical guidance practice and policy. Utilising the data available such as learning from incidences and complaints.
6. To ensure the post holder understands and meets their professional role requirements and service responsibilities under the Care Programme Approach.
7. To ensure that the requirements of the Mental Health Act 2007 are observed, adhered to and implemented.

## **Research & Audit**

1. To ensure that accurate and timely written records are kept which comply with the Trust policy and NMC guidance, reporting on any issues as appropriate.
2. To ensure that they comply with current good practice in informing/updating all members of the multi-disciplinary team, their colleagues, service users and

appropriate others of changes involving current care plans, progress, mental state and psychosocial factors in line with best practice.

3. To ensure that they communicate effectively with service users and carers, actively listening to establish an understanding of their needs.
4. Empower service users by ensuring that they receive the relevant information about their treatment, medication, available services and advocacy services.
5. To deliver a personal duty of care for the effective utilisation of nursing to ensure adequate clinical care is provided.
6. To work within a framework commensurate with their level of knowledge and competence and to act accordingly within their sphere of responsibility.

### **Clinical / Service Specific**

1. To be responsible for the assessment, planning, implementation and evaluation of the evidence based care required, including health promotion for a named service user/group ensuring it meets Trust timescales.
2. To facilitate a high standard of care through written care plans for the clients once validated by senior staff.
3. To delegate responsibilities clearly, courteously and collaboratively, as required, to ensure the highest standards of care are maintained.
4. To promote and facilitate family and carer involvement
5. To administer long acting antipsychotic depot medications to service users within their home environment.

6. Monitor & record physical health in line with Trust policy inclusive of Blood Pressure, Pulse, Respiration Rate, Temperature, Oxygen Saturation, Blood Glucose & Electrocardiograms (ECG's) – to support the upskilling of Junior staff in the development of these skills.

7. To be competent in the specific nursing skills required of the role as agreed by the NMC standards for Nursing Associates and agreed within local policy.
8. To administer all medications with the utmost care and attention to the named client, ensuring that it is the correct dose, given at the correct times, by the correct route and signed in the correct location in their prescription chart after the medication has been dispensed in line with Trust policy.
9. To contribute to in-house staff training when required
10. To manage the on site clinic room to ensure standards are met and stock is maintained.
11. To assist at Clozapine clinic and physical health clinic as required .

12. To supply/refer to aids and equipment according to need and availability.

13. To attend and take part in regular locality team nurses meetings.
14. To be aware of child and adult safeguarding and to communicate any concerns with the safeguarding lead for the area ensuring appropriate action is taken when required.

15. To participate in the formulation of risk assessments in line with MDT approach.

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16. There is an expectation to work across the geographical patch and lone work when needed.

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### **Training & Development**

- To participate in regular supervision (clinical or management) in accordance with good practice guidelines and Trust policy.
- To participate in the supervision and teaching of other junior team members.
- To participate in the Trust's annual Appraisal process.
- To attend all relevant mandatory training as and when required to do so.

### **Quality & Patient Safety**

- Protection of Children & Adults at risk of abuse – To promote and safeguard the welfare of children, young people and adults at risk of abuse. .
  - Implementation of NICE guidance and other statutory / best practice guidelines. (if appropriate)
  - Infection Control - To be responsible for the prevention and control of infection.
  - Incident reporting - To report any incidents of harm or near miss in line with the Trust's incident reporting policy ensuring appropriate actions are taken to reduce the risk of reoccurrence.
  - To contribute to the identification, management and reduction of risk in the area of responsibility.
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|---|
| <ul style="list-style-type: none"><li>• To ensure day to day practice reflects the highest standards of governance, clinical effectiveness, safety and patient experience.</li><li>• To ensure monitoring of quality and compliance with standards is demonstrable within the service on an ongoing basis.</li><li>• To be aware of the responsibility of all employees to maintain a safe and healthy environment for patients/ clients, visitors and staff.</li></ul> |
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### **General**

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| <ul style="list-style-type: none"><li>• To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health.</li><li>• To comply with the Professional Codes of Conduct and to be aware of changes in these. To maintain up to date knowledge of all relevant legislation and local policies and procedures implementing this.</li><li>• To ensure that all duties are carried out to the highest standard and in accordance with currently quality initiatives within the work area.</li><li>• To comply with all relevant Trust policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information and to be aware of any changes in these.</li><li>• To comply at all times with the Trust's Information Governance related policies. Staff are required to respect the confidentiality of information about staff, patients and Trust business and in particular the confidentiality and security of personal identifiable information in line with the Data Protection Act. All staff are responsible for ensuring that any data created by them is timely, comprehensive, accurate, and fit for the purposes for which it is intended.</li></ul> |
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## Equality & Diversity

The Trust is committed to equality and diversity and works hard to make sure all staff and service users have access to an environment that is open and a free from discrimination. As a Trust we value the diversity of our staff and service users, and therefore recognise and appreciate that everyone associated with the Trust is different and so should be treated in ways that are consistent with their needs and preferences.

Therefore all staff are required to be aware of the Trust's Equality and Diversity Policy and the commitments and responsibilities the Trust has to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

We firmly believe that it makes good business sense to have a workforce representative of the communities we serve and so encourage applications from all sections of the community.

### To be noted:

- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.
- This post is subject to the Rehabilitation of Offenders Act 1974 (Exemption Order 1975) and as such it will be necessary for a submission for disclosure to be made to the Criminal Records Bureau to check for previous criminal convictions. The Trust is committed to the fair treatment of its staff, potential staff or users in line with its Equal Opportunities Policy and policy statement on the recruitment of ex-offenders.

## Person Specification

|                        |                 |
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| <b>Band:</b>           | 4               |
| <b>Responsible to:</b> | Team Manager    |
| <b>Department:</b>     | Community       |

| Criteria                   | Essential   | Desirable  |
|----------------------------|---|--|
| Education / Qualifications | <ul style="list-style-type: none"> <li>Registered Nursing Associate on the NMC register</li> <li>Educated to a minimum Level 5 Foundation Degree specific to Nursing Associate Practice.</li> <li>GCSE's Grade A – C in Maths and English or equivalent</li> </ul>  | <ul style="list-style-type: none"> <li>QCF in Care / Health &amp; Social Care Level 2/3 or equivalent experience</li> <li>Completed Care Certificate</li> </ul>  |
| Experience                 | <ul style="list-style-type: none"> <li>Experience of working as part of a multi-disciplinary team</li> <li>Basic level of dealing with service users with complex health needs</li> </ul>   | <ul style="list-style-type: none"> <li>Experience relating to working with serious mental illness</li> <li>Lived experience of mental health</li> <li>Experience of having given depot medications.</li> </ul> |
| Skills & Abilities         | <ul style="list-style-type: none"> <li>Excellent interpersonal and communication skills</li> <li>IT skills appropriate to the role</li> <li>Ability to work well in a team</li> <li>Ability to work on own initiative</li> <li>Ability to organise and prioritise own workload</li> <li>Able to recognise own limitations in the context of the nursing associate role</li> </ul> | <ul style="list-style-type: none"> <li>Decision making, delegation and problem solving skills</li> </ul>   |

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|---------------------------|---|--|
|                           | <ul style="list-style-type: none"> <li>• Knowledge of when to seek advice and refer to a registered health or care professional</li> <li>• Ability to participate in reflective practice and clinical supervision activities</li> </ul>   |  |
| Knowledge & Understanding | <ul style="list-style-type: none"> <li>• Thorough understanding of care planning</li> <li>• Knowledge of physical healthcare needs</li> <li>• Commitment to and understanding of evidence based practice</li> <li>• Awareness of safeguarding issues and responsibilities under relevant legislation</li> <li>• Basic understanding of the Mental Health Act and Mental Capacity Act</li> <li>• Knowledge of NICE guidance</li> <li>• Basic understanding of needs and service users</li> </ul> | <ul style="list-style-type: none"> <li>• Basic understanding of legislation relating to care including: <ul style="list-style-type: none"> <li>◦ Deprivation of Liberty Safeguards Act</li> <li>◦ Children's Act</li> <li>◦ Equality Act 2010</li> <li>◦ Health and Safety Act</li> <li>◦ Data Protection Act</li> </ul> </li> <li>•</li> <li>•</li> </ul> |
| Physical Requirements     | <ul style="list-style-type: none"> <li>• Physically able to undertake a demanding role safely, as and when required</li> </ul>  |  |
| Other                     | <ul style="list-style-type: none"> <li>• Understanding of the scope of the role of the Nursing Associate in context of the team and the organisation, and how the role contributes to service development</li> <li>• To continue your professional development and participate in annual appraisal and the performance management process.</li> </ul>   |  |

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The Trust believes in treating everyone with dignity and respect and encourages applications from all sectors of the community. We guarantee an interview to candidates with disabilities who meet the minimum essential criteria.