

JOB DESCRIPTION

JOB DETAILS

Job title: Student Nursing Associate Apprentice

Band: 3

Location: Coln ward Cirencester Hospital with placement rotations within the Trust and external organisations to meet the course learning outcomes

JOB PURPOSE

The Nursing Associate Higher Apprenticeship develops Healthcare support workers to advance into Registered Nursing Associates and to achieve the Foundation Degree in Nursing Associate Practice with the University of Gloucestershire.

The Student Nursing Associate Apprentice will develop the breadth of knowledge and a flexible, transferable skill set to serve the health needs of local communities, covering both the full life span and a range of care settings as a Registered Nursing Associate.

Foundation Degree in Nursing Associate Practice with the University of Gloucestershire combines and integrates academic and work-based learning.

The Student Nursing Associate apprentice will be based, as an employee, in a service / department / healthcare setting, but will experience working in alternative settings to ensure that they gain a wide appreciation of many health and care contexts and to fulfil all the requirements of the programme.

At the end of the programme, the Student Nursing Associate will be equipped with the knowledge, understanding, skills, attitudes and behaviours relevant to employment as a Registered Nursing Associate and will work to a nationally recognised code of conduct.

Student Nursing Associate Apprentices work under the supervision of a Registered Nurse and will learn and work in various aspects of the nursing process. They will deliver care considering the perspectives and pathways of individuals, their families and/or carers, providing holistic and person-centred care to individuals and supporting the Registered Nurse in the assessment, planning, delivery and evaluation of care.

Within the role of Student Nursing Associate apprentices develop and demonstrate effective interpersonal skills that meet service users' needs for and rights to dignity and privacy in a compassionate and caring manner.

The learning outcomes of the Foundation Degree in Nursing Associate Practice focus on person and family-centred care resulting in a Nursing Associate that has a breadth of knowledge and a flexible, transferable skill set to serve the needs of local communities, covering pre-conception to end-of-life, across a range of settings.

The training programme emphasizes the role that Student Nursing Associates can play in life-course (pre-conception to end of life) approaches towards health and well-being and the ways in which they actively contribute to the delivery of holistic care. Holistic care, across life-course, is a

whole-person approach which considers, and equally values¹, physical, psychological and public health needs, learning disabilities, social, economic, spiritual and other factors in the assessing, planning and delivery of care.

DIMENSIONS

The student will:

- Attend 1 day a week at the University of Gloucestershire for academic studies
- Work in clinical practice (known as a base placement) within Coln ward 4 days per week
- Work a minimum of 460 hours in placement rotations (known as an away placement) within the Trust and external organisations to meet the course learning outcomes. x2 five week blocks per year
- Complete the apprenticeship end-point assessment (EPA)
- 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
- Exercise personal responsibility and work independently within defined parameters of practice, taking the initiative in a variety of situations and performing a range of clinical and care skills consistent with the role, responsibilities and professional values of a Student Nursing Associate Apprentice
- Exercise judgment in assessing patient condition, comfort and wellbeing using analysis of a range of possible factors
- Ensure that only those activities for which competence has been achieved are undertaken without supervision and that recognition is given to the impact and consequences of practising outside capability

CORE KEY RESPONSIBILITIES

The student nursing associate apprentice will:

- 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
- Deliver effective care following treatment plans determined by the Registered Nurse or registered care professional and provide feedback on progress against the plans
- Deliver high quality, compassionate care under the direction of a Registered Nurse (or other registered care professional dependent on setting) with a focus on promoting health and independence

¹ Parity of esteem i.e. valuing mental health equally with physical health and social care and community settings equally with hospitals

- Plan and manage competing demands of job role, study and placement activities
- Have proficient attitudes and behaviours compatible with NHS and our Trust Values
- Work as part of a designated clinical and care team delivering care that focuses on the direct needs of the individual
- Carry out specific delegated clinical and care tasks and responsibilities to a high standard and competency, under the direction and supervision of a registered nurse or other registered care professionals dependent on setting
- Work with a practice supervisor and / or practice assessor to take responsibility for developing own clinical competence, leadership and reflective practice skills within the workplace, while on placements and through engaging with the Foundation Degree in Nursing Associate Apprenticeship Programme
- Provide feedback to assist in the evaluation of the University of Gloucestershire Foundation Degree in Nursing Associate
- Develop by the end of the Student Nursing Associate Apprenticeship the ability 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
- 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
- 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
- Be proactive in seeking opportunities to develop own knowledge and skills, achieving clinical competencies and University of Gloucestershire Foundation Degree in Nursing Associate within agreed timeframes
- Seek support / guidance in timely manner if any difficulties are encountered
- Work in partnership with manager to develop and deliver on Specific, Measurable, Achievable, Relevant and Time-bound (SMART) objectives at annual appraisal and personal development planning meeting
- Take responsibility for organising and attending statutory / mandatory updates in accordance with organisational requirements.

SPECIFIC KEY RESPONSIBILITIES

The following list is indicative as tasks and responsibilities will vary depending on the care setting the Student Nursing Associate Apprentice is working in.

The Student Nursing Associate Apprentice will:

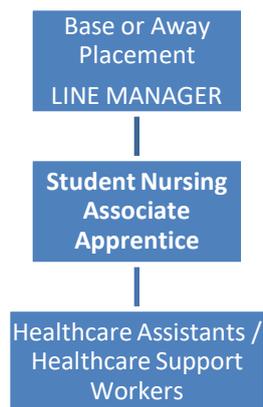
- Perform and record clinical observations including blood pressure, temperature, respirations, pulse
- Undertake clinical tasks including venepuncture, ECGs
- Accurately record nutritional and fluid intake
- Ensure the privacy, dignity and safety of individuals is maintained at all times
- Demonstrate the ability to recognise changing priorities seeking advice and guidance from the Registered Nurse or other registered care professionals as appropriate

- Report back and share information with the registered nurses on the condition, behaviour, activity and responses of individuals
- Recognise issues relating to safeguarding vulnerable children and adults and report any problems or raise concerns to the appropriate registered care professionals
- Assist in the assessment of and contribute to the management of risk across several areas within the environment where care is being administered
- Assist in the implementation of appropriate action to meet the specific physical, emotional and psychological, social, cultural and spiritual needs of individuals and carers
- Assist in the delivery of complex care² as prescribed by the registered nurse
- Develop understanding of caring for individuals with particular conditions for example dementia, mental illness, learning disabilities
- Develop skills in relation to coaching/teaching individuals/carers/other staff
- Assist with the implementation and monitoring of clinical standards and outcomes
- Develop a working knowledge of other providers' resources and referral systems to ensure individual's needs are met, within parameters of practice
- Engage in reflective practice including management of self and reflection on own reactions, asking questions and reflecting on answers given
- Demonstrate good understanding of principles of consent and ensure valid consent is obtained prior to undertaking nursing and care procedures
- 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
- See person specification for qualifications/equivalent experience
- Develop knowledge of the scope of practice of the Nursing Associate role within different care settings
- Develop and improve practical and theoretical knowledge, competence and skills throughout the Student Nursing Associate Apprenticeship and maintain all evidence required
- Contribute towards developing a culture of learning and innovation, developing high quality learning environments
- Develop skills to maintain professional standards of record keeping
- Follow all information governance guidance and policies
- Maintain confidentiality as outlined within data protection policies
- Work to standard operating procedures with registered care professionals available for reference
- Work within the organisational policy, procedures and guidelines
- Work within the Student Nursing Associate apprentice parameters of practice
- Be responsible and accountable for own practice, working within limits of competence and within professional boundaries
- Raises any concerns to a registered care professional or appropriate person
- 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

² Nursing Associates can deliver complex care, defined as patients with complex care needs with a combination of multiple chronic conditions, mental health issues, medication-related problems, and social vulnerability if a specific protocol has been written for that group of employees

- Exercise personal duty of care in the safe use and storage of equipment
- Be environmentally aware and prudent in use of resources and energy
- 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
- Have responsibility for their personal development and completion of the University of Gloucestershire Foundation Degree in Nursing Associate including the Nursing Associate Apprenticeship End-Point Assessment

ORGANISATIONAL CHART



COMMUNICATIONS AND WORKING RELATIONSHIPS

The Student Nursing Associate Apprentice will:

- 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
- Ensure ability to manage electronic records system taking cognisance of need to protect access (ID, passwords, swipe cards)

EFFORT AND HEALTH & SAFETY FACTORS

The Student Nursing Associate apprentice will:

- 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
- Support individuals, their families and carers when faced with unwelcome news and life changing diagnoses
- Have exposure to VDU screen
- Dependent on care setting, have frequent exposure to highly unpleasant working conditions e.g. dealing with uncontained body fluids and difficult aggressive behaviour.
- Be required to work the full range of shifts for the clinical placement, this will include early, lates, nights, long days, weekends and bank holidays
- Be required to travel countywide and work in external organisations to meet learning outcomes
- Promote health and safety maintaining best practice in health, safety and security
- Share ideas with colleagues to improve care and suggest areas for innovation
- Participate in audit activities being undertaken in area of practice
- Contribute to the improvement of service by reflecting on own practice and supporting that of others
- Adhere to legislation, policies, procedures and guidelines both local and national Regularly attend workplace and staff engagement meetings and contribute positively to discussions about the improvement of care

MOST CHALLENGING PART OF THE JOB

The most challenging aspects of the role will be developing a suitable balance between academic studies and clinical practice. You will be expected to complete academic work alongside clinical placement hours, some of this you will be expected to complete in your own time. You will be required to dedicate 20% of your working week to off-the-job study at the University of Gloucestershire.

Within the programme there is a requirement to complete protected learning time as stipulated within the apprenticeship standards. To achieve the required protected learning time you will need to develop a degree of creativity and flexibility in clinical practice, practising with a holistic open minded view.

You will be expected to travel countywide as part of the programme to meet all of the NMC requirements, you will need a full UK valid driving licence and access to a vehicle to achieve this successfully.

GENERIC RESPONSIBILITIES

The following are applicable to all posts and all employees:

Trust Values

The post holder will be expected to work in line with the Trust values which are:

- Working together
- Always improving
- Respectful and kind
- Making a difference

General Duties

To undertake any other reasonable duty, which is appropriate to the band when requested by senior staff.

To be familiar with and comply with all Trust and departmental policies, procedures, protocols and guidelines.

To demonstrate an understanding and commitment to Trust values and Staff Charter.

Professional and Personal Development

All staff must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction programme.

All staff will have a formal appraisal with their manager at least every 12 months. Once performance/training objectives have been set, the staff member's progress will be reviewed on a regular basis so that new objectives can be agreed and set, in order to maintain progress in the service delivery.

Those with management/supervisory responsibility are required to ensure that their direct reports have an appraisal in line with Trust policy.

All staff will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate.

Infection Control

All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to and to support the Trust's commitment to preventing and controlling healthcare associated infections (HAI).

Health and Safety

All staff have a responsibility to maintain health and safety of self and others within the performance of duties in accordance with Trust health and safety policies, and to undertake specific health and safety responsibilities as directed. All staff have a responsibility to adhere to the Trust's Risk Management Policies & Procedures.

All staff are required to contribute to the control of risk, and must report immediately any incident, accident or near miss involving patients, service users, carers, staff, contractors or members of the public using the Trust Datix system.

Confidentiality

All staff may gain or have access to confidential information about the diagnosis or treatment of patients, information affecting the public, private or work related staff information, or Trust matters. A breach of confidentiality will have occurred where any such

information has been divulged, passed (deliberately or accidentally) or overheard by any unauthorised person or person(s). Breaches of confidentiality can result in disciplinary action, which may involve dismissal.

All staff must maintain a high standard of quality in corporate and clinical record keeping, ensuring information is always recorded accurately, appropriately and kept up to date. Staff must only access information, whether paper, electronic or in other media which is authorised to them as part of their duties.

All staff must ensure compliance with the data protection legislation.

Safeguarding: Adults and Children (Section 11 of the Children Act 2004)

Safeguarding: Adults (Care Act 2014) and Children (Section 11 of the Children Act 2004)

Every member of staff has a responsibility to be aware of and follow at all times, the relevant national and local policy in relation to safeguarding children and safeguarding adults. This includes keeping up to date with relevant training and seeking supervision.

Freedom of Information

All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000. The Act gives individuals or organisations the right to request information held by the Trust. Staff must manage information they hold in such a way that meets the requirements of the Act. All requests for disclosures under the Act must be passed to the Freedom of information Officer.

Working on Non-Trust Premises

All staff when working on non-Trust premises are bound by Trust policies and procedures, including home working policy; IT security policy; email and internet acceptable use policy information.

Smoke Free Premises

The Trust is committed to protecting and improving the health and welfare of staff, service users, carers, visitors and contractors, and protecting smokers and non-smokers from the health dangers of second-hand smoke. Therefore all Trust premises are 'smoke free' and staff (and external contractors and visitors) must refrain from smoking in Trust buildings, vehicles and grounds.

Diversity and Promoting Dignity at Work

The Trust recognises the contribution of all employees to deliver responsive and quality services. We expect staff to value and respect the diversity of those who use or contact our services and to respond to the differing and diverse needs of others. We aim to have an environment free of bullying or harassment which would create an intimidating and unpleasant atmosphere impacting on staff wellbeing and service delivery. We want staff to be able to report issues knowing they will be dealt with promptly and sensitively.

All forms of bullying and harassment are unacceptable and will not be tolerated.

This job description seeks to provide an outline of the duties and responsibilities of the post. It is not a definitive document and does not form part of the main statement of Terms and Conditions. The job description will be reviewed as part of the annual appraisal process and will be used as the basis for setting objectives.

Data Quality

The Trust recognises the role of reliable information in the delivery and development of its services and in assuring robust clinical and corporate governance. Data quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high quality mental health services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the Trust's Policy and Procedures for Data Quality

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Physical Intervention Descriptors

Working Well Pre-employment Assessment

Breakaway – Practical training in Breakaway techniques is intended to enable staff to reduce the likelihood, and risk of personal injury due to aggressive verbal or physical behaviour of others by providing evasion and self-protection strategies (**clinical and non-clinical**). Training involves a degree of physical exertion; Students are required to stand for the duration of the practical training session and to make controlled body movements. This will include the ability to adopt a stable body position to prevent being pulled or pushed off balance, be able to shift body weight rapidly, and to achieve some limited rotation of the torso.

Positive Behaviour Management (PBM) – Practical training in the implementation of Physical Intervention techniques that are designed to temporarily gain control of a service user's behaviour at a time when they are placing either themselves or others at risk of injury. Training involves a degree of physical exertion; Students are required to stand for the duration of the practical training session. Depending on the technique each Student will be able to adopt a 'stable stance'; balanced to prevent being pulled or pushed off balance, be able to shift body weight rapidly, and to achieve some limited rotation of the torso. They will also be able to safely achieve a controlled movement to and from the floor in support of a service user.

Prevention and Management of Violence and Aggression (PMVA) – Practical training in the implementation of Physical Intervention techniques that are designed to temporarily gain control of a service user's behaviour at a time when they are placing either themselves or others at risk of injury. Training involves a degree of physical exertion; Students are required to stand for the duration of the practical training session. Depending on the technique each Student will be able to adopt a 'stable stance'; balanced to prevent being pulled or pushed off balance, be able to shift body weight rapidly, and to achieve some limited rotation of the torso. They will also be able to safely achieve a controlled movement to and from the floor in support of a service user.

PERSON SPECIFICATION

Job title: Student Nursing Associate Apprentice

Band: 3

Location: Coln ward Cirencester Hospital with placement rotations within the Trust and external organisations to meet the course learning outcomes

QUALIFICATIONS	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
<ul style="list-style-type: none"> GCSEs Grade A-C in Maths and English or functional skills level 2 in Maths and English (certificates will be required on the day of interview) 	Essential	Application form and certificate.
<ul style="list-style-type: none"> L2 or L3 qualifications 	Essential	Application form and certificate.
<ul style="list-style-type: none"> Demonstrable ability to study at Foundation Degree (Level 5) level and commit to completing the Foundation Degree programme 	Essential	Interview
<ul style="list-style-type: none"> Care certificate 	Essential	Application form and certificate.

LENGTH AND / OR NATURE OF EXPERIENCE	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
<ul style="list-style-type: none"> Previous experience of working as a clinical support worker in a healthcare setting, preferably the NHS 	Essential	Application form and employment history

PROFESSIONAL / MANAGERIAL / SPECIALIST KNOWLEDGE	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
<ul style="list-style-type: none"> Intermediate IT skills 	Desirable	Interview
<ul style="list-style-type: none"> Evidence of recent of recent work based learning or self-directed learning 	Desirable	Interview
<ul style="list-style-type: none"> Evidence of involvement in support / development of less experienced staff 	Desirable	Application form, interview
<ul style="list-style-type: none"> Understands confidentiality 	Essential	interview
<ul style="list-style-type: none"> Knowledge of prevention of cross infection 	Essential	interview

<ul style="list-style-type: none"> Demonstrate / Describe what is meant by safe environment 	Desirable	interview
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PERSONAL SKILLS ABILITIES AND ATTRIBUTES	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
<ul style="list-style-type: none"> Ability to work effectively as a team player under appropriate supervision, and as part of a multi-disciplinary team 	Essential	Application form, interview and assessment process
<ul style="list-style-type: none"> Insight into how to evaluate own strengths and development needs, seeking advice where appropriate 	Essential	Interview and assessment process
<ul style="list-style-type: none"> Evidence of time management skills and ability to prioritise 	Essential	Application form, interview and assessment process
<ul style="list-style-type: none"> Ability to communicate with members of the public and health and care providers 	Essential	Interview and assessment process
<ul style="list-style-type: none"> Courteous, respectful and helpful at all times 	Essential	Evidence on application and question at interview
<ul style="list-style-type: none"> Ability to deal with non-routine and unpredictable nature of the workload and individual patient contact 	Essential	Question/ or discussion/ or activity at interview
<ul style="list-style-type: none"> Ability to work on own initiative 	Essential	Application form, interview and assessment process
<ul style="list-style-type: none"> Ability to take part in reflective practice and clinical supervision activities 	Essential	Interview and assessment process
<ul style="list-style-type: none"> Knowledge of when to seek advice and refer to a registered care professional 	Essential	Application form, interview and assessment process
<ul style="list-style-type: none"> Understanding of the importance of the promotion of health and wellbeing (Making Every Contact Count) 	Essential	Question/ or discussion/ or activity at interview
<ul style="list-style-type: none"> Clear verbal communication and written skills with the ability to communicate with members of the public and health and care providers 	Essential	Interview and assessment process
<ul style="list-style-type: none"> To demonstrate qualities of or ability to look after patients with care and compassion 	Essential	Question/ or discussion/ or activity at interview

OTHER REQUIREMENTS	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
<ul style="list-style-type: none"> Understanding of the scope of the role of the Nursing Associate apprentice in context of the team and the organisation, and how the role may contribute to service development 	Essential	Application form interview
<ul style="list-style-type: none"> Must be able to travel countywide. Ability to move between sites working across health and social care as required by the needs of the development programme 	Essential	Interview
<ul style="list-style-type: none"> MUST hold a valid UK driving license and has access to a vehicle. 	Essential	Application form. Proof of driving licence at interview
<ul style="list-style-type: none"> To demonstrate awareness of factors which contribute to the smooth running / delivery of services across a range of healthcare settings 	Desirable	interview
<ul style="list-style-type: none"> Project a professional appearance in behaviour and manner of dress. 	Essential	interview
<ul style="list-style-type: none"> Be courteous when talking to colleagues, patients, their families and visitors and to treat everyone with dignity and respect. 	Essential	interview
<ul style="list-style-type: none"> Understanding of basic physiology, e.g. normal vital signs, fluid balance, nutritional requirements etc. 	Desirable	interview