

<b>Job Title</b>	<b>Apprentice Nursing Associate</b>
<b>Band</b>	<b>Band 3</b>
<b>Responsible to</b>	<b>Line Manager</b>
<b>Accountable to</b>	<b>Senior Manager</b>
<b>Base</b>	<p><b>Primary Work Base Location will be a community nursing base within West Herts, one of the following will apply:</b></p> <ul style="list-style-type: none"> <li>• <b>Elstree Way Clinic, Borehamwood</b></li> <li>• <b>Potters Bar Community Hospital, Potters Bar</b></li> <li>• <b>Skidmore Way Clinic, Rickmansworth</b></li> <li>• <b>Building Research Establishment, Watford</b></li> <li>• <b>Hemel One, Hemel Hempstead</b></li> <li>• <b>Harpenden Memorial Hospital, Harpenden</b></li> </ul> <p><b>This is a domiciliary / home visiting role and there is a requirement for the postholder to have a suitable vehicle available for work use in order to be able to travel independently in the community.</b></p>

### Job Purpose

This is a developmental role. The apprentice will work towards progression into the post of Nursing Associate through successful completion of the Nursing Associate training programme which includes the attainment of a level 5 Foundation Degree equivalent qualification. They will develop and 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.

The Nursing Associate training programme combines and integrates both academic and **work-based learning** through close **collaboration** between employers and education providers. An **Apprentice Nursing Associate** will be based, as an employee, in a particular organisation, in a specific **setting**, but will experience working in **alternative settings** in order that they gain a wide appreciation of many health and care contexts and are able to fulfil all the requirements of the programme.

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

- a) The training programme emphasizes the role that Apprentice 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 values<sup>1</sup>, physical, psychological and public health needs, learning disabilities, social, economic, spiritual and other factors in the assessing, planning and delivery of care.
- b) The overall outcome from the training programme is a Nursing Associate that is fit to practice in the widest range of settings as well as being equipped with the specific knowledge, skills and capabilities required for the context in which they have trained and are employed.

The apprentice will:

- 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
- Have proficient attitudes and behaviours compatible with NHS 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 mentor to take responsibility for developing own clinical competence, leadership and reflective practice skills within the workplace, while on placements and through attending the Nursing Associate Training Programme

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

- Provide feedback to assist in the evaluation of the Nursing Associate pilot programme
- Develop by the end of the Nursing Associate Training Programme 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

## Key Working Relationships

### Internal

- Integrated Locality Team
- Relevant Specialist Services
- CLCH Academy

### External (if applicable)

- Primary care
- Patients and carers
- University staff aligned to course programme

## Main Duties and Responsibilities

### Clinical responsibilities – Individual's care

The following list is indicative as tasks and responsibilities will vary depending on the care setting the Apprentice Nursing Associate is working in. The content will be reviewed in the light of the evaluation of the Nursing Associate pilot programme.

The trainee will:

- 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
- 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 care<sup>2</sup> 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

<sup>2</sup> 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

- 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

#### **Knowledge, training and experience**

- 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 Nursing Associate Training Programme and maintain all evidence required
- Contribute towards developing a culture of learning and innovation, developing high quality learning environments

#### **4. Policy and service development**

- 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

#### **Planning and organisation**

- Plan and manage competing demands of job role, study and placement activities
- 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

#### **Communication and relationships**

- 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)

#### **Analytical and judgmental skills**

- 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 trainee Nursing Associate
- 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

### **Physical skills requirement**

- 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

### **Financial and physical resources**

- Exercise personal duty of care in the safe use and storage of equipment
- Be environmentally aware and prudent in use of resources and energy

### **Human resources**

- 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

### **Information resources**

- Develop skills to maintain professional standards of record keeping
- Follow all information governance guidance and policies
- Maintain confidentiality as outlined within data protection policies

### **Freedom to Act**

- Work to standard operating procedures with registered care professionals available for reference
- Work within the organisational policy, procedures and guidelines
- Work within the trainee Nursing Associate 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

### **Mental and Emotional effort**

- 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

### **Working conditions**

- Dependent on care setting, have frequent exposure to highly unpleasant working conditions e.g. dealing with uncontained body fluids and difficult aggressive behaviour.

### **Teaching and Training**

- Be proactive in seeking opportunities to develop own knowledge and skills, achieving clinical competencies and Foundation Degree / Level 5 qualification within agreed timeframes. Seeks 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
- Act as an excellent role model by upholding and implementing good practice in the workplace. Recognising and either directly challenging or seeks support to challenge any poor practice observed

**The above indicates the main duties of the post which may be reviewed in the light of experience and development within the service. Any review will be undertaken in conjunction with the post holder.**

**Person Specification**

**Job Title:** Apprentice Nursing Associate

Factors	Criteria	Assessment
<b>Education/Qualification</b>		
<b>Essential</b>	<ul style="list-style-type: none"> <li>UK Maths and English level 2 (This includes: functional skills level 2, GCSE grade 4 and above or equivalent Any overseas qualifications will need to be accompanied by a UK NARIC statement of comparability <a href="https://www.naric.org.uk/naric/Individuals/Compare%20Qualifications/Statement%20of%20Comparability.aspx">https://www.naric.org.uk/naric/Individuals/Compare%20Qualifications/Statement%20of%20Comparability.aspx</a></li> </ul>	A/IV
<b>Desirable</b>	<ul style="list-style-type: none"> <li>Healthcare support worker level 3</li> <li>Care certificate</li> </ul>	A/IV
<b>Experience</b>		
<b>Essential</b>	<ul style="list-style-type: none"> <li>Ability to study a programme at academic level 5.</li> <li>Individuals will need to demonstrate the appropriate values and attitudes for the programme in line with HEE's value-based recruitment programme</li> </ul>	A/IV
<b>Desirable</b>	<ul style="list-style-type: none"> <li>Experience of working in a clinical healthcare environment</li> </ul>	A/IV
<b>Skills and Knowledge</b>		
<b>Essential</b>	<ul style="list-style-type: none"> <li>Understanding of the role of the Nursing associate.</li> <li>Ability to work effectively as a team player, under supervision, and as part of a multidisciplinary team.</li> <li>Effective communication skills with both the public and healthcare professionals</li> <li>Time management skills</li> <li>Ability to work on own initiative</li> <li>Recognise own limitations.</li> <li>Understand and have the ability to participate in reflective practice and clinical supervision.</li> <li>IT skills including clinical recordkeeping systems, e.g. RiO/System One; and other packages e.g. word processing, excel etc.</li> </ul>	A/IV
<b>Other</b>		
<b>Essential</b>	<ul style="list-style-type: none"> <li>Aged over 18 on first day of programme</li> <li>Work 37.5 hours a week, including any off-the-job training undertaken.</li> <li>Not currently undertaking any other apprenticeship or DfE FE/HE programme at the same time as starting the apprenticeship</li> <li>Hold a full, valid, UK driving licence and have access to a car to use for business purposes (unless you have a disability as defined by the Equality Act 2010)</li> </ul>	A/IV
<b>Desirable</b>		
<b>* Assessment will take place with reference to the following</b>		
<b>AF – Application Form, IV – Interview, P – Presentation, T-Test, C Certificate</b>		