

Job Description

Job title:	Nursing Associate
Directorate:	
Department:	
Professionally accountable for:	Delete if not applicable
Responsible to:	Ward Manager
Accountable to:	Matron
Pay band:	Band 4
Contract:	Agenda for Change
On call requirement:	No
Disclosure required:	Enhanced
Professional Registration:	Yes – NMC Nursing Associate Register

Job outline:

Specific job outline for this role:

Job outline for a Nursing Associate:

The Nursing Associate is trained to work with people in a variety of settings in health and social care providing holistic and person centred care and support for people of all ages. The Nursing Associate works independently under the leadership of registered nurses, working within the sphere of nursing and care and all aspects of the nursing process.

This includes undertaking a full range of routine care tasks as directed by the registered nurse. Implement care for patients in a range of mental health settings; observes and reports on patient conditions

Nursing Associates are equipped with the knowledge, understanding, skills, attitudes and

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behaviours relevant to employment as a Nursing Associate and will work to a nationally recognised NMC Code of Conduct.

Scope & Authority

To work under close clinical supervision from a registered professional to provide high quality care as a member of the multi-disciplinary team, informed by skills in communication, analysis of information, planning and organisational skills.

Key Result Areas:

The Nursing Associate will:

- Deliver high quality, compassionate care and clinical tasks 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 and Trust Values along with the 6 C's of Nursing.
- 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 supervisor to take responsibility for developing own clinical competence, leadership and reflective practice skills within the workplace.
- Provide feedback on the role to assist in the evaluation and development of the Nursing Associate role.
- The Nursing Associate must have 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
- Engage calmly and with sensitivity and empathy to support service users in highly distressing or emotional circumstances.
- To contribute to assessment and support the development and implementation of recovery plans.
- Assist the senior Nurse with the direction and supervision of unqualified support staff and with maintaining the team rota.

2. Knowledge, training and experience

- See person specification for qualifications/equivalent experience.
- Understand the scope of practice of the Nursing Associate role within different care settings.
- Continue to develop and improve practical and theoretical knowledge, competence and skills and maintain all evidence required.
- Contribute towards developing a culture of learning and innovation, developing high quality learning environments for peers, service users, students and trainees.

3. Clinical responsibilities – Individual's care

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

The Nursing Associate will:

- Demonstrate good understanding of the Mental Capacity Act (2005)/ Mental Health Act (1983/2007)/ Deprivation of Liberties and applies principles to everyday practice seeking advice guidance from the Registered Nurse or registered care professional as required.
- To administer medication within NMC guidelines and the Trust's Medicines Code.
- 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 and pulse.
- Undertake clinical tasks as required including cannulation, 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 as prescribed by the Registered Nurse.
- Develop understanding of caring for individuals with particular conditions for example dementia, mental illness and learning disabilities.
- Develop care plans based on an individual's needs and outcome based taking into consideration the needs of the family and carers as appropriate and promote their involvement with the care plan and ensuring that a Registered Nurse has signed it off.
- 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.
- To promote respect for diversity and combat stigma and exclusion.

4. Policy and service development

The Nursing Associate will:

- 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.

5. 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.

6. 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 principles 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 including Care Notes taking cognisance of need to protect access (ID, passwords, swipe cards).

7. 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 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.

8. 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.

9. 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.

10. 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.

11. Information resources

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

12. 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 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 senior registered care professional or appropriate person.

13. 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.

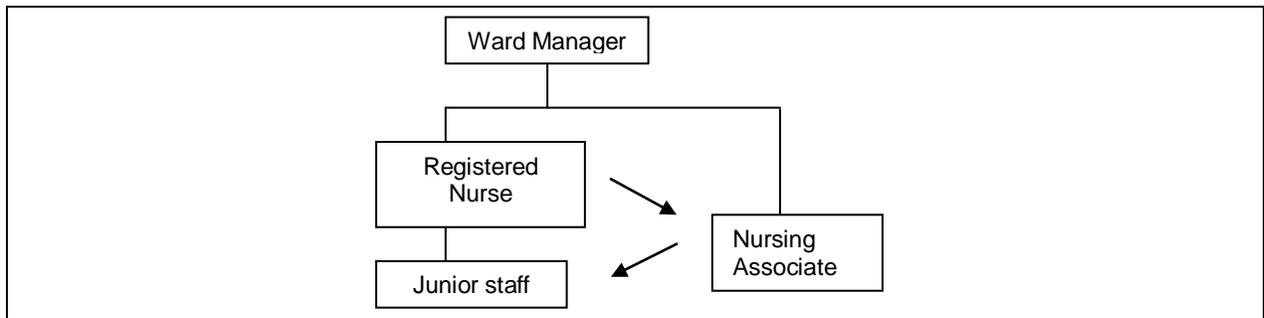
14. Working conditions

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

15. Teaching and Training

- 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.

Position in the Organisation & Key relationships



All staff are required to:

- Abide by the standards of behaviour expected by their professional body and the standards of behaviour expected of all staff in the Trust disciplinary policy and procedure.
- Adhere to all Trust policies and procedures and are responsible for making themselves aware of these policies and procedures.
- Treat information relating to patient, employees and businesses of the Trust in the strictest confidence. Under no circumstances should such information be discussed with any unauthorised person(s) or organisations. At all times employees are required to comply with the provisions of the Data Protection Act.
- Maintain their own awareness of, and comply with, policies and procedures relating to Health and Safety (whether statutory or Trust), and assist in ensuring the compliance of other staff.
- Support the Trust's visions and values and in particular the promotion of a positive approach to diversity, equality, rights, and treating others with dignity and respect; to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply by adhering to the Trust's Equality and Diversity Policy.
- Demonstrate the core principles of safeguarding and protection Human Rights; treating people with dignity, fairness, equality, respect and autonomy.
- Develop and maintain positive relationships with all colleagues, taking account of their age, religion or belief, ethnicity, sex, marital or civil partnership status, sexual orientation, gender identity, pregnancy or maternity status and any disability. Ensure that they are approachable and that their conduct towards colleagues is open and honest, dealing with differences in opinion, in ways which avoid offence.
- Take responsibility for the safeguarding and protection of children and young people and vulnerable adults very seriously, as does The Trust. The Trust works with adult and children's social care to ensure that the integrated service has systems in place to equip staff with the knowledge and skills to recognise abuse, and take action to safeguard and protect vulnerable adults and children and young people. It is expected that all staff familiarise themselves with the appropriate structures and policies and with the Sussex child protection and safeguarding procedures and the Sussex multi-agency policy and procedures for safeguarding vulnerable adults and undertake the relevant essential training and further training appropriate to their role.

Person Specification

Job title:	Nursing Associate
Directorate:	
Department:	
Pay band:	Band 4

	Essential	Desirable	Evidenced by
A – Qualifications			
<ul style="list-style-type: none"> ▪ Registered Nursing Associate on the NMC register ▪ Educated to a minimum level 5 Foundation degree level specific to nursing associate practice ▪ Care Certificate 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓ 	A / C
B – Knowledge/Experience			
<ul style="list-style-type: none"> ▪ Previous experience of working within a Healthcare setting either paid or voluntary. ▪ Understanding of the scope of the role of the Nursing Associate in context of the team and the organisation, and how the role may contribute to service development ▪ Lived experience of mental health issues 	All Essential		A / C / I / T
C – Skills			
<p>Communication/Relationship skills:</p> <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. ▪ Ability to communicate with members of the public and health and care providers. ▪ Courteous, respectful and helpful at all times. 	All Essential		A / C / I / T
<p>Analytical & Judgement skills:</p> <ul style="list-style-type: none"> ▪ Insight into how to evaluate own strengths and development needs, seeking advice where appropriate ▪ Ability to work on own initiative ▪ Ability to take part in reflective practice and clinical supervision activities ▪ Knowledge of when to seek advice and refer to a registered care professional 	All Essential		A / C / I / T
<p>Planning & Organisational skills:</p> <ul style="list-style-type: none"> ▪ Evidence of time management skills and ability to prioritise 	✓		A / C / I / T
<p>People Management/Leadership/Resources</p> <ul style="list-style-type: none"> ▪ What staff responsibilities will the post holder need to have? Will they be responsible for any resources (money, equipment, stock)? What is the level of responsibility? 	✓		A / C / I / T
<p>IT skills:</p> <ul style="list-style-type: none"> ▪ Intermediate IT skills including sound working knowledge of Microsoft Word and Outlook. ▪ The ability to use clinical systems such as Care Notes. ▪ 	<ul style="list-style-type: none"> ✓ ✓ 		A / C / I / T
<p>Other skills:</p> <ul style="list-style-type: none"> ▪ Good communication skills ▪ Ability to prioritise and organize workload ▪ Able to work on own initiative, following minimal direction by registered nurse ▪ Ability to be flexible & work under pressure ▪ Assessment skills 	All Essential		A / I

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<ul style="list-style-type: none"> ▪ Ability to problem solve ▪ Basic IT skills ▪ Must be able to demonstrate the English language proficiency level required for this post ▪ Committed to delivering high standards of patient care ▪ Able to relate well with patients/ relatives/visitors and colleagues within the multi –disciplinary team ▪ Committed to continued personal and educational development ▪ Car driver ▪ Ability to perform area specific core clinical competencies 			
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	Essential	Desirable	Evidenced by
<ul style="list-style-type: none"> ▪ Abilities 			
Mental Effort: <ul style="list-style-type: none"> ▪ Ability to deal with non-routine and unpredictable nature of the workload and individual patient contact 	✓		A / C / I / T
Emotional Effort: <ul style="list-style-type: none"> ▪ Ability to deal with frequently distressing or emotional circumstances. 	✓		A / C / I / T
D – Approach/Values: <ul style="list-style-type: none"> ▪ Demonstrate an understanding of the practices of Human Rights in the delivery of this role ▪ Demonstrate support for the values and beliefs of the Care Group and those of the Trust ▪ Ability to move between sites working across health and social care as required by the needs of the role. ▪ Punctual and flexible across hours of work when required 	✓ ✓ ✓ ✓		A / C / I / T A / C / I / T A / C / I / T A / C / I / T

To be evidenced by key: A – Application C - Certificate I – Interview T - Test

Approved by:

Name

Post holder

Approved

Manager Date

