

JOB DESCRIPTION

Job Title:	Nursing Associate
Base:	Trustwide
Agenda for Change banding:	4
Hours of Work:	37.5 hours per week
Details of Special Conditions:	
Managerial Accountability & Professional Accountability:	Ward/Departmental Manager

MAIN PURPOSE OF THE POST

Nursing Associates support the provision of holistic, person-centred care and support for people of all ages, across the lifespan and in a variety of settings. The nursing associate works independently – within the remit of the role – to assess, plan, implement and evaluate; undertaking aspects of care delegated by registered nurses and registered allied health professionals. The nursing associate has a breadth of knowledge across the “four pillars” of nursing practice: Clinical Practice, Facilitating Learning, Leadership and Research/Audit awareness.

Nursing associates are accountable. Equipped with the appropriate knowledge, skills and behaviours relevant to employment, they will work to a nationally recognised code of conduct defined by the Nursing and Midwifery Council (NMC) to which they are registered.

Nursing associates will work effectively as part of an inter-professional environment, contributing to a safe and excellent patient/service user experience. Nursing Associates will promote the health and wellbeing of patients/service users across all health and care settings – making every contact count. Integral to all of this is the ability to communicate effectively – adopting the Trust’s CARE values with sensitivity and compassion, and to manage relationships with people.

In pursuing these duties the post holder will ensure adherence to NMC standards, Trust policy and protocol, Trust policy updates and the NHS Constitution.

KEY RELATIONSHIPS

The nursing associate will work closely with all nursing and support staff, patients/service users/family/carers/advocates and the wider inter-professional Team (Administrative, Domestic and Estate Services, Allied Health, Mental Health Services, Pharmacy, Healthcare Science, Medical Teams, Public Health Services), across both Primary and Secondary health and social care environments.

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RESPONSIBILITIES

Nursing Associates will contribute to:

- The successful performance of the Trust.
- Comply with corporate governance structure in keeping with the principles and standards set out by the trust.
- Embed our values and behaviours (CARE) to improve the way we work with each other to improve patient care and satisfaction.

Four Pillars of Nursing Practice: Clinical Practice; Leadership; Education; Research

Clinical Practice – Delivering Care

PROMOTING HEALTH AND PREVENTING ILL HEALTH

- Act in the best interests of the patients you care for to improve and maintain their mental, physical, behavioural health and wellbeing.
- Support with implementing the 3 P's of Public Health: Prevention, Protection and Promotion – providing an appropriate level of education and support to service users and their relations working to optimise the best health outcomes.

PROVIDE AND MONITOR CARE

- Provide compassionate, safe and effective care and support to people in a range of care settings.
- Contribute to ongoing assessment of patients, recognising when it is necessary to refer and escalate to a Registered Nurse for reassessment
- Monitor the condition and health needs of people within their care on a continual basis in partnership with people, families and carers
- Record all care delivered appropriately and contemporaneously. Documentation must be clear, concise and legible. Any documentation must also be signed and dated.
- Communicate effectively with colleagues, providing clear verbal, digital or written information and instructions when sharing information, delegating or handing over responsibility for care.
- Communicate effectively with patients when delivering cares, providing advice where appropriate.
- Recognise and report any situations, behaviours or errors that could result in poor care outcomes
- Understand, encourage and complete the necessary paperwork to enable discharge/transfers in a safe and timely manner.
- Understand and ensure completion of paperwork takes place for any patient transfers to Community services.
- Organise workload when caring for a group of patients, which may include delegation of tasks.
- Support the learning of less experienced staff, such as student nurses and trainee nursing associates.
- Recognise and work within limits of their competence

MEDICINES MANAGEMENT

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- Following appropriate training and competency assessment undertaken with the Education, Learning & Development department:
- Be accountable for preparing and administering prescribed medication (via oral, topical, inhalation, subcutaneous, intramuscular, rectal and enteral routes), for patients/service users, delegated to you by a Registered Nurse/Specialist Community Public Health Nurse – in line with Trust Policy and NMC standards.
- Medical Devices: Safely operate medical devices within scope of role and Trust Policy – demonstrating professional accountability.
- Be second recorder for controlled drugs and transcription of medication administration record charts.

CLINICAL SKILLS - Delegated Health Procedures

Be accountable for performing any healthcare task or procedure – either general or patient specific – delegated to you by a Registered Nurse/Specialist Community Public Health Nurse, Midwife or Allied Healthcare Professional, following appropriate Trust approved training and competency-based assessment.

This is not an exhaustive list; any additional competency-based skills relevant to clinical area/speciality can be attained.

Leadership –Working in Teams

- Act as a role model, championing the professional role of the Nursing Associate. Actively work as part of an inter-professional Team within an inclusive learning environment.
- Work effectively with others within the inter-professional team to deliver and support the improvement of services.
- Delegate appropriately to Healthcare Support Workers, providing necessary and timely support.
- Reflect on personal performance, acting to learn from experience and continually improve.
- Champion the use of technology and innovation in improving health and care outcomes for individuals, contributing to a sustainable future.
- Contribute to articulating the aspirations and vision of the organisation.
- Collaborate and communicate effectively with nurses, a range of other health and care professionals and lay carers.
- Act appropriately to supervision and direction from more senior nurses.
- Support Managers develop the Nursing Associate role within the clinical environment
- Support Service Users understand the role of the Nursing Associate within the clinical environment

Education – Supporting others

- Support the learning and development of other members of the team: New Starters, Preceptees, Student Nurses, Student Nursing Associates, Healthcare Support Workers and Volunteers.
- When appropriately trained as an approved supervisor/assessor, participate with the supervision and assessment of pre-registration students appropriately assigned by the Nurse-in charge/Practice Development Practitioner/Education Link Practitioner/Learning Environment Lead.

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- Provide appropriate and timely education and support to patients/service users and relations co-ordinated by a registered nurse.

Research – Supporting Quality and Innovation

IMPROVING SAFETY AND QUALITY OF CARE

- Engage in continuous service improvement for better health outcomes and act as an advocate for the service
- Improve the quality of care by contributing to the continuous monitoring of peoples experience of care
- Identify risks to safety or experience and take appropriate action, putting the best interests, needs and preferences of patients first.
- Reporting/ escalating any safety, safeguarding or risk concerns to the appropriate member of staff and ensuring that action is taken post reporting.
- Participate in audit and review of patients care.

CONTRIBUTING TO INTEGRATED CARE

- Contribute to the provision of care for the local patient population as part of the Integrated Care System/Place.
- Contribute to the provision of care for people, including those with complex needs
- Understand the roles of a range of professionals and carers from other organisations and settings who may be participating in the care of a person and their family
- Understand responsibilities in relation to communication and collaboration across the full range of healthcare settings.

Professional Responsibility

ACCOUNTABLE PROFESSIONAL

- Abide by The Code (NMC) and uphold the reputation of the profession. Adhere to the Professional Standards set out by the NMC for Nursing Associates.
- Maintain and strive to improve your knowledge, ensure that all mandatory training is completed.
- Follow the policies and procedures of the Trust.
- Be accountable for your actions
- Work to the limits of your Job Description.

REVALIDATION & REGISTRATION

It is the responsibility of all staff registered with a professional body to:

- Act within the Professional Bodies Code of Practice
- Maintain their own work profile to ensure revalidation standards are met, and assist junior registered staff in achieving revalidation.
- Contribute and participate in the development of colleagues' professional practice across the trust through leading ward and/or department projects, and supporting training.
- Ensure optimum use is made of working time.

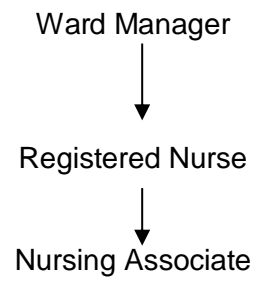
Staff in nursing posts may be requested to work in any area throughout the Trust by the matron or the site manager.

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ORGANISATION CHART



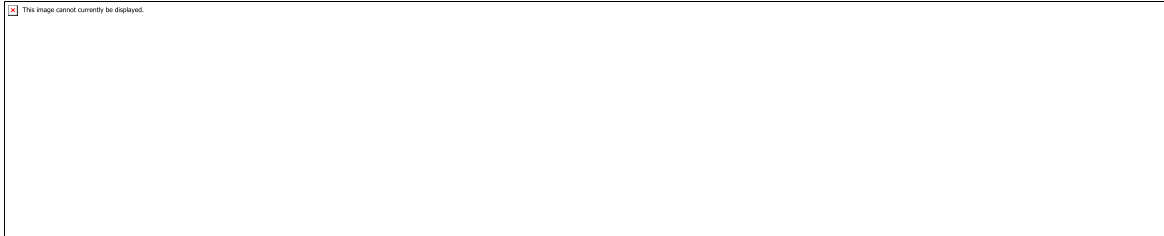
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ADDITIONAL INFORMATION

Trust Values



Health and Safety at Work Act

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with Buckinghamshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

Confidentiality

The post holder has a responsibility to maintain confidentiality and ensure the principles of the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner are applied to patient, staff and Trust business/information.

Equal Opportunities

The Trust welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.

Managing Risk: Maintaining skills and learning from problems

Reducing risk is everyone's responsibility. All staff in the Trust must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them. The Trust has designated the prevention and control of infection as a core issue in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:-

- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques,
- ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

Mandatory Vaccinations

The [Health and Social Care Act 2008 \(Regulated Activities\) \(Amendment\) \(Coronavirus\) Regulations 2021](#) require all persons working or deployed in any CQC registered care home to be fully vaccinated against COVID-19, unless an exemption applies. You may therefore be required to provide proof of your vaccination status, or medical exemption, as part of the pre-

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employment screening process.

Safeguarding of children and vulnerable adults

During your employment with the Trust, you have a responsibility to safeguard children and vulnerable adults. You are required to complete statutory and mandatory training and take appropriate action as set out in the Trust's policies and procedures.

Governance

Post holders will aim to ensure that areas of the trust under their responsibility comply with "Standards for Better Health" Core and Developmental Standards and bring deficiencies to the attention of their Director"

Information Management/ Data Quality

The post holder must ensure that Trust records are documented, secured, stored and disposed of appropriately and in accordance with the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner. In addition, information recorded must be fit for purpose - accurate, relevant, up to date and complete.

Freedom of Information

The post holder must be aware that any information held by the Trust in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies.

Travel to other sites

You may be required to travel to other Trust locations. Please complete travel expense using the online system. Details of allowances can be obtained from the Human Resources Department.

Smoking statement

Smoking is not permitted in any premises or grounds managed, leased or owned by the Trust. Smoking is not permitted in Trust vehicles or in any vehicle parked on Trust premises.

General

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade. Should you have any queries or concerns relating to the contents of this letter, please contact the Recruitment team, Amersham Hospital, Whielden Street, Amersham, Bucks, HP7 0JD.

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