

Job Description

Job title: Registered Nurse Associate Community

Directorate: AMHS

Department: Coastal West Sussex ECRS

Professionally accountable for:

Responsible to: Team Manager / Team Lead (as per directorate)

Accountable to: Lead Nurse

Pay band: Band 4

Contract: Agenda for Change

On call requirement: No

Disclosure required:	Enhanced
-----------------------------	-----------------

Professional Registration: Yes – NMC Nursing Associate Register

Job outline:

The nursing associate has a breadth of knowledge and skills providing holistic and person centred care and support for people of all ages and in a variety of settings. The nursing associate works independently under the leadership of registered nurses, providing nursing care and delivering all aspects of the nursing process. This includes undertaking a full range of routine care and treatment tasks as directed by the registered nurse for in a range of mental health settings with patients who are experiencing a range of mental health issues. This will include observations and reporting on patients conditions.

Nursing work to a nationally recognised NMC code.

Scope & Authority

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

CAJE Ref: RW8_

We are an Equal Opportunities Employer operating a No Smoking Policy

Key Result Areas:

The Nursing Associate will:

- Complete a 6 month Trust preceptorship programme.
- 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 who is accessing mental health services.
- 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.
- To access regular clinical supervision with a registered nurse in line with trust policy
- 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 and treatment 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.
- To contribute to assessment and support the development and implementation of recovery plans.

2. 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.
- 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

3. Clinical responsibilities – Individual's care

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

The nursing associate will:

- Know parameters of medication administration within the speciality they are working in. Administer medication within NMC guidelines and the Trust's Medicines Code, within level of competence and job role and ensure they are up to date with their mandatory training.
- 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 (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.
- 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 personcentred 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 including venepuncture and 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, learning disabilities.
- Develop care plans based on an individual's needs and that outcome based taking into consideration the needs of the family as appropriate and promote their involvement with the care plan and then 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.
- 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.
- Contribute to quality of care through Evidence Based Practice by participating in audits and research.

5. Planning and organisation

- Plan and manage competing demands of job role and maintain study to continually develop competence
- 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 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 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 including PMVA.
- 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

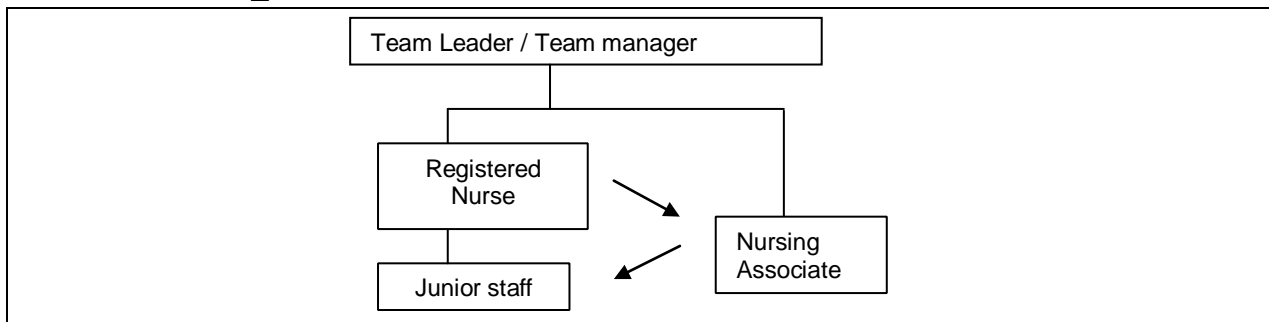
- Exercise personal duty of care in the safe use and storage of equipment.
- Be environmentally aware and prudent in use of resources and energy.

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 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.
- ☐ **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 / environment, may have exposure to 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 and maintaining clinical competencies 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 and ensure these are documented on Susi.
 - ☐ Act as an excellent role model for the nursing associate 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:	AMHS
Department:	Coastal West Sussex ECRS
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 	✓ ✓	✓	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 	✓ ✓	✓	A / C / I / T
C – Skills			
Communication/Relationship skills: <ul style="list-style-type: none"> Ability to work effectively as a team player under appropriate supervision, and as part of a multidisciplinary team. Ability to communicate with members of the public and health and care providers. Courteous, respectful and helpful at all times. 	✓ ✓ ✓		A / C / I / T
Analytical & Judgement skills: <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 	✓ ✓ ✓ ✓		A / C / I / T
Planning & Organisational skills: <ul style="list-style-type: none"> Evidence of time management skills and ability to prioritise 	✓		A / C / I / T
People Management/Leadership/Resources <ul style="list-style-type: none"> Supporting junior staff Co-facilitating training / group work to carers and service users Using resources within budget / keeping within our means 		✓ ✓ ✓	A / C / I / T
IT skills: <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. 	✓ ✓		A / C / I / T

Physical skills: <ul style="list-style-type: none"> Ability to administer injections with good hand eye co-ordination Able to travel across the designated area in response to service needs. 	✓ ✓		A / C / I / T
	Essential	Desirable	Evidenced by
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 distressing and emotional circumstances which can happen unpredictably throughout a working day 	✓		A / C / I / T
<ul style="list-style-type: none"> Working Conditions: As well as working in the community, part of the time will be based in an office which operates a hot desk system Ability to be able to use a PC 	✓ ✓		A / C / I / T
D – Approach/Values:			
Demonstrate support for the values and beliefs of the Care Group and those of the Trust	✓		I
Demonstrate an understanding of the practices of Human Rights in the delivery of this role	✓		I
Team working	✓		I
Ability to move between sites working across health and social care as required by the needs of the role.	✓		I
Punctual and flexible across hours of work when required	✓		I
Flexible enthusiastic and motivated			
Non-judgemental attitude			

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

Test Approved by:

Name

Post holder

Approved

Manager Date