
JOB DESCRIPTION

Job Title: Nurse Associate

Grade: 4

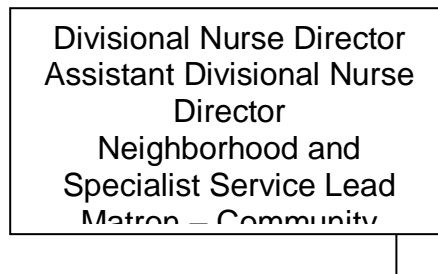
Hours of Work: 30-37.5 hours

Division: Integrated Community Service Division

Base: Various sites across Community in Bolton

Managerially Accountable to: District Nursing Team Manager

Organisation Chart



Key Relationships

Matron – Community Nursing
District Nurse Team Leader
Sister/Charge Nurse
Community Staff Nurse
Assistant Practitioner
TNAs
Healthcare Assistant

Job Purpose

The role of the Nursing Associate is to work with the multi professional team and the Registered Nurse contributing to the ongoing assessment, providing and monitoring care in line with the service pathways and as agreed with supervising clinician(s). They will monitor the condition and health needs of people within their care on a continual basis in partnership with the multi-professional team.

The Nursing Associate has a breadth of knowledge across the lifespan, providing holistic and person centred care and support for people of all ages and in a variety of settings. The Nursing Associate will help to bridge the gap between Health Care Assistants and Registered Nurses by working independently under the leadership of Registered Nurses, working within the sphere of nursing and care and within all aspects of the nursing process.

Nursing Associates are equipped with the knowledge, understanding, skills, attitudes and behaviours relevant to employment; and will act in accordance with the NMC Code: Professional standards of practice and behaviour for nurses, midwives and nursing associates.

Our Values

- *Vision*

We have a plan that will deliver excellent health and care for future generations, working with partners to ensure our services are sustainable.

We make decisions that are best for long term health and social care outcomes for our communities

- *Openness*

We communicate clearly to our patients, families and our staff with transparency and honesty

We encourage feedback from everyone to help drive innovation and Improvements

- *Integrity*

We demonstrate fairness, respect and empathy in our interactions with people

We take responsibility for our actions, speaking out and learning from our mistakes

- *Compassion*

We take a person-centred approach in all our interactions with patients, families and our staff

We provide compassionate care and demonstrate understanding to everyone

- *Excellence*

We put quality and safety at the heart of all our services and processes

We continuously improve our standards of healthcare with the patient in mind



Duties and Responsibilities

CLINICAL RESPONSIBILITIES

- Under the supervision and working in partnership with a registered nurse provide and deliver a high standard of nursing care contributing to the ongoing assessment, providing and monitoring care based on evidence and working in partnership with the multi-disciplinary team.
- Provide compassionate, safe and effective care and support to patients in a range of care settings.
- Monitor the condition and health needs of patients within their care on a continual basis in partnership with patients, families and carers, ensuring appropriate escalation to a registered nurse when required.
- Support patients to improve and maintain their mental, physical, behavioural health and well-being.
- Promote comfort and well-being by ensuring that patients' personal and social needs are met and be able to care for a patient's nursing needs.
- To safely undertake the following procedures to meet the patient's nursing needs to include; undertaking routine procedures including venepuncture, ECG recording, measuring and interpreting blood glucose levels, recording and interpreting vital signs, continence care, bladder and bowel care, pressure area care, wound care, nutrition, hydration, foot care, skin integrity, mood identification (as outlined in the NMC Nursing Associate Skills Annex). Identify and report changes in a patient's condition to a registered nurse.
- Prioritise and manage own workload, recognising where elements of care can safely be delegated to other colleagues, carers and family members.
- Provide and receive sensitive information concerning a patient's medical condition.
- Work with the registered nurse and engage with other agencies and community teams to ensure a safe, individualised approach to the admission and discharge of patients.
- Maintain accurate, contemporaneous patient records in line with Trust policy and the NMC Code.

- Provide effective evidence based care for service users under the supervision of registered nurses in order to perform non-complex activities, in line with clinical governance and professional standards.

COMMUNICATION

- Communicate effectively with dignity and respect to all patients, relatives and others giving consideration to potential barriers to understanding.
- Communicate effectively with colleagues, providing clear verbal, digital or written information and instructions when sharing information, delegating or handing over responsibility for care.
- Recognise and report any situations, behaviours or errors that could result in poor care outcomes.
- Report accidents, incidents, near misses or complaints following Trust policies/procedures.
- Contribute to a culture where all staff feel safe to raise their concerns [and that] speaking up about what these are is a normal part of their routine.

MEDICINES MANAGEMENT AND ADMINISTRATION

- Recognise the effects of medicines, allergies, drug sensitivity, side effects, contraindications and adverse reactions.
- Undertake safe and effective administration and optimisation of medicines in accordance with Trust policy and the NMC standards of proficiency for nursing associates.
- Administer medicines via the following routes, oral, topical, rectal, subcutaneous and intramuscular in line with NMC Standards and Trust policies.
- Comply with Trust policy in relation to any safety critical medicines to be administered by Nursing Associates
- Monitor the condition and health needs of patients within their care following administration of medication.
- Recognise and report any situations, behaviours or errors that could result in poor care outcomes related to medicines management.

EDUCATION AND DEVELOPMENT

- Comply with mandatory competencies in line with Trust policy.
- To engage in a preceptorship period that includes achieving the Nursing Associate Medicines Management Competency framework
- Maintain own continuing professional development in accordance with NMC CPD requirements and contribute to formulation of own objectives and personal development plan.
- Support, supervise, teach (where appropriate) and act as a role model to trainee nursing associates, student nurses, healthcare support workers and new staff members, promoting reflection and providing constructive feedback.
- Contribute to the maintenance of the learning environment.
- Adopt a reflective approach to own practice with a view to continually improve.
- Undertake further training as required, prior to carrying out any additional duties identified as relevant to role, to comply with Trust policies and procedures.

RESEARCH AND DEVELOPMENT

- Identify relevant sources of evidence to inform practice.
- Critically consider and analyse their own practice in light of best available evidence
- Contribute to surveys, audits, research activity as required to own role, supporting recommended changes in practice.

PROFESSIONAL

- Comply with the NMC regulations relating to revalidation to maintain NMC registration.
- Act as a professional role model and in accordance with the NMC Code and the NMC Standards for Nursing Associates.
- Act in accordance with all organisational policies and procedures and within expected values and behaviours.
- Actively participate in and attend ward/unit meetings.



CLINICAL GOVERNANCE

- Work in a professional manner providing high quality patient care.
- Contribute to the monitoring of quality and practice standards within the team. Identify and report any issues relating to poor clinical standards / clinical risk to the district nursing sister.
- To be aware of and adhere to policies and procedures relating to safeguarding children and vulnerable adults.
- Participate in quality initiatives to promote the development of community nursing
- Fully adopt and ensure compliance with the HARM FREE CARE AGENDA. Ensure all clinical activities are fully engaged with preventing harm to patients.
- Participate in clinical supervision in line with FT policy
- Regularly attend and contribute to team meetings and relevant professional forum.
- To be aware of Trust policies, procedures and guidelines, ensuring adherence to these at all times.

RESOURCE MANAGEMENT

- Support the ordering and maintenance of minimal clinical stock levels and the effective use of clinical stock, e.g. dressings.
- Manage time and resources effectively with an ability to prioritise workload and be flexible in response to changing or urgent needs when required.
- Raise resource concerns with the Sister/Charge Nurse to ensure that client healthcare needs can be met as effectively as possible.

STRATEGIC SERVICE DEVELOPMENT

- To contribute to new ways of working and the modernisation of nursing / public health agenda.
- To support the formulation of policies/protocols/ guidelines within sphere of work.

Health, Safety and Security

- All employees have a duty to report any accidents, complaints, defects in equipment, near misses and untoward incidents, following Trust procedure.
- To ensure that Health and Safety legislation is complied with at all times, including COSHH, Workplace Risk Assessment and Control of Infection.

Confidentiality

- Working within the trust you may gain knowledge of confidential matters which may include personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Data Quality

- All employees are reminded about the importance of Data Quality and staff should make themselves aware of both departmental and corporate objectives for Data Quality.
- Data Quality forms part of the appraisal and objective setting process for staff responsible for data entry and data production; staff should ensure that they adhere to policies and procedures at all times. Failure to do so may result in disciplinary action being taken.

Codes of Conduct and Accountability

- You are expected to comply with relevant Bolton NHS Foundation Trust codes of conduct and accountability.

Infection Prevention and Control

- You must comply with all relevant policies, procedures and training on infection prevention and control.

Safeguarding Children and Vulnerable Adults

- You must comply with all relevant policies, procedures and training on safeguarding and promoting the welfare of children and vulnerable adults.

Valuing Diversity and Promoting Equality

- You must comply with all relevant policies, procedures and training on valuing diversity and promoting equality.



Training

- Managers are required to take responsibility for their own and their staff's development.
- All employees have a duty to attend all mandatory training sessions as required by the Trust.

Any other general requirements as appropriate to the post and location

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the postholder.

Date Prepared: April 2024

Prepared By:

Agreed By:

Employee's Name and Signature:

Date:

Manager's Name and Signature:

Date:

PERSON SPECIFICATION – Nurse Associate

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Education/ Qualifications	Registered Nursing Associate on the NMC Register with a Foundation Degree.	.	Application Form Portfolio Interview References
Experience	<p>Experience of working in teams under appropriate Supervision as part of a multidisciplinary team.</p> <p>Insight into how to evaluate own strength and development needs, seeking advice where appropriate.</p> <p>Experience of providing and receiving complex sensitive information.</p>	<p>Knowledge of lone working risks and associated risk management</p> <p>Change management skills</p>	<p>Application Form</p> <p>Interview</p> <p>References</p> <p>Portfolio</p>

Skills and Abilities	<p>Excellent communication both written and verbal</p> <p>Evidence of effective interpersonal skills</p> <p>Clinical risk assessment skills</p> <p>Team worker</p> <p>Ability to work independently in community setting</p> <p>Motivated and enthusiastic</p> <p>IT skills</p> <p>Understanding of clinical governance framework and implications for practice</p> <p>Understanding of NMC standards and implications for practice</p> <p>Ability to problem solve and make clinical decisions</p> <p>High clinical standards</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>
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Work Related Circumstances	<p>Flexible working – including ability to work as part of a 7 day district nursing service including weekends and Bank Holidays</p> <p>Driver with access to a suitable vehicle for work purposes</p>		<p>DBS check Pre-employment checks Interview</p>
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Prepared By: N Davis
Matron
Bolton NHS Foundation Trust

Date: April 2024