

JOB DESCRIPTION

**OUR VISION: 'TO BE THE LEADING HEALTH AND WELLBEING SERVICE IN
THE PROVISION OF MENTAL HEALTH AND COMMUNITY CARE'**

JOB TITLE	Nurse Associate
BAND	4
RESPONSIBLE TO	Clinical Team Lead
ACCOUNTABLE TO	Integrated Service Manager
BASE	LATTON BUSH
HOURS OF WORK	Full Time & Part Time

ROLE SUMMARY

Associate Practitioners are fundamental to the delivery of integrated care, working collaboratively with therapy, medical and nursing staff to support and facilitate the treatment of patients within their own homes.

The post holder will work as an active member of the Integrated Care Team in providing a high quality, efficient and effective service to patient.

The post holder will assume responsibility for delegated aspects of healthcare delivery, working within a scope of practice under the direction/supervision of a registered practitioner. They will work within relevant legal and ethical frameworks in accordance with organisational protocols and policies.

The post holder will be proficient, knowledgeable and competent. They will continue to develop in their role through the acquisition of further skills, knowledge and competencies, to be determined by the needs of the patients, the service and the team

The post holder will work as an autonomous practitioner within the Community Nursing Team supporting the delivery of care and working in collaboration with system partners and as part of the Primary Care Networks and the Integrated Neighbourhood Teams as part of the out of hospital model of care

KEY RESPONSIBILITIES CLINICAL

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1. To support the work of the registered practitioners in the integrated care team.
2. Maintain excellent communication with patients, relatives and members of the team demonstrating a variety in communication skills in accordance with patient needs.
3. Perform patient assessment (under supervision and after appropriate delegation from the registered practitioner). Assessments to include tissue viability and nutrition.
4. Implement and evaluate individual care plans, utilising practical and theoretical knowledge under the supervision of a registered practitioner.
5. To carry out environmental assessments and consider need for equipment, including ordering and ensuring safe use.
6. Perform area specific clinical competencies such as phlebotomy and female catheterisation to enhance the delivery of patient care as delegated by the registered practitioner.
7. On the direction of a registered practitioner, refer patients to relevant professionals for specific treatment, advice or support.
8. Act as a role model by upholding and implementing good practice in the workplace, always ensuring the highest standards of evidence based care.
9. Ensure correct procedures are followed in the event of an incident or accident involving the patients, families or members of staff.
10. Maintain responsibility for the identification of continuing educational needs and development. Actively participate in the annual appraisal process and formulate a personal development plan.
11. Demonstrate competency of clinical skills evidencing within the Trust policies and procedures.
12. Participate in clinical supervision.

Service Delivery and Policy Implementation

1. To exhibit and maintain a high personal standard of expertise, attitude and behaviour at all times in accordance with policies of the local Trust.
2. To undertake daily risk assessment of clinical situations and completion of incident reports as necessary in accordance with Trust policy.
3. To comply with Trust manual handling policy and guidelines in the moving of patients and equipment.

Information Resources

1. To record all interventions with the patients and document in integrated team notes in a concise, accurate and timely manner.
2. To participate in the collation and recording of information relevant to audit and data analysis

Education and Development

1. To exhibit and maintain a high standard of competence in the skills taught and a professional attitude, observing the rules of confidentiality and respecting the patient's rights.
2. To be responsible for own achievement and maintenance of appropriate levels of competency under the supervision of the clinicians.
3. To have responsibility for own personal development via self-directed learning and attendance of relevant courses and to disseminate information.
4. To attend mandatory training in line with Trust policy and take action as required in the workplace (e.g. basic life support, fire, manual handling).
5. To be an active participant in the appraisal process and to communicate to manager any professional development goals

Freedom to Act

1. To recognise own responsibilities within delegated scope of practice and to refer to others when beyond own scope or competency.
2. To be responsible for observing and assessing any changes in patient status/condition and to feedback to relevant member of the integrated team any relevant information regarding patient care.
3. To be an advocate for the Essex Partnership University NHS Foundation Trust.

EFFORT AND ENVIRONMENT

Physical Effort

1. To have due regard for your own personal safety and that of patients and carers, in particular to have regard to moving and handling regulations, restraining policies and ensure the safe positioning of self and others working in the community.

Mental Effort

1. To be flexible to the demands of the environment including unpredictable work patterns

Emotional Effort

1. To provide emotional support and encouragement to patients who may be depressed, frustrated or upset about their change in functional ability and who are coping with loss.
2. To encourage patient and carer participation in individual and group treatment to promote maintenance and improvement in independence.

Environment

1. To prepare and maintain a safe and clean treatment area, reducing the risk of infection

COMMUNICATION

1. To establish therapeutic relationship with patient and relatives to engage them in the rehabilitation process.
2. To adapt communication style to meet the needs of the individual and breakdown any existing barriers to communication therefore using appropriate means to convey messages and support the expression of thoughts and ideas.
3. To develop effective working relationships and work collaboratively with medical, nursing and therapy colleagues to provide an integrated and co-ordinated service.

4. Under the direction of registered nurses to appropriately and effectively communicate to patients and relatives information that may be sensitive, adapting to barriers such as cultural, beliefs, English as a second language and language deficit.
5. Provide professional support (formal and informal) to staff, carers and family members in residential homes as required.
6. Annual leave and study leave to be negotiated with the Senior Nurse.
7. Support student nurses while on placement

EDUCATION AND RESEARCH

1. To supervise the delivery of care by other staff, including students, in order to meet the identified patient needs, according to staff competencies.
2. To contribute and participate in orientation programmes for new staff.
3. Actively promote health issues at appropriate opportunities and participate in Health Promotion campaigns sponsored by the Trust.
4. Participate in the training of students and care home staff.
5. To participate in further education as appropriate and be responsible for own professional development.
6. To proactively participate in the team's health and safety management of team members, patients and general public.
7. To participate in clinical supervision sessions on a regular basis.
8. Require to teach, demonstrate to Carers, Multi-disciplinary Team, patients and or their families as necessary.
9. The post holder will at times be required to work unsupervised.

Effort and Environment

1. Manage work load effectively.
2. Ensure that the environment is safe and is an area that is conducive for learning and for patient care

Competence

1. You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager / supervisor

ADDITIONAL DUTIES

In addition to the above duties you will also be expected to perform the below key activities in line with your job role;

- Complete mandatory training in line with Trust policy and procedures
- To participate in the staff appraisal process and to undertake for any staff you manage
- To keep yourself updated on all matters relating to Trust policy
- To provide management supervision where appropriate

OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES

PEOPLE FIRST

OUR PURPOSE

We **care** for people, every day.
What we do **together**, matters.

OUR VALUES

We **CARE**
We **LEARN**
We **EMPOWER**

OUR VISION

To be the **leading** health and wellbeing service in the provision of **mental health** and **community care**.

OUR STRATEGIC OBJECTIVES

We will deliver **safe**, high quality **integrated** care services.

We will **enable** each other to be the **best** that we can.

We will work together with our **partners** to make our services **better**.

We will help our communities **thrive**.

ASSURANCE STATEMENT

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The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

NHS CONSTITUTION

You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.

You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

DUTY OF CANDOUR

You must adhere to the principles of openness, transparency and the statutory duty of candour in your day to day work and conduct and encourage the same behaviours within the wider organisation.

EQUAL OPPORTUNITIES STATEMENT

The Trust operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity in relation to employment, development, training and service delivery.

NO SMOKING POLICY

The Trust is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

INFECTION CONTROL

The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; Code of Practice for the Prevention and Control of Healthcare Associated Infections.)

HEALTH AND SAFETY

All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

GENERAL DATA PROTECTION REGULATION 2018

The General Data Protection Regulation (2018) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work.

The Trust will always seek to process your personal data in accordance with its obligations and your rights.

The GDPR requires that personal data shall be;

- Processed Lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further

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processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose;

- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate, technical or organisational measures.

All employees must adhere to the Trust's Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of information. The Trust also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust's Policies and Procedures Manual/Intranet.

INFORMATION ASSET OWNERS AND ADMINISTRATORS

An information asset is a service user, staff or corporate information/data, processed by us and held in an electronic or hard copy/manual format. An information asset owner (IAO) is a senior member of staff who is the nominated owner for one or more identified information assets within the service/Trust. If you are a nominated IAO you will understand and monitor the following;

- What information assets are held and for what purpose within your team
- How information is created, amended or added to over time
- Who has access to information and why
- Understand and address the risk to the asset, providing assurance to the senior information risk owner in the overall information risk management function
- As an Information Asset Administrator you will ensure you fulfil the following responsibilities
- Ensure that policies and procedures are followed
- Recognise actual or potential security incidents, consulting with IAO's on incidents and management
- Ensuring that information asset registers are accurate and up to date.

CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other

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personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the General Data Protection Regulation.

You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Trust, its patients/clients and its employees.

“Confidential Information” includes but is not limited to information relating to the Trust received by you in the course of your employment with the Trust or its predecessors, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.

You are required not to disclose any Confidential Information either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.

This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Trust’s Conduct/Disciplinary Policy and Procedure.

This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called “Whistleblowers Act”).

RISK MANAGEMENT

All staff working in, or for the Trust have a responsibility for participating in the risk management programme. All post-holders have a responsibility to assess all risks to systems, processes and environment and contribute to the clinical and corporate governance agendas as appropriate.

SAFEGUARDING DUTY

“It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust Safeguarding Policy and the Southend, Essex and Thurrock (SET) Child Protection Guidance. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of Safeguarding Children training according to their role”.

INFORMATION TECHNOLOGY

It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

CHANGES TO THIS JOB DESCRIPTION

Post holders have a responsibility to discuss any significant job changes with their line

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manager at the time the change occurs and agree any permanent substantial change.

On appointment within the Trust staff may be allocated to a specific area of care. It is however Trust policy to allocate staff to other areas of work within the Trust from time to time where this is in the interest of the individual and / or the service.

The Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

Date post holder in receipt of job description

Signature of post holder

Signature of line manager