

JOB DESCRIPTION

POST TITLE: Nursing Associate

BASE: Prospect Park Hospital

BAND: 4

LINE MANAGER: Ward Manager

PROFESSIONAL ACCOUNTABILITY: Clinical Nursing Lead

OUR VISION AND VALUES

Our Trust's vision is 'To be recognised as the leading community and mental health service provider by our staff, patients and partners.'

Our values are:

- **Caring** for and about you is our top priority
- **Committed** to providing good quality, safe services
- working **Together** with you to develop innovative solutions

JOB SUMMARY

It is a generic role (not defined by a field of nursing) but which sits within the discipline of nursing. Nursing associates are intended to bridge the gap between nursing assistants and registered nurses. This role is for a Registered Nursing Associate.

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:

- Work as part of a designated clinical and care team delivering care that focuses on the direct needs of the individual. Carry out specific clinical and care tasks and responsibilities to a high standard and competency, under the direction of a registered Nurse.
- 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.
- Supervise and delegate appropriately to support staff within the team.

Clinical responsibilities

The Nursing Associate will:

- Demonstrate sound knowledge of care and treatment in order to undertake non-complex nursing assessment/reassessment in various settings under the direction/ supervision of senior staff.
- 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.
- 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.
- 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.
- Prepare and administer medications within limitations of role e.g. oxygen and via oral, topical, inhalation route, subcutaneous, enterally and rectally safely in accordance with local and national policies.
- Administer medicines safely and in a timely manner via the NMC agreed routes of administration – adhering to the Berkshire Healthcare Medicine Policy and Medicines Code.
- Demonstrate the ability to recognise and report the effects of medicines, allergies, drug sensitivity, side effects, contraindications and adverse reactions.
- Manage medical devices to meet people's need for safe, effective and person centred care in accordance with Trust policy.
- Perform, understand and report patient risk assessments, e.g. nutritional assessment scores, falls assessment, moving and handling, pressure scoring tool assessment and bedside rails assessment as appropriate in line with Trust policy and timescales which would be reviewed and signed by a Registered Nurse.
- 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.
- Recognise issues relating to safeguarding vulnerable children and adults and report any problems or raise concerns to the appropriate registered care professionals and/or via DATIX.
- Assist in the implementation of appropriate action to meet the specific physical, emotional and psychological, social, cultural and spiritual needs of individuals and carers.
- Demonstrate good understanding of principles of consent and ensure valid consent is obtained prior to undertaking nursing and care procedures.

Organisational Responsibilities

The Nursing Associate will:

- Maintain the confidentiality of the Trust in respect of patient and staff information. obtained at all times, and use such information only as authorised for specific purposes. Report any concerns about the use of such information to the senior manager or via DATIX.
- Support the development and supervision of less experienced Healthcare Assistants, Trainee Nursing Associates, Nursing Students and learners by for example demonstrating own duties to new or less experienced staff.
- Develop skills to maintain professional standards of record keeping.
- Follow all information governance guidance and policies.

Resources and Finance

The Nursing Associate will:

- Ensure the proper use of the Trust's resources in the course of business, ensuring minimal waste and minimal cost.
- Exercise personal duty of care in the safe use and storage of equipment and remove from service if found to be faulty, reporting as necessary.

Staff Development, Training and Education

The Nursing Associate will:

- Ensure own statutory and mandatory training is kept up to date.
- Proactively engage in the Berkshire Healthcare Preceptorship programme for the required duration.
- Contribute towards developing a culture of learning and innovation, developing high quality learning environments.
- Engage in reflective practice including management of self and reflection on own reactions, asking questions and reflecting on answers given.
- Identify and agree through performance review an individual professional development plan in consultation with line manager, engaging in regular supervision and actively engaging in the appraisal of performance each year.
- Be proactive in seeking opportunities to develop own knowledge and skills, achieving clinical competencies within agreed timeframes. Seeking support/guidance in a timely manner if any difficulties are encountered.
- Act as an excellent role model by upholding and implementing good practice in the workplace. Recognizing and either directly challenging or seeking support to challenge any poor practice observed.

Service Specific Requirements

(For illustrative purposes only) These act as guidance. Each Service should adapt as required for their service.

GENERAL

1. This is a varied role where you'll be expected to undertake the range of responsibilities specified above, working together with your line manager and colleagues to ensure that the activities of this post make a real difference to our patients. Your line manager may ask you to undertake other reasonable duties to facilitate the smooth running of your service or team.
2. We are an equal opportunities employer and you'll be expected to role model equality of opportunity, live the values and always operate in accordance with our Equal Opportunities Policy.
3. Health and Safety at work is important to us and we would like you to role model the highest standards of behaviour and go above and beyond by adopting excellent practice where it links to the health and wellbeing of our colleagues. It is important that you cooperate with us to ensure that statutory and departmental safety regulations are adhered to.

BEHAVIOURS

In addition to the responsibilities and requirements outlined in this job description, you should refer to the associated and expected behaviours that are relevant to this role - your line manager will be able to provide you with this detail.

Our values define the behaviours we are all expected to display during the course of our work and they underpin our organisational recruitment, appraisal, reward and development processes.

LOCATION/MOBILITY

We may require you to work at or from a different work base or location from time to time, to meet service demands and deliver an operational service. Given the geographical nature of the Trust, you may be required to travel between Trust premises as part of your role.

We also may need to change your work base on a permanent basis and if this is the case, we will consult with you in line with our policies and procedures.

FLEXIBILITY

We may need to amend your job description and/or your duties from time to time in order that we can continue to provide the best possible service to our patients. It is important that you work with us to deliver our services, by complying with lawful and reasonable instructions, by adapting to new ways of working, and by attending training courses as requested from time to time.

CONTINUING PROFESSIONAL DEVELOPMENT

You'll be expected to attend and contribute to staff meetings and forums, supervision sessions, training courses, seminars and workshops, all of which will contribute to the development and enhancement of our current working practices.

You will also be expected to participate in all personal review meetings and to take responsibility for your own personal and professional development and the professional accountability for your role.

DATA PROTECTION ACT

We are all expected to be aware of the Data Protection Act and to follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information.

HEALTH & SAFETY

We all have a responsibility for health and safety, risk assessment and workplace inspections, and you will be expected to take reasonable care for your own health and safety and that of others.

You will also be expected to co-operate with your colleagues to ensure that statutory regulations, policies, codes of practice and departmental safety procedures are adhered to, and to attend any training programmes that we consider to be relevant.

INFECTION CONTROL

We all have a responsibility to make sure that Infection Control remains a priority in terms of attention and resources. If you work in a role that provides direct patient care then you'll be expected to follow our policies and procedures which are designed to reduce the risk of passing on the organisms that can cause infections.

We all, collectively and individually, have a duty of care to follow best practice and adhere to any guidelines which underpin the management of Infection Control.

CONFIDENTIALITY

We all have a responsibility to make sure that we don't disclose any information of a confidential nature relating to the services we provide or in respect of any service user, client or third party. This applies both during and after your employment.

You must not remove or copy any documents or tangible items including software which belong to the Trust or which contain any confidential information unless you have specific permission to do so. When you leave our employment, or if you are asked, you must return all documents and tangible items which are in your possession or are under your control, but which belong to us or contain or refer to any confidential information.

You should be aware that a breach of confidentiality may result in your dismissal and that, regardless of any disciplinary action that we may take, a breach of confidence could result in civil action for damages.

DATA QUALITY

We are all responsible for making sure that our data and electronic records are updated, accurate, relevant, reliable, and completed in line with our record keeping standards and policies.

CLINICAL GOVERNANCE

We aim to provide the highest standards of care. To help us achieve this aim, you are expected to follow acceptable working practices as defined in our policies and guidelines. You also have a personal responsibility to your colleagues and patients to keep yourself up to date with any changes to policies and to report any practice that you consider to be unacceptable through the appropriate channels.

ASYLUM & IMMIGRATION ACT 1996 AND AMENDMENTS

We need to make sure that we comply with the Asylum and Immigration Act 1996. To do this, we check the documentation of all applicants to confirm that they have the right to work in the UK. We won't offer employment to any applicant who does not have valid leave to remain and work in the UK or whose leave is subject to conditions which prevent them from taking up employment with us.

If your leave to remain and/or right to work status changes during the course of your employment, we will determine what impact this may have on our ability to continue employing you.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a responsibility for safeguarding individuals who come into contact with our services, whether they are a child or young person, a person with Learning Disabilities or an older or vulnerable adult.

We adhere to the Berkshire Local Safeguarding Children Boards Child Protection Procedures, which places a duty of care and responsibility on us all to safeguard and promote the welfare of children.

SMOKE FREE

We operate a smoke free policy which means that smoking is not permitted on any of our sites. This also applies when you are travelling in vehicles (including owned and lease cars) whilst on official business, parked on our premises in privately owned vehicles, or transporting services users or visitors. We will not support taking additional breaks during the working day to smoke off site. Further information can be found in the Staff Smoke Free policy.

PERSON SPECIFICATION

CATEGORY	ASSESSMENT METHOD		
<ul style="list-style-type: none"> Education/Qualifications /Training Registered Nursing Associate on the NMC register Nursing Associate foundation degree qualification GCSE Grade A-C in Maths & English or skills level 2 Maths & English or equivalent 	Application Form Essential or Desirable E E E	Interview Essential or Desirable E E E	Selection Tool
1. Continuous Professional Development <ul style="list-style-type: none"> Previous experience of working within a health / care setting Evidence of up to date relevant CPD Understands requirements for NMC revalidation and shows evidence of on-going professional development through maintenance of NMC revalidation Ability to engage and complete Berkshire Healthcare preceptorship programme Committed to the advancement of nursing 	 E E E E E	 E E E E E	
2. Previous Experience <ul style="list-style-type: none"> Demonstrable understanding of an Acute Mental Health environment Experience of working in teams under appropriate supervision as part of a multi-disciplinary team 	 E/D E	 E/D E	

<ul style="list-style-type: none"> • Knowledge, Skills & Abilities 			
<ul style="list-style-type: none"> • Ability to take part in reflective practice and clinical supervision activities 	-	E	
<ul style="list-style-type: none"> • Ability to organise and prioritise own delegated workload 	E	E	
<ul style="list-style-type: none"> • Ability to deal with non-routine and unpredictable nature of workload and individual patient contact 	-	E	
<ul style="list-style-type: none"> • Ability to communicate effectively (written, verbal and non verbal communication) with patients/relatives and carers and all members of the multi-disciplinary team. 	E	E	
<ul style="list-style-type: none"> • Ability to develop effective and appropriate relationships with people, their families, carers and colleagues 	E	E	
<ul style="list-style-type: none"> • Ability to support, supervise, assess and act as a role model to nursing associate students, other learners and health care support workers as required within the clinical setting. 	-	E	
<ul style="list-style-type: none"> • Demonstrate inter-personal skills that promote clarity, compassion, empathy, respect and trust. 	-	E	
<ul style="list-style-type: none"> • IT skills appropriate to the role 	E	E	
<ul style="list-style-type: none"> • Able to organise self and others to achieve delegated task 	E	E	
<ul style="list-style-type: none"> • Demonstrates energy, motivation and enthusiasm for work 	-	E	
<ul style="list-style-type: none"> • Resilient under pressure 	E	E	
<ul style="list-style-type: none"> • Knowledge of when to seek advice and escalate to the appropriate professional for expert support and guidance 	-	E	
<ul style="list-style-type: none"> • Ability to support, supervise, assess and act as a role model to nursing associate students, other healthcare learners and new starters as required within the clinical setting 	-	E	

<ul style="list-style-type: none"> Evidence of time management skills and ability to prioritise own workload 	-	E	
3. Additional Requirements <ul style="list-style-type: none"> Ability to travel to multiple sites Honest, trustworthy, reliable Understand the limits of your abilities 	D E E	D E E	