

JOB DESCRIPTION

SERVICE:

DEPARTMENT:

JOB TITLE: Nursing Associate

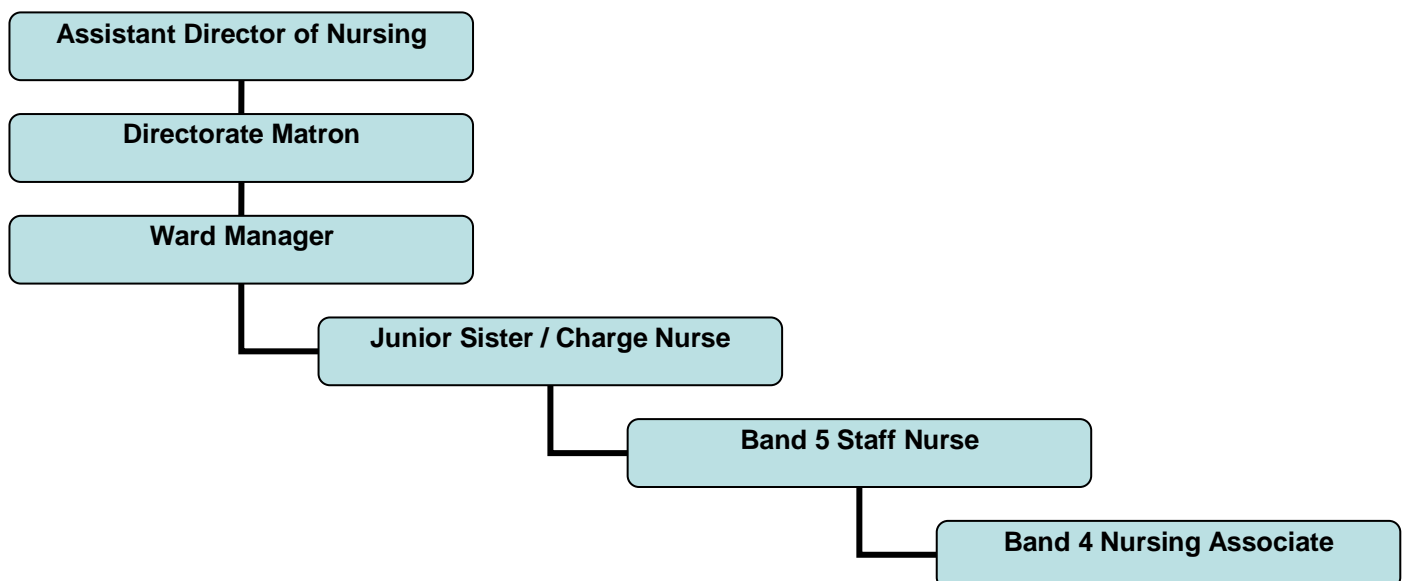
BAND: Nursing and Midwifery Band 4- Indicative

BASE:

REPORTS TO:

RESPONSIBLE TO:

STRUCTURE



JOB SUMMARY

To provide safe, personal and effective care and support to patients, families and service users. To support the registered nurse, contributing to ongoing assessment and care planning for patients. To monitor the condition and health needs of patients on a continual basis in partnership with colleagues, families and carers, referring to others for reassessment, when required

MAIN DUTIES

COMMUNICATION:

- Communicate sensitive information effectively and improve communication using a range of strategies with regard to person centred care, *duty of candour*, equality and diversity.
- Handle information and data in line with national and local policies and legislation

PROFESSIONAL:

- Apply and promote safe and effective practice that places the individual and/or family/carer at the centre of care, in a manner that promotes individual wellbeing and self-care
- Display a personal commitment to professional standards and ethical practice, operating within national and local ethical, legal and governance requirements
- Act as role model for others acting with probity and personal integrity in all aspects of practice, be truthful and admit to learn from errors.
- Maintain active status on NMC register
- Act always in accordance with the NMC code of conduct and guiding documents

CARE DELIVERY:

- Deliver holistic, person centred nursing care
- Actively engage with individuals, their families and/or carers and contribute to care planning, by establishing their needs, wishes, preferences and choices and incorporating these into care planning
- Ensure the rights of individuals are upheld and facilitate the resolution of any conflict arising
- Act independently and in partnership with others to: ensure that the rights of individuals are not overlooked or compromised; and resolve conflict in situations where there may be refusal of care by individuals or their families
- Deliver planned interventions under the direction of a Registered Nurse, without direct supervision delivering care independently in line with an agreed and plan of care
- Support healthcare professionals to assess, plan, deliver and evaluate care
- Safely administer medication in accordance with local and national guidance
- Safeguard and protect vulnerable adults and children
- Demonstrate the ability to treat all individuals, carers and colleagues with dignity and respect for their diversity, beliefs, culture, needs, values, privacy and preferences

TEAM WORK AND LEADERSHIP

- To lead peers and others where appropriate
- Use reflection to improve personal performance
- Work effectively with others in teams and or networks to deliver and improve services

- Work safely and learn from the assessment and evaluation of health and safety related incidents
- Raise health risks for discussion with individuals and undertake brief interventions and assess evidence for effective nursing interventions
- Contribute and support quality improvement and productivity initiatives within the workplace
- Contribute to planning, management and optimisation of resources to improve services and promote equity in access to services

TRAINING AND DEVELOPMENT:

- Act as a role model in terms of ongoing learning and development, professional knowledge, skills and capabilities
- Promote and actively support, leading where appropriate, training, teaching, learning, supervision and assessment within the workplace
- Contribute to the education and promote of health and wellbeing in individuals, their families and/or carers
- Ensure own personal compliance with Trust mandatory Core Skills Training and essential training related to the clinical area and objectives set at annual appraisals

RESEARCH AND DEVELOPMENT:

- Apply critical analytical skills in research/audit/service improvement context, working within an ethical framework
- Contribute effectively to audit, development of evidence based practice and innovation in the delivery of health and care
- Adhere to ethical, legal, governance and quality assurance frameworks that pertain to research development and innovation

PERSON SPECIFICATION

Band 4 (Indicative) Nursing Associate

| Attributes | Essential | Desirable | Measured by |
|--|--|---|---|
| <p>ATTAINMENTS (education, professional qualifications)</p> | <p>NMC Pin</p> | <p>To have knowledge of current research and evidence based practice applicable to the post's specialist area</p> | <p>All via application form/interview/ references</p> |
| <p>GENERAL INTELLIGENCE</p> | <p>Able to take on board new ideas, skills and knowledge.</p> <p>Ability to problem solve</p> | | <p>Application form/ interview/ references</p> |
| <p>SPECIAL APTITUDES (experience, specific job skills)</p> | <p>Able to manage the care for a group of people and prioritise workload with minimal supervision.</p> <p>Able to write basic reports.</p> <p>Understand the principles of safe and effective administration and optimisation of medicines in accordance with local and national policies</p> <p>Be proficient at calculating drug dose</p> <p>Able to teach/ support less qualified carers/learners.</p> <p>Understanding of customer awareness</p> | <p>Able to present reasoned discussion.</p> <p>Evidence of continuous development</p> | <p>Application form/ interview/ references</p> |

| | | | |
|--|---|---|---|
| | Basic Computer/keyboard skills. | | |
| DISPOSITION (characteristics, personal skills) | <p>Able to work in a team.</p> <p>Be supportive of team members.</p> <p>Able to communicate effectively with patients, visitors and colleagues.</p> <p>Able to listen actively.</p> <p>Able to reflect on one's own work.</p> <p>Have effective interpersonal skills.</p> <p>Be enthusiastic, conscientious and sympathetic</p> | . | Application form, interview, references |
| CIRCUMSTANCES | <p>Be able to fulfil; various shift patterns on the ward/Department including nights.</p> <p>Able to adapt to change. Proven ability to keep information confidential</p> | | All via interview and references |
| For posts in the community: | Access to a vehicle for work | | Application form |

EMPLOYMENT ACTS AND CODES OF PRACTICE

All employees are required to comply with employment legislation and codes of good practice.

Equality and Diversity

We are an Equal Opportunities employer and will do all we can to make sure that job applicants and employees do not receive less favourable treatment because of their age, sex, marital status, faith, race, disability or sexual orientation, or for any other reason that is not justified.

Health and Safety

In accordance with the Health and Safety at Work Act 1974, and other supplementary legislation, all employees are required to follow Trust Health and Safety policies and safe working procedures, take reasonable care to avoid injury during the course of their work, and co-operate with the Trust and others in meeting statutory requirements.

Infection Control

All employees must comply with Prevention and Control of Infection policies and attend any related mandatory training.

Sustainability and Corporate Social Responsibility

The Trust attaches great importance to Sustainability and Corporate Social Responsibility. It is the responsibility of all members of staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities

Risk Management

Employees are required to report every incident where the health and safety of self or others has been jeopardised (including near misses) and to carry out or participate in investigations into such incidents as required.

Safeguarding

All employees have a responsibility for safeguarding and promoting the welfare of children and adults. Further guidance can be sought from your Line Manager.

Data Protection Act

All members of staff are bound by the requirements of the Data Protection Act 1998.

Rules, Regulations, Policies, Standing Orders and Financial Instructions

All employees are required to comply with the rules, regulations, policies, standing orders and financial instructions of the Trust.

Research and Development Projects

Whenever you decide to undertake a piece of research, either as a Principal Investigator or Local Researcher, or Assistant Researcher, you must comply with the principles of Clinical Governance and the Research Governance Framework.

Development Review

Key performance objectives, development needs and compilation of a Personal Development Plan will be discussed and agreed at Annual Development Review meetings.

Training

Post holders are required to attend any relevant and mandatory training for the post.

Outside Employment / Outside Interests

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of East Lancashire Hospitals Trust. In accordance with legislation on working time, it is a condition of employment that all staff must inform their line manager before taking up any private practice, work for outside agencies or other employers, other work for this Trust (including bank work) and / or voluntary work. This is to ensure there is no conflict of interest with your NHS duties.

Review of Job Description

This is not intended to be a comprehensive description of the duties of the post. Due to the Trusts commitment to continuous improvement it is likely that the post will develop over time. These duties will be subject to regular review and any amendments to this job description will be made in consultation and agreement with the post holder

STANDARDS OF CONDUCT

Conduct duties with regard to values underpinning the Trust's Vision "*to be widely recognised for providing safe, personal and effective care*":-

Values:-

- Respecting the individual
- Putting patients and customers first
- Promoting positive change
- Acting with integrity
- Serving the community

Underpinning the Trust's vision and values are the following key operating principles that influence the way in which the Trust does business:-

- Understand the world we live in and deal with it
- We are clinically led and management supported
- Support departments support the front line
- Everything is delivered by and through Divisions
- Compliance with standards and targets are a given. They are the things we do to help secure our independence and influence
- Quality is our organising principle – driving quality up and cost down is not mutually exclusive
- We deliver what we say we need to

Post holders are expected to work flexibly within their pay band. They should only be expected to carry out activities for which they are competent. Alternatively they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.

The Trust operates a Tobacco Control Policy.

ACCEPTANCE OF JOB DESCRIPTION

I confirm I accept the duties contained in the above job description.

NAME:
(PRINT)

SIGNED:

DATE:

EFFORT FACTORS

Additional Information – Nursing Associate Band 4

| | |
|---|-----------------------------------|
| <p>Physical Effort</p> | |
| <p>Daily activity involves walking and standing in order to deliver patient care.</p> | <p>Most of the shift</p> |
| <p>Working in a crouched, kneeling or sitting position, whilst with patients or participating in investigations.</p> | <p>Several periods each shift</p> |
| <p>Support patients to assist them with sitting, standing and walk</p> | <p>Several periods per shift</p> |
| <p>Support patients with special needs/disabilities</p> | <p>Frequently</p> |
| <p>Manoeuvre and transfer patients from chair to bed and back, utilising a hoist where required</p> | <p>Frequently</p> |
| <p>Pushing wheelchairs and/ or manoeuvring theatre trolleys.</p> | <p>Several times per shift</p> |
| <p>Dealing with patients who are unpredictable, display challenging behaviour, including, spitting biting, hitting and kicking.</p> | <p>Several times per shift</p> |
| <p>Dealing with unpleasant conditions, head lice, fleas</p> | <p>Occasionally</p> |
| <p>Mental Effort</p> | |
| <p>Communicating effectively with relatives, passing on information about a patient's condition encouraging and empowering carers to be involved in their relatives care.</p> | <p>Occasionally</p> |
| <p>Supporting families with critically/terminally ill patients</p> | <p>Occasionally</p> |
| <p>Concentrate on calculating drug dosages.</p> | <p>Frequently</p> |
| <p>Frequent interruptions from relatives, medical staff, changing needs and conditions of patients, new admissions to the area and telephone calls.</p> | <p>Frequently</p> |
| <p>Concentration to write patient reports and complete documentation</p> | <p>Several times a shift</p> |

| | |
|--|--------------|
| Emotional Effort | |
| Care of patients with complex needs | Frequently |
| Dealing with difficult family situations with complex social situations | Occasionally |
| Dealing with violent/abusive/aggressive/intoxicated patients and relatives | Occasionally |
| Dealing with safeguarding issues | Occasionally |
| Environment | |
| Dealing with patients with incontinence, changing incontinence pads | Occasionally |
| Emptying bed pans and vomit bowls. | Frequently |
| Involved in intra venous cannulation and taking blood. | Frequently |
| Aspiration through suction e.g. tracheal aspirate | Frequently |
| <i>For posts working in the community:</i> | |
| Unpredictable working environment | Frequently |
| Possible exposure to adverse weather conditions | Occasionally |
| Lone working | Frequently |

This Job description will be subject to review following the development of the national job description