

APPENDIX 1

JOB DESCRIPTION	
Job Title	Pre-Registration Apprentice Student Nurse
Band	AfC Band 2-4 (depending upon experience)
Department/Service	Various
Organisational Relationships:	
Responsible to	Senior Sister / Charge Nurse
Accountable to	NMAHP Education Lead
Professionally Accountable to	Deputy Chief Nurse
Responsible for	Completing an 18-month pre-registration nursing top-up course, within South Tees Hospital NHS foundation trust, in conjunction with Northumbria University.
Organisational Chart:	
<pre> graph TD A[NMAHP Education Lead] --> B[Senior Sister / Charge Nurse] B --> C[Pre-Registration Apprentice Student Nurse] style C stroke-width:4px </pre>	
Job Summary / Role:	
<p>The Pre-Registration Apprentice Student Nurse course (for Assistant Practitioners and Nursing Associates with a recent foundation degree) is an 18-month education programme, working towards becoming a Registered Nurse with a BSc Hons degree.</p> <p>The course combines work-based and academic learning between South Tees Hospitals NHS Foundation Trust and an approved Higher Education Institute (HEI).</p>	
Key Relationships:	
<p>The post holder will form key relationships with:</p>	

- RNDA clinical educator
- Practice placement facilitators
- The Northumbria University education team
- Ward / area nursing teams
- Ward / area matrons
- Ward / area multidisciplinary teams

This list is not exhaustive.

Core Functions:

All these core functions pertain to the post holder:

As a Pre-Registration Apprentice Student Nurse, you will be based, as a paid employee, within South Tees Hospitals NHS Foundation Trust. Whilst you will be allocated to one specific area, you will experience working across both internal and external placements to gain an appreciation of the different areas of local healthcare service and meet the Nursing and Midwifery Council (NMC) requirements.

You will be required to achieve the standards as set out by the NMC, HEI and the Institute of Apprenticeships and on completion of the 18-month programme register as a nurse.

During the education programme you will develop skills and knowledge that will allow you to work in today's dynamic and changing healthcare environment. You will be required to commit to self-directed study and successfully complete the education programme within the contract period.

As part of the course, you will be required to:

- Deliver high quality, compassionate care under the direction of a Registered Nurse (or other registered care professional) with a focus on promoting patient health and independence.
- Successfully complete and pass the academic elements of the programme as specified by South Tees Hospitals NHS Foundation Trust, HEI, and Institute of Apprenticeship standards. According to these standards you will be required to complete hours equally divided between theory and practice as off the job training. You will also be required to complete an apprentice portfolio that demonstrates learning and skills and complete an end point assessment.
- Successfully complete the nursing competencies related to NMC standards as specified by the Trust and the University.

The Pre-Registration Apprentice Student Nurse will work within defined Trust policies, procedures, competencies, and treatment plans for patients, creating a safe, caring environment that provides privacy, dignity, and respect for the patient, whilst continuing to study for their nursing degree. They will work under the direction of a Practice Assessor and Practice Supervisor, and will continue to maintain a portfolio of learning including collation of evidence and achievement of competence and learning outcomes.

The post holder must honour their work commitments, be reliable, trustworthy and

uphold values and beliefs of the Trust. The Pre-Registration Apprentice Student Nurse will demonstrate the Trust Values and Behaviours, the Trust Code of Conduct, and the nursing and midwifery 6C's at all times, acting in the best interests of patients and treating everyone with dignity and respect.

The post holder has a duty of care to patients and is expected to comply fully with all Trust policies, in particular policies relating to personal and patient safety, and the prevention of healthcare associated infections.

The Pre-Registration Apprentice Student Nurse must always recognise and consistently work within boundaries of the role and their acquired skills and knowledge, whilst developing competencies to progress their nurse education and training.

This list is not exhaustive

<p>Administrative Responsibilities</p>	<p>All these administrative responsibilities pertain to the post holder:</p> <ol style="list-style-type: none"> 1. Uses the appropriate Trust assessment tools for particular aspects of care and communicates with other members of the team regarding the outcomes and escalates as appropriate. 2. Records in care plans and assessments and evaluates entries that are appropriate to the patient under the supervision of the Registered Nurse. 3. Contribute to nursing care that is delivered to the highest standard in line with the Trust's fundamental values and behaviours and the 6 C's for nursing and midwifery. 4. The Pre-Registration Apprentice Student Nurse will plan and manage competing demands of job role, study, and placement activities. 5. 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. 6. Deliver effective care following treatment plans determined by the Registered Nurse or registered care professional and provide feedback on progress against the plans.
<p>Clinical Responsibilities</p>	<p>All these clinical responsibilities pertain to the post holder:</p> <ol style="list-style-type: none"> 1. Assists patients and carers in their care and treatment under the supervision of a Registered Nurse, ensuring appropriate consent and agreement is gained, ensuring the patient has a good understanding and knowledge of the decision-making process and is provided with accurate and appropriate information. 2. Acts as patient's advocate respecting dignity, needs, wishes, beliefs, choices, and preferences, actively

	<p>involving patients in their care, encouraging independence, and supporting them to improve and maintain their mental and physical health and wellbeing.</p> <ol style="list-style-type: none"> 3. Delivers compassionate nursing care to patients following the initial assessment by the registered practitioner to whom the Pre-Registration Apprentice Student Nurse is professionally responsible. Ensures that nursing care is delivered using person-centred approaches which promote health and independence, putting the patient at the centre of everyone's thinking. 4. Communicates with allied health professionals and other agencies as requested. 5. Under the supervision of a Registered Nurse, acts within own level of competency to undertake specific interventions and treatments seeking advice and supervision. 6. Implementing care packages under the supervision of a Registered Nurse, for example, ongoing assessment, planning, management, and evaluation of care. 7. Monitors the effectiveness of care delivered, by recognising the patient's response, and escalating to the registered practitioner in a timely manner to discuss and agree changes to the plan of care as required. 8. Acts to always ensure patient safety and hold self to account for decisions, actions and omissions in patient care whilst maintaining a healthy, safe, and secure working environment. 9. Undertakes personal care duties as required including bathing, toileting. 10. Ensures environment and equipment is clean and fit for purpose and ready to use. 11. Undertake clinical skills relevant to service delivery following appropriate training and competency assessment. 12. The post holder will work effectively as a member of the team carry out designated patient care programmes and activities, identifying changes in patient conditions and escalating to the Registered Nurse who is supervising them appropriately as required. 13. Under the supervision of a registered practitioner the Pre-Registration Apprentice Student Nurse ensures all patients have appropriate individualised clinical assessments/risk assessments, including (but not limited to): <ol style="list-style-type: none"> a) Temperature; b) Pulse; c) Respiration; d) Blood pressure; e) Oxygen saturation; f) Level of alertness; g) New Early Warning Score (NEWS2)/Paediatric Early Warning Score (PEWS);
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	<ul style="list-style-type: none"> h) Urinalysis; i) Blood glucose monitoring; j) Weight and height; k) Wound Care; l) Pain assessment charts; m) Malnutrition Universal Screening Tool (MUST); n) n. Falls assessment; o) o. Pressure area assessment (Braden); p) p. Oral hygiene; q) q. Visual Infusion Phlebitis (VIP) score; r) r. manual handling assessment. <p>providing accurate feedback to the team as necessary.</p> <ul style="list-style-type: none"> 14. Demonstrates effective approaches to monitoring signs and symptoms of physical, mental, cognitive, behavioural, and emotional distress (deterioration or improvement) and escalates to the registered practitioner in an appropriate and timely manner to review and reassess the patient's care needs, as required. 15. Recognises and effectively responds to emergency situations, escalating to a registered practitioner in and a timely and appropriate manner. 16. Meets the needs of the patients, and their families, throughout the spectrum of life, from wellness, illness, and up to and including palliative and end of life care within the realms of their own competence. <p>(OTHER SPECIFICS MAY BE ADDED, DEPENDING UPON AREA OF WORK)</p>
<p>Management and Leadership Responsibilities</p>	<p>All these management and leadership responsibilities pertain to the post holder:</p> <ul style="list-style-type: none"> 1. Acts to maintain personal safety and security and that of others and challenge the practice of others, escalating concerns. 2. Ensures the full implementation of all Trust policies in the delivery of safe clinical care. 3. Identifies potential and actual risks using the Trust incident reporting system in line with Trust policy and escalates as appropriate and contribute to investigations. 4. Identifies patients at risk and raises concerns appropriately on issues of child protection and the protection of vulnerable adults. 5. Takes appropriate action to initially manage emergency situation summoning appropriate assistance where necessary and delegates as appropriate. 6. Identifies and challenges unsafe practice and escalates appropriately to ensure a safe outcome. 7. Always act in such a manner that promotes the positive image of the ward / clinical area and the Trust and takes

	<p>responsibility to address issues in relation to behaviours of junior colleagues.</p> <ol style="list-style-type: none"> 8. Be involved in Centre and Trust meetings and disseminate information and support implementation of changes. 9. Participates in the induction of new staff to the clinical area.
Policy and Service Development Responsibilities	<p>All these policy and service development responsibilities pertain to the post holder:</p> <ol style="list-style-type: none"> 1. Identifies areas of practice to be developed and supports improvements. 2. Identifies areas for improvement, passing on constructive views on how to improve services and experience for patients. 3. Actively participate in implementing lessons learnt from the Patient Advice and Liaison Service (PALS) and the complaints process to improve patient care and experience. 4. Utilises knowledge and skills to support the working of others. 5. The post holder must have an awareness of NHS policy and development.
Research and Audit Responsibilities	<p>All these research and audit responsibilities pertain to the post holder:</p> <ol style="list-style-type: none"> 1. The post holder will be responsible for the dissemination of evidence based practice. 2. The post holder will ensure practice within the wards / areas are research based and be aware of current developments. 3. The post holder will contribute and participate in audit/research where relevant.
Managing Resources Responsibilities	<p>All of these managing resources responsibilities pertain to the post holder:</p> <ol style="list-style-type: none"> 1. Demonstrates the efficient and effective use of resources in the delivery of care. 2. Contributes, identifies, and influences others in the effective use of resources. 3. Exercise personal duty of care in the safe use and storage of equipment. 4. Be environmentally aware and prudent in use of resources and energy.
Education and Training Responsibilities	<p>All these education and training responsibilities pertain to the post holder:</p>

	<ol style="list-style-type: none"> 1. Proactively identifies own development needs and actively pursues all opportunities for learning, using protected learning time to develop competencies to enable successful completion of their nursing education. 2. Acts upon strengths and weaknesses identified, applying reflective practice to demonstrate knowledge and skills. 3. Demonstrate clinical competence, developed through continued professional development, reflective practice and maintain a skills portfolio relevant to the service and university specification. 4. Complies with the Trust requirements for mandatory training and demonstrates a commitment to lifelong learning to expand knowledge base. 5. Has a personal duty of care to demonstrate the use of appropriate medical devices through the regular assessment of competency and reporting any defects in accordance with the policy. 6. Actively contributes to the development of others. 7. 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.
<p>Communication Responsibilities</p>	<p>All these communication responsibilities pertain to the post holder:</p> <ol style="list-style-type: none"> 1. Always communicates in a professional and courteous manner in line with the Trust Code of Conduct, acting as a positive role model, demonstrating inter-personal skills that promote clarity, compassion, empathy, respect, and trust. 2. Communicates and supports patients and their carers in understanding their care and treatment and escalates concerns to the Registered Nurse where appropriate. 3. Working as an effective member of the multidisciplinary team, liaises and communicates effectively with a range of people on a range of matters, recognising and managing barriers to communication, their own limitations, and passing on information in a timely manner. 4. Keeps accurate, legible, and complete records (using both digital and paper-based records) consistent with legislation, Trust policies and procedures, promoting and maintaining confidentiality. 5. Uses a wide range of communication methods, including verbal, non-verbal and written to interact with a variety of individuals, including patients, carers, and members of the multi-professional team in a manner which is safe, effective, 6. compassionate and respectful.

	<ol style="list-style-type: none"> 7. Report to appropriate registered care professional information received from the individuals, carers, and members of the team. 8. Report any accidents or incidents and raise any concerns as per organisational policy. 9. Ensure ability to manage electronic records system understanding the need to protect access (ID, passwords, swipe cards). 10. Raise concerns with regards to risk, danger, malpractice, or wrongdoing by following the South Tees Hospitals NHS Foundation Trust Whistleblowing policy and supporting processes. 11. The Pre-Registration Apprentice Student Nurse will maintain communication with university personnel, who are essential to the progression of their nursing education.
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This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties, which may, following discussion, be varied. This is subject to the needs of the organisation and in keeping with the general profile of the post.

PERSON SPECIFICATION		
JOB TITLE:		
KNOWLEDGE & SKILLS		
Essential	Desirable	Assessment Method
<p>Commitment to evidence-based practice; understanding the physiological, psychological, and social needs of patients and their families.</p> <p>Ability to work within the boundaries of the NMC Code of Professional conduct and under the supervision of a registered practitioner (expected to be a Registered Nurse with full NMC registration).</p> <p>Demonstrate the behaviours and skills of a Pre-Registration Apprentice Student Nurse, and act as a professional role model to others.</p>	<p>Knowledge of Registered Nurse Degree Apprenticeship curriculum.</p> <p>Knowledge of nursing curriculum.</p>	<p>Application form.</p> <p>Interview.</p>
QUALIFICATIONS & TRAINING		
Essential	Desirable	Assessment Method
<p>Has EVIDENCE OF grade C or above (or equivalent) in maths and English).</p> <p>Has EVIDENCE of foundation degree in healthcare (Assistant Practitioner or Nursing Associate).</p> <p>Have been agreed as “acceptable” for post by the university / the Trust.</p> <p>All qualifications will be assessed on an individual basis.</p>	<p>Management / leadership qualification.</p>	<p>Application form.</p> <p>Interview.</p>
EXPERIENCE		
Essential	Desirable	Assessment Method
<p>Experience working within and acute or community setting, at South Tees Hospitals NHS</p>	<p>Evidence of exposure to different groups / teaching methods.</p>	<p>Application form.</p> <p>Interview.</p>

<p>Foundation Trust, as a healthcare assistant.</p> <p>Experience of multi-disciplinary working.</p> <p>Ability to implement the 6 C's in practice.</p>	<p>Evidence of an interest in the development of staff.</p>	
PERSONAL ATTRIBUTES		
Essential	Desirable	Assessment Method
<p>Demonstrate a positive image of the nursing profession.</p> <p>Must be over the age of 18 on the commencement of the course.</p> <p>Must be able to fulfil Occupational Health requirements for the post (with reasonable adjustments, if necessary).</p> <p>Caring and compassionate attitude to patients and colleagues.</p> <p>Good level of personal motivation.</p> <p>Courage to raise concerns.</p> <p>Commitment to the development of self and others.</p> <p>Commitment to continual learning and undertaking further training and development to enable successful completion of nursing education.</p> <p>Flexible approach to working hours to meet the needs of the service.</p> <p>Is aware of the need to proactively seek out opportunities for learning and development independently as an adult learner.</p> <p>Access to transport, as required for the particular nursing role.</p>	<p>Has a track record of support, mentorship and training of junior staff and trainees in their previous nursing associate role.</p>	<p>Application form.</p> <p>Interview.</p>

General Requirements:

1. Communications and Working Relations

The post-holder must treat colleagues in a manner that conveys respect for the abilities of each other and a willingness to work as a team.

2. Policies and Procedures

All duties and responsibilities must be undertaken in compliance with the trust's policies and procedures. The post-holder must familiarise the ways in which to raise a concern to the trust, e.g., Freedom to Speak Up (F2SU) – raising concerns (whistleblowing) policy in order that these can be brought to the trust's attention immediately.

3. Health and Safety

The post-holder must be aware of the responsibilities placed upon themselves under the health and safety at work act (1974), subsequent legislation and trust policies; to maintain safe working practice and safe working environments for themselves, colleagues, and service users.

4. No Smoking

All Health Service premises are considered as non-smoking zones; the post-holder must familiarise themselves with the trust's smokefree policy (G35)

5. Confidentiality

All personnel working for, on behalf of or within the NHS are bound by a legal duty of confidentiality (common law duty of confidentiality). The post-holder must not disclose either during or after the termination of their contract, any information of a confidential nature relating to the trust, its staff, its patients or third party, which may have been obtained in the course of their employment.

6. Equal Opportunities

The trust believes that equality of opportunity and diversity is vital to its success and an essential prerequisite to the achievement of its goals in delivering seamless, high quality, safe healthcare for all, which is appropriate and responsive to meeting the diverse needs of individuals. In working towards achieving our goals, it is important that staff and users of our service are treated equitably, with dignity and respect, and are involved and considered in every aspect of practice and changes affecting their employment or health care within the trust.

7. Infection Control

The post-holder will ensure that they follow the trust's hospital infection prevention and control (HIC) policies and procedures to protect patients, staff, and visitors from healthcare-associated infections. The post holder will ensure that the post holder performs the correct hand hygiene procedures (as described in HIC 14), when carrying out clinical duties. The post holder will use aseptic technique and personal protective equipment in accordance with trust policies. All staff must challenge non-compliance with infection, prevention, and control policies immediately and feedback through the appropriate line managers if required.

8. Safeguarding Children and Adults

The trust takes its statutory responsibilities to safeguard and promote the welfare of children and adults very seriously. The board of directors expects all staff will identify with their manager during the staff development review process their own responsibilities appropriate to their role in line with statute and guidance. This will include accessing safeguarding training and may include seeking advice, support and supervision from the trust safeguarding children or safeguarding adult teams. Where individuals and managers are unclear of those responsibilities the individuals and managers are expected to seek advice from the safeguarding teams.

APPENDIX 2

PROFILE SUPPLEMENT

This Role Involves:	Yes	No	Rare	Occasional	Frequent	Examples
Lifting weights / objects between 6-15 kilos		X				N/A
Lifting weights / objectives above 15 kilos		X				N/A
Using equipment to lift, push or pull patients / objects	X				Expected to occur at least daily.	During time on the ward / area as student nurse to assist in patient handling.
Lifting heavy containers or equipment		X				N/A
Running in an emergency	X			To have happened more than once in the last six months.		During time on the ward / area as student nurse during a cardiac arrest or during an episode of critical importance.
Driving alone / with passengers / with goods	X			To have happened more than once in the last six months.		Driving around the South Tees Hospitals NHS Foundation Trust as per service need.
Invasive surgical procedures		X				N/A
Working at height or in a confined space		X				N/A
Concentration to assess patients / analyse information	X				Expected to occur at least daily.	During time on the ward / area as student nurse working alongside students to ensure the highest level of patient care.
Response to emergency situations	X			To have happened		During time on the ward / area as student nurse during

				more than once in the last six months.		a cardiac arrest or during an episode of critical importance.
To change plans and appointments / meetings depending on the needs of this role	X				Expected to occur at least daily.	Must be responsive to service need. Appointments and plans must be proactive and reactive.
Clinical interventions	X				Expected to occur at least daily.	During time on the ward / area as student nurse working alongside assessor/supervisor to ensure the highest level of patient care. Examples include venepuncture, cannulation, catheterisation, drug administration, dressings, note writing, etc. This list is not exhaustive.
Informing patients / family / carers of unwelcome news	X			To have happened more than once in the last six months.		During time on the ward / area as student nurse working alongside assessor/supervisor to ensure the highest level of patient care.
Caring for terminally ill patients	X			To have happened more than once in the last six months.		During time on the ward / area as student nurse working alongside assessor/supervisor to ensure the highest level of patient care.

Dealing with difficult family situations	X			To have happened more than once in the last six months.		During time on the ward / area as student nurse working alongside assessor/supervisor to ensure the highest level of patient care.
Caring for / working with patients with severely challenging behaviour	X			To have happened more than once in the last six months.		During time on the ward / area as student nurse working alongside assessor/supervisor to ensure the highest level of patient care.
Typing up of formal minutes / case conferences		X				N/A
Clinical / hands on patient / client care	X				Expected to occur at least daily.	During time on the ward / area as student nurse working alongside assessor/supervisor to ensure the highest level of patient care.
Contacts with uncontained blood / bodily fluids	X				Expected to occur at least daily.	Possibility when working within a clinical area.
Exposure to verbal aggression	X			To have happened more than once in the last six months.		During time on the ward / area as student nurse there is a potential for exposure to verbal aggression from patients and carers/relatives.

Exposure to physical aggression	X			To have happened more than once in the last six months.		During time on the ward / area as student nurse there is a potential for exposure to physical aggression from patients and carers/relatives.
Exposure to unpleasant working conditions dust / dirt / fleas		X				N/A
Exposure to harmful chemicals / radiation		X				N/A
Attending the scene of an emergency	X			To have happened more than once in the last six months.		During time on the ward / area as student nurse during a cardiac arrest or during an episode of critical importance.
Food preparation and handling		X				N/A
Working on a computer for majority of work	X			To have happened more than once in the last six months.		During time as a student nurse, to complete work for university and for the organisation using IT systems available.
Use of road transport	X			To have happened more than once in the last six months.		Driving around the South Tees Hospitals NHS Foundation Trust as per service need.

