

## Job Description

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|------------------------------|--------------------------|
| <b>Job Title</b>             | Nursing Associate        |
| <b>Salary Band</b>           | Band 4                   |
| <b>Division/Service Line</b> | Adult Community Services |
| <b>Department</b>            | Community Nursing        |

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### Job Overview

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

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### Organisational Chart



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## Duties and Responsibilities

### *Communication and Working Relationships*

- Act professionally at all times in line with CFT values and behaviours and NMC standards.
- 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.

### *Management and Personal Development*

- 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.
- Maintain a professional portfolio, identifying role and skill developments in line with the NMC code of professional practice
- Undertake in service training relevant to the post
- Act in accordance with all organisational policies and procedures and within expected values and behaviours.
- Actively participate in and attend team meetings
- Supervise and delegate appropriately to support staff within the team
- Develop skills in relation to coaching, reflecting and teaching

### *Clinical Activities*

- Work as part of a Community Nursing Clinical Team delivering care that focuses on the direct needs of the individual within their own home. Carry out specific clinical care tasks and responsibilities to a high standard and competency, delivering effective care following treatment plans determined by the Registered Nurse or registered care professional.
- Have the ability to work without direct supervision, at times delivering care independently in line with the individual's plan of care.
- Put people first and provide nursing care that is person centred safe and compassionate
- 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.
- Perform record and interpret clinical observations in order to identify signs of improvement, deterioration or areas of concern.
- Perform, understand and report patient risk assessments, for example, nutritional, falls, pressure ulcer assessments.
- Report back and share information with the Community Nursing Team on the condition, behaviour, activity and responses of individuals.

- Undertake a full range of clinical skills as per competency framework including wound care, venepuncture, catheterisation, administration of medication within stable patients.
- Recognise issues relating to safeguarding and report any problems or raise concerns.

#### *Strategic Development, Planning and Organising*

- Work in an effective and organised manner demonstrating excellent case load management.
- Demonstrate the ability to plan home visits according to need

#### *Administrative*

- Ensure clear, concise, accurate and legible records are made to maintain professional standards of record keeping in line with Trust policies
- To maintain compliance with Trust and statutory responsibility for confidentiality
- Ensure proper use of the Trust resources in the course of business, ensuring minimal waste and minimal cost.

#### *IT Systems and Processes*

- Ensure ability to manage electronic records system in line with Trust policy
- To follow process as appropriate

## **Additional Information**

### *Code of Conduct*

The post holder is required to comply with all relevant Code of Conducts for the role, including the Trusts Code of Conduct. All staff are required to support the Trust's commitment to developing and delivering excellent customer service by treating patients their carers, families, friends, visitors and staff with professionalism, dignity and respect. All staff are expected to behave in a professional manner and not to bring the Trust into disrepute.

### *Confidentiality and Data Protection Act*

All NHS employees have a duty to maintain confidentiality under both common law and the Data Protection Act 2018. Service users and staff have a right to expect that any information, whether personal or commercial, held by the Trust will be treated in a confidential manner. All employees of Cornwall Partnership NHS Foundation Trust must not, without prior permission, disclose any information regarding patients or staff.

### *Safeguarding Children and Vulnerable Adults*

All employees of Cornwall Partnership NHS Foundation Trust must be familiar with and adhere to the Trust's safeguarding policies and procedures.

### *Personal Development*

All employees are required to undertake statutory and essential training as directed by the Trust. This will be monitored through the supervision and appraisal process which is in place for all staff to participate in.

### *Risk Management and Health and Safety*

All employees of Cornwall Partnership NHS Foundation Trust are required to make positive efforts to maintain their own personal safety and that of others. You are reminded of your responsibilities for health and safety at work under the Health and Safety At Work Act 1974 as amended and associated legislation. These include the duty to take reasonable care for the health and safety of yourself and of others in your work activities or omissions, and to co-operate with your employer in the discharge of its statutory duties. It is also essential that precautions advised by Management, Occupational Health, Risk & Safety Services, etc. are adhered to for your own protection.

### *Infection Prevention and Control*

All staff, collectively and individually, has a duty of care in following best practice in adherence to guidelines which is a fundamental requirement in underpinning the management of infection control.

### *Location/Mobility*

In accordance with the Trust's requirements, all staff are required to undertake work and alternative duties as reasonably directed at variable locations in the event of, and for the duration of a significant internal incident, major incident or pandemic. You may be required to work at or from any additional location as determined by the Trust. You may also be required to travel between Trust premises for the performance of your duties.

### *Equal Opportunities*

The aim of the Trust's policy is to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of race, creed, sex, marital status, disability, age, nationality, ethnic or national origins. The Trust commits itself to promote equal opportunities and will keep under review its policies, procedures and practices, to ensure that all users and providers of its services are treated according to their needs.

### *Review of the Job Description*

This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.

### *Rehabilitation of Offenders Act*

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 is applicable to this post. Therefore should you be offered the post it will be subject to a Disclosure & Barring Service check satisfactory to the Trust. You will therefore be required to declare all criminal convictions, cautions, reprimands and warnings that would not be filtered in line with current guidance

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**The Trust operates a no smoking policy. Employees are not permitted to smoke anywhere in the premises of the Trust or when outside on official business. Staff must be mindful of public perception and therefore must not smoke whilst travelling in Trust identified vehicles or when can be identified as a member of CFT staff.**

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## Person Specification

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|------------------------------|--------------------------|
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| <b>Salary Band</b>           | Band 4                   |
| <b>Division/Service Line</b> | Adult Community Services |
| <b>Department</b>            | Community Nursing        |

| Role Requirement                                                                                                                                                                                  | Essential | Desirable |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| <i>Education / Qualifications and Relevant Experience</i>                                                                                                                                         |           |           |
| Nursing Associate Foundation Degree                                                                                                                                                               | ✓         |           |
| NMC registration                                                                                                                                                                                  | ✓         |           |
| Demonstrates a commitment to further learning and development                                                                                                                                     | ✓         |           |
| Previous experience of working within a health/care setting                                                                                                                                       | ✓         |           |
| Previous experience working within a Community Nursing Team                                                                                                                                       |           | ✓         |
| <i>Skills and Aptitude</i>                                                                                                                                                                        |           |           |
| Ability to take part in reflective practice and clinical supervision activities                                                                                                                   | ✓         |           |
| Ability to organise and prioritise own delegated workload; recognising where elements of care can safely be delegated to other colleagues, carers and family members                              | ✓         |           |
| Ability to deal with non-routine and unpredictable nature of workload and individual patient contact                                                                                              | ✓         |           |
| Ability to communicate effectively (written, digital, verbal and non-verbal communication) with patients/relatives and carers and all members of the multi-disciplinary team                      | ✓         |           |
| 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               | ✓         |           |
| Have effective time management skills and the ability to prioritise                                                                                                                               | ✓         |           |
| Maintain high standards of quality in corporate and clinical record keeping; ensuring information is always recorded accurately, appropriately and kept up to date                                | ✓         |           |
| Understanding of evidence based practice                                                                                                                                                          | ✓         |           |
| <i>Knowledge and abilities</i>                                                                                                                                                                    |           |           |
| Understanding of the scope of the role of the Nursing Associate in context of the nursing and interdisciplinary team and the organisation, and how the role may contribute to service development | ✓         |           |
| Understands and acts in line with NMC professional standards for practice contained within The Code                                                                                               | ✓         |           |

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| Knowledge of when to seek advice and escalate to the appropriate professional for expert help and advice | ✓ |  |
| Understand the requirements for NMC professional Revalidation                                            | ✓ |  |
| Understanding of the importance of following procedures and treatment plans                              | ✓ |  |
| <i>Personal Qualities</i>                                                                                |   |  |
| Motivated                                                                                                | ✓ |  |
| Reliable                                                                                                 | ✓ |  |
| Kind and compassionate                                                                                   | ✓ |  |
| Ability to work within a team and autonomously                                                           | ✓ |  |
| <i>Other</i>                                                                                             |   |  |
| Demonstrates evidence of Trust "CARE" values                                                             | ✓ |  |
| Hold a valid UK driving License                                                                          | ✓ |  |
| Disclosure and Barring Service check satisfactory to the Trust                                           | ✓ |  |
| Occupational health clearance satisfactory to the Trust                                                  | ✓ |  |
| This role may be deemed as an Information Asset Owner in line with the Trust Information Risk Policy     |   |  |

