

JOB DESCRIPTION

JOB DETAILS	
Job Title	Nursing Associate
Reports to	Suzie Avery
Band	Band 4
Department/Directorate	Surgical Services

JOB PURPOSE

The Band 4 Nurse Associate is a highly trained support role registered and regulated by the Nursing Midwifery Council (NMC) working at a level above that of Senior Healthcare Support workers and has a more in depth understanding about factors that influence health and ill-health (e.g. anatomy and physiology) in a range of settings covering pre-life to end of life.

They deliver effective, safe and responsive nursing in and across a wide range of health and care settings. Nursing Associates work independently and with others under the leadership and direction of a registered nurse within defined parameters to deliver care in line with the agreed plan.

They can undertake and monitor the following activities in the care of patients under indirect supervision of a registered practitioner and take action as appropriate.

The more senior registered professionals will continue to be the primary assessors and prescribers of care while NAs deliver and adapt care, contributing to assessment within agreed parameters as outlined in this scope of practice.

As registered professionals, nursing associates are individually accountable for their own professional conduct and practice.

They will be expected to uphold the NMC Code, to work within their scope of practice and to raise concerns where needed. They will renew their registration via the usual revalidation process.

The Nursing Associate will work as part of a team, delivering health and social care that focuses on the holistic needs of service users.

They will carry out specific clinical tasks and responsibilities as delegated by registered practitioners

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

- Manage a defined caseload/ workload using evidence based/client centred principles to assess, plan, implement and evaluate interventions and contribute to the service provision.
- To work under the indirect supervision of a Registered Practitioner and continue to develop and undertake a range of delegated tasks independently.
- To take responsibility for planned/defined tasks as required.
- To plan and undertake clinical tasks guided by standard operating procedures and protocols.
- To delegate work to support worker staff as required.
- To supervise band 2/3 staff and undertake the ongoing supervision of the routine work of others.
- Take responsibility for the training of others and may be required to deliver training

Tasks:

- To be responsible for the comprehensive **assessment, planning, treatment and evaluation** of a caseload/ workload including groups of patients under the appropriate delegation from a registered practitioner and in close liaison with patient/carer.
- To give compassionate, holistic evidence-based practice to patients in the **breast team** in line with national and organisational approved policies / procedures and individual care plans.
- **monitor** the condition and health needs of people within their care on a continual basis in partnership with people, families, and the Multidisciplinary Team
- To demonstrate a working knowledge and understanding of conditions relevant to the clinical area.
- Observes any changes in the patient's condition, and reports findings to the most appropriate clinician.
- Safely uses a range of non invasive and invasive interventions whether therapeutic, technological or pharmacological, within the defined scope of the role
- In the event of a change in patient status, is able to safely decide whether to proceed with treatment (including medicines administration) and/or seeks support from a registered nurse to decide.
- Implements the goal planning process and outcome measures used in the clinical area to review progress of the patient.
- Undertakes delegated clinical skills within their role having once undertaken relevant training, deemed competent and adhere to standard operating procedures.
- Administers medication within scope of practice, competency and as delegated by the registered nurse.
- support people to improve and maintain **their mental, physical, behavioural health and wellbeing**
- To educate patients and carers regarding the impact of cognitive, perceptual and physical deficits on patient's safety and independence
- active involvement in the **prevention of and protection** against disease and ill health
- To plan, organise and lead when delegated both formal and informal treatments and health education activities for both patients and carers.
- contribute to **ongoing assessment** recognising when it is necessary to refer to others for reassessment
- **communicate effectively with colleagues**, providing clear verbal, digital or written information and instructions
- recognise and **report** any situations, behaviours or errors that could result in poor care outcomes
- **Prioritise the day to day management** of own caseload/ workload delegating activities to junior staff as appropriate
- engage in **public health**, community development, and in the reduction of health inequalities and increased self-management
- To act as the **patient's advocate** and, by providing information and support, facilitate the patient's own choices in conjunction with carers and other agencies where relevant.
- To undertake specifically identified administrative and clerical tasks associated with patient care which facilitate the efficient running of the ward/department.

KEY WORKING RELATIONSHIPS

Areas of Responsibility: (type of work undertaken):

- **Support breast cancer patients in the pre-operative and post-operative setting**
- **Support with post-operative care (physio requirements, drain management, wound assessment)**
- **Triage patients within the breast speciality who present with wound concerns. Liaise with surgical team if patients require assessment in the hospital setting**

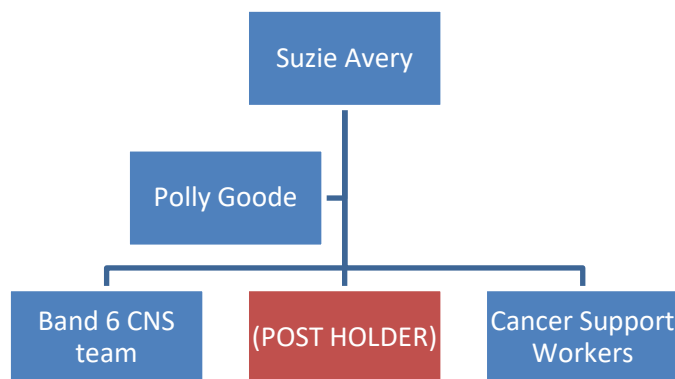
- Liaise with community nurses re: support for patients in the community
- Manage a wound assessment clinic – post-surgical wounds, drain removal, TNPT dressings

The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis. In addition, the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> • Patients and carers • Breast and reconstructive surgeons • Nursing staff both within hospital and across the community • Lymphoedema nurse specialists • Professions allied to medicine, radiographers, physiotherapist, clinical psychologists and oncology support workers • Medical secretaries 	<ul style="list-style-type: none"> • GP's • Community Nursing Teams • Exeter Nuffield Hospital • FORCE cancer support centre • National and local voluntary organisations, charities and volunteers

ORGANISATIONAL CHART



FREEDOM TO ACT

- Work to standard operating procedures with registered care professional available for reference
- Work within the organisational policy, procedures and guidelines as well as national and ethical frameworks for practice
- Work within the Nursing Associate scope of practice

- Be responsible and accountable for own practice, working within limits of competence and within professional boundaries
- Raises any concerns to a registered care professional or appropriate person

COMMUNICATION/RELATIONSHIP SKILLS

- Communicate in a clear manner that is consistent with relevant legislation, policies, procedures and service needs.
- Communicate effectively across a wide range of channels and with a wide range of individuals, the public, health and social care professionals, maintaining the focus of communication on delivering and improving health and care services
- Liaise and communicate effectively with others of different backgrounds and levels of understanding
- Demonstrate those inter-personal skills that promote clarity, compassion, empathy, respect and trust
- Contribute to team success and challenge others constructively
- Report to appropriate registered care professional information received from the individuals, carers and members of the team
- Ensure all patient related information is treated sensitively and adhere to the principles of confidentiality at all times
- Report any accidents or incidents as per organisational policy
- Ensure clear, concise, accurate and legible records and all communication is maintained in relation to care delivered adhering to local and national guidance
- To record and report regularly on patient progress and treatment to the Multi Disciplinary Team (MDT) and handovers.
- Constructively manage barriers to communication.
- To attend and participate in case conferences, ward meetings, handovers and forums appropriate to the clinical setting / role / service needs.
- Liaise with and ensure good communication with statutory/voluntary bodies to establish a comprehensive package to ensure continuation of care.
- Provide an opportunity and respond to patients and carers to enable them to express their feelings and whilst encouraging acceptance and adjustment to their new circumstances.
- To communicate effectively with patients and carers recognising the need for a wide range of verbal and non-verbal communication methods with patients who may have difficulty in understanding or communicating and who may be low in mood and lack insight.

ANALYTICAL/JUDGEMENTAL SKILLS

- Engage in reflective practice including management of self and reflection on own reactions, asking questions and reflecting on answers given
- 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 roles, responsibilities and professional values of a Nursing Associate
- Exercise judgment in assessing patient condition, comfort and wellbeing using analysis of a range of possible factors
- Work with a mentor to take responsibility for developing own clinical competence and reflective practice within the workplace

PLANNING/ORGANISATIONAL SKILLS

- 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
- Follow treatment plans determined by the Registered Nurse or registered care professional
- Delegate and oversee the work of health care support workers, including coordination of day to day activities.

- Participates in practice/clinical supervision
- Recognise tasks outside sphere of competence

PATIENT/CLIENT CARE

- Improve the quality of care by helping to monitoring of people's experience
- To maintain an up to date record of all patient contact, MDT care plans, assessments and reports whilst ensuring confidentiality at all times.
- To comply with legislation, policies, procedures and other quality approaches relevant to the work being undertaken.
- To use and maintain resources efficiently and effectively.
- Works within the limits of own competence and responsibility and refers issues beyond these limits to the relevant people
- Ensures problems are reported in a timely manner whilst being solution-focused.
- To demonstrate leadership skills and role modelling through the management of designated projects.
- To contribute to the safety and quality agenda including research, audit and service evaluation.
- To actively contribute to service development / improvement plans.
- Contribute to the improvement of service by reflecting on own practice and supporting that of others
- Regularly attend workplace and staff engagement meetings and contribute positively to discussions about the improvement of care
- Contributes to reporting caseload management
- When indicated, carries out whistleblowing or activities designed to safeguard vulnerable individuals in line with best practice, policy and legislation
- Advocate the role of the Nursing associate
- Contribute to the provision of care for people, including those with complex needs
- understand the roles of a range of professionals and carers from own and other organisations and settings who may be participating in the care of a person and their family
- understand responsibilities in relation to communication and collaboration.

POLICY/SERVICE DEVELOPMENT

- To adhere to organisational policies and procedures and promote Health and Safety at work.
- Identify risks to safety or experience and take appropriate action, putting the best interests, needs and preferences of people first.
- To support others in maintaining health safety and security.
- To alert line manager if direction, policies or strategies are adversely affecting users of services or the public.
- To identify and assess the potential risks involved in work activities procedures for self and others and identify solutions to the management of any risks identified.
- To take the appropriate action to manage an emergency summoning assistance as necessary and completing accurate reporting systems.
- To be responsible for the safe use of all equipment within their scope of practice.
- To identify needs and advise on resources as required.
- To assist in maintaining a clean environment that meets Infection Control requirements and is conducive to safe practice.
- Use the computer monitor safely.
- Report all accidents and incidents involving self, patients, staff or visitors according to organisational policy.

FINANCIAL/PHYSICAL RESOURCES

- Exercise personal duty of care in the safe use and storage of equipment
- Be environmentally aware and prudent in use of resources and energy

HUMAN RESOURCES

- Act in ways which support equality and value diversity

- Demonstrate own duties to new or less experienced staff
- Support development of less experienced staff and students

INFORMATION RESOURCES

- Develop skills to maintain professional standards of record keeping
- Follow all information governance guidance and policies
- Maintain confidentiality as outlined within data protection policies

RESEARCH AND DEVELOPMENT

- Participate in audits and surveys relating to nursing practice or patient satisfaction as required
- Participate in achieving nursing performance indicators using clinical assurance tools

PHYSICAL SKILLS

- Safely carry out the manual handling of individuals and equipment
- Use skills of manual dexterity and manipulation of clinical instruments and equipment
- Use electronic resources to input, save and retrieve information making use of eRecord systems

PHYSICAL EFFORT

- Frequent moderate effort is required when undertaking the moving and handling of individuals and objects in line with organisational guidelines
- A combination of standing, walking bending and stretching is required throughout the shift

MENTAL EFFORT

- Frequent concentration is required and work patterns are frequently unpredictable with regular interruptions, some requiring immediate response

EMOTIONAL EFFORT

- Must maintain a professional approach while working in challenging, distressing situations or dealing with challenging behaviour
- Support individuals, their families and carers when faced with unwelcome news and life changing diagnoses

WORKING CONDITIONS

- Dependent on care setting, may have frequent exposure to highly unpleasant working conditions e.g. Dealing with uncontained body fluids and difficult aggressive behaviour. Exposure to VDU screen

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DSE) if appropriate to role.

DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

PERSON SPECIFICATION

Job Title	Nursing Associate
------------------	-------------------

Requirements	Essential	Desirable
<p>QUALIFICATION/ SPECIAL TRAINING</p> <ul style="list-style-type: none"> Foundation Degree (FdSc in Healthcare Practice (Nursing Associate)) Be registered with the NMC as a NURSING ASSOCIATE 	<p>E</p> <p>E</p>	
<p>KNOWLEDGE/SKILLS</p> <ul style="list-style-type: none"> Understanding of evidence based practice Knowledge of when to seek advice and refer to a registered care professional Understanding of the scope of the role of the Nursing Associate in context of the team and the organisation, and how the role may contribute to service development Intermediate IT skills Understanding of the importance of the promotion of health and wellbeing Evidence of recent work-based learning or self-directed learning 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
<p>EXPERIENCE</p> <ul style="list-style-type: none"> Ability to work effectively as a team player under appropriate supervision, and as part of a multi-disciplinary team Ability to work independently with a delegated caseload, use initiative whilst understanding limits of scope Conducts clinical tasks within Nursing Associate scope of practice to a high level of competency Ability to support the development of less experienced staff Supervises day to day activity of support workers Provides clinical supervision for less experienced staff and undertake supervisors training to supervise TNA and up to year 2 of the pre reg student nurse 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>D</p> <p>D</p>
<p>PERSONAL ATTRIBUTES</p> <ul style="list-style-type: none"> Ability to work on own initiative Ability to take part in reflective practice and clinical supervision activities Courteous, respectful and helpful at all times Excellent communication skills Excellent written skills Evidence of time management skills and ability to prioritise Insight into how to evaluate own strengths and development needs, seeking advice where appropriate Ability to communicate with members of the public and health care providers 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	

<ul style="list-style-type: none"> • Ability to deal with non-routine and unpredictable nature of the workload and individual patient contact 		
<p>OTHER REQUIREMENTS</p> <ul style="list-style-type: none"> • Commits to maintaining personal development and meeting requirements of revalidation • Meets requirements of all Nursing & Midwifery standards 	<p>E</p> <p>E</p>	

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	Y		X		
Contact with patients	Y				X
Exposure Prone Procedures	Y		X		
Blood/body fluids	Y				X
Laboratory specimens	Y		X		
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N				
Animals	N				
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				X
Heavy manual handling (>10kg)	Y			X	
Driving	Y		X		
Food handling	Y			X	
Night working	Y		X		
Electrical work	N				
Physical Effort	Y				X
Mental Effort	Y				X
Emotional Effort	Y			X	
Working in isolation	Y				
Challenging behaviour	Y		X		