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***“Our vision is to provide safe, high quality seamless service delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust Values”***

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| **JOB DETAILS** | |
| **Job Title** | Qualified Nursing Associate |
| **Reports to** | Registered Nurse in Charge |
| **Band** | 4 |
| **Department/Directorate** | Acute Medical Unit, Medicine Division |

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| **JOB PURPOSE** | |
| * 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 WORKING RELATIONSHIPS** |  |
| **Directorate:** Lead Nurse for Medicine  Clinical Matron  Specialist Nurses  **Clinical Area:** Clinical Nurse Manager  Other team leaders  Nursing Staff Support Staff  **Multidisciplinary Team:** Clinical Staff  All functional managers – paramedical and  Support services | |

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| **ORGANISATIONAL CHART** | |
| Clinical Matron  Clinical Nurse Manager / Deputies  Registered Nurses  Postholder Students | |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** | |
| * 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 * 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 * 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 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. | |
| **PATIENT CARE** | |
| * To undertake basic nursing activities for which training has been completed * To provide patient care under the supervision and direction of a registered nurse * To develop skills and competencies as directed by the Trust | |
| **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. | |
| **IMPROVING SAFETY AND QUALITY OF 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 | |
| **HEALTH SAFETY AND SECURITY** | |
| * 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. | |
| **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 | |
| **PATIENT/CLIENT CARE** | |
| * 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. | |
| **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 | |
| **QUALITY MANAGEMENT** | |
| * To participate in the monitoring and use of nursing and patient care standards. * To participate in the implementation of action plans to improve patient care standards and services. * To participate in the implementation of improvements to working methods and practices. * To participate in and contribute to improvements and changes within the Directorate and Trust. | |
| **FINANCIAL/PHYSICAL RESOURCES** | |
| To participate in the monitoring and control of the use of resources within budgetary limits.To participate in developing the financial awareness of the team so that individual staff contribute to the efficient use of resources. | |
| **INFORMATION MANAGEMENT/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 | |
| **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 | |
| **OTHER RESPONSIBILITIES** | |
| * To take part in regular performance appraisal * To understand the importance of personal resilience and wellbeing to professional performance * To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling * To contribute to and work within a safe working environment * The post holder is expected to comply with organisational Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection | |
| **THE TRUST- VISION AND VALUES** | |
| Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:  Honesty, Openness & Integrity  Fairness,  Inclusion & Collaboration  Respect & Dignity  We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.  We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.  We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards. | |
| **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.  The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462. | |
| **POST** | Qualified Nursing Associate |
| **BAND** | 4 |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Good standard of English  3 GCSEs including English and Maths Grade A\* to C or equivalent  Foundation Degree (FdSc in Healthcare Practice (Nursing Associate)  Be registered with the NMC as a NURSING associate | **E** |  |
| **KNOWLEDGE/SKILLS**  Ability to communicate effectively on day to day matters  Able to carry out basic care activities  Able to work within current Trust policies, procedures and legislation  Able to demonstrate an understanding of the role and its limitations  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 | **E** |  |
| **EXPERIENCE**  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 | **E** |  |
| **PERSONAL ATTRIBUTES**  Ability to make suggestions for improving services  Flexibility in day-to-day work routine  Ability to undertake rota requirements/ rotation to night duty where required  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  Ability to deal with non-routine and unpredictable nature of the workload and individual patient contact |  | D |
| **OTHER REQUIREMENTS**  Ability to make suggestions for improving services  Flexibility in day-to-day work routine  Ability to undertake rota requirements/rotation to night duty where required  Commits to maintaining personal development and meeting requirements of revalidation  Meets requirements of all Nursing & Midwifery standards |  | D |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens |  |  |  |  | Y |
| Contact with patients |  |  |  |  | Y |
| Exposure Prone Procedures |  |  | Y |  |  |
| Blood/body fluids |  |  |  |  | Y |
|  | | | | | |
| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| 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 |  |  |  | Y |
| Heavy manual handling (>10kg) | Y |  |  |  | Y |
| Driving | N |  |  |  |  |
| Food handling | Y |  |  |  | Y |
| Night working | N |  |  |  | Y |
| Electrical work | N |  |  |  |  |
| Physical Effort | N |  |  |  | Y |
| Mental Effort | N |  |  |  | Y |
| Emotional Effort | N |  |  |  |  |
| Working in isolation | N |  |  |  |  |
| Challenging behaviour | Y |  |  |  | Y |