**JOB DESCRIPTION**

**1. JOB DETAILS**

**Job Title** Nursing Associate

**Band: 4**

**Reports to:** Registered nurse in clinical area

**Department / Directorate: Endoscopy**

**2. 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.

**3. DIMENSIONS/ KEY WORKING RELATIONS**

* The nursing associate has a breadth of knowledge across the lifespan and across the fields of nursing, providing holistic and person centred care and support for people of all ages and in a variety of settings.
* The nursing associate works independently to provide a high quality of nursing under the leadership of registered nurses, working within the sphere of nursing and care and within all aspects of the nursing process
* The Nursing Associate assumes responsibility for their workload ensuring that they adhere to organisational Policies and Procedures.
* Nursing associates are equipped with the knowledge, understanding, skills, attitudes and behaviours relevant to employment as a nursing associate and work to a nationally recognised code of conduct.
* Nursing Associates have undertaken broad ranging theoretical and practical learning regarding healthcare and wellbeing to Foundation Degree level.
* Professional Development will continue in line with the conditions of continued registration with the Nursing & Midwifery Council’s Nursing Associate register
* Specific tasks and knowledge will vary depending on clinical setting and responsibilities but the core Job Description will remain the same for all Nursing Associates.
1. **ORGANISATIONAL CHART:**

**Divisional Nurse**

**Clinical Matron**

**Ward Manager**

**Band 5 Registered Nurses / ODPs / Paramedics**

**BAND 4 NURSING ASSOCIATE**

**HCAs / Nursing Auxillaries / Health care learners**

**5. KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES:**

 **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

**Job Summary**

* 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 **Endoscopy Unit 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 prote**ction 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.

**BAND 4 ENDOSCOPY SPECIFIC**

* **To gain the clinical skills and knowledge to competently admit a patient who requires an endoscopic procedure.**
* **To gain the clinical skills and knowledge to competently to undertake the airway management of a sedated and non-sedated patient undergoing an endoscopic procedure.**
* **To gain the clinical skills and knowledge to competently to Recover and Discharge a patient who has undergone an endoscopic procedure with or without sedation / ACS (Anaesthetic Controlled Sedation)**
* **To gain the clinical skills and knowledge to competently to assist colleagues with non-therapeutic and therapeutic Endoscopic procedures.**
* **To gain the clinical skills and knowledge to competently support colleagues in the treatment and management of a patient with a Gastrointestinal Bleed on the out of hours rota.**

**Knowledge, training and experience**

**(**See person specification for qualifications/equivalent experience)

* Demonstrate knowledge of the scope of practice of the Nursing Associate role within different care settings
* Identify personal development needs that ensure acquisition of knowledge, skills and competency to undertake the care and treatment responsibilities assigned
* Carry out Continuing Professional Development by seeking to develop and improve practical and theoretical knowledge, competence and skills
* Maintaining Nursing & Midwifery Council registration by adhering to all requirements regarding Standards, Proficiencies and the revalidation process.

**Communication and relationships**

* 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.

**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.

**Contributing to integrated 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.

**Being an accountable professional**

* act in the best interests of the people they care for
* put people first and provide nursing care that is person centred, safe and compassionate
* act professionally at all times
* use knowledge and experience to make evidence based decisions and problem solve their actions.
* carry out their responsibilities to the Nursing & Midwifery Council and the Professional Code

**Planning and organisation**

* 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

**Analytical and judgmental 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

**Physical skills requirement**

* 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

**Financial and 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

**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

**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

**Teaching and Training**

* Develop skills in providing instruction, learning opportunities, work experience and training staff and students from other units/disciplines/schools/colleges and training schemes as agreed.
* Is proactive in seeking opportunities to develop own knowledge and skills.
* To participate in self appraisal and performance reviews.
* Completes personal objectives and required competencies within agreed timeframes.
* Seeks support / guidance in timely manner if any difficulties are encountered
* Works 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
* Takes responsibility for organising and attending statutory / mandatory updates in accordance with organisational requirements
* Acts as an excellent role model by upholding and implementing good practice in the workplace.
* Recognises and either directly challenges or seeks support to challenge any poor practice observed
* To apply acquired skills and knowledge of practice relevant to post and clinical area.
* To review and reflect on own practice through effective use of professional and clinical supervision in line with PCH policies and procedures.
* To work within the professional, local and national guidance applicable to the clinical role being undertaken.
* To assist with staff induction, formal assessment and ongoing development of Band 2/3 staff through the supervisory and appraisal process.

**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

**GENERAL**

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff whom 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.

The Trust operates a 'non smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010.

**SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

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.

**STAFF HEALTH AND WELLBEING**

You must take responsibility for your workplace health and wellbeing:

Be physically active at work (i.e. take breaks away from your desk, taking the stairs where possible)

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.

If you are a line manager, in addition to the above, it is expected you will:

Champion health and wellbeing.

Encourage and support staff engagement in delivery of the service.

Encourage staff to comment on development and delivery of the service.

Ensure during 1:1’s / supervision with employees you always check how they are.

**HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

**INFECTION CONTROL - ROLE OF ALL STAFF**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

* Attending mandatory and role specific infection prevention education and training.
* Challenging poor infection prevention and control practices.
* Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

**CONFIDENTIALITY**

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

**JOB DESCRIPTION AGREEMENT**

**Job holder’s Signature: .....................................................................................**

**Date: .....................................................................................**

**Manager’s Signature: .....................................................................................**

**Date: .....................................................................................**

**PERSON SPECIFICATION**

**POST: Nursing Associate**

**BAND: 4**

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| --- | --- | --- |
| **REQUIREMENTS** | **At** **Recruitment all essential** |  |
| **QUALIFICATIONS / TRAINING** | * Foundation Degree (FdSc in Healthcare Practice (Nursing Associate)
* Be registered with the NMC as a NURSING associate
 |  |
| **KNOWLEDGE / SKILLS** | * 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
 |  |
| **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
 | * Supervises day to day activity of support workers
* Provides clinical supervision for less experienced staff an undertake supervisors training to supervise TNA and up to year 2 of the pre reg student nurse
 |
| **PERSONAL ATTRIBUTES** | * 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
 |  |
| **OTHER REQUIREMENTS:** | * Commits to maintaining personal development and meeting requirements of revalidation
* Meets requirements of all Nursing & Midwifery standards
 |  |

\* Essential/Desirable

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| --- | --- |
| **HAZARDS-** Updated 3th July 2018 |  |
| **Hazards/ Risks requiring Immunisation Screening** |  |
| Laboratory specimens | Y |
| Contact with patients | Y |
| Exposure Prone Procedures | Y and N |
| Blood/body fluids | Y |

|  |  |
| --- | --- |
| **Hazards/ 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 |

|  |  |
| --- | --- |
| **Hazards/ 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 |

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| --- | --- |
| **Other General Hazards/ Risks** |  |
| VDU use ( > 1 hour daily) | Y |
| Heavy manual handling (>10kg) | Y |
| Driving | Y |
| Food handling | Y |
| Night working | Y |
| Electrical work | N |
| Working in isolation | Y |
| Challenging behaviour | Y |

**BAND 4 NURSING ASSOCIATE SCOPE OF PRACTICE**

1. 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.

 **1a. Role and responsibilities include:**

* Delivering high quality, holistic and compassionate care under the direction of a Registered Nurse (or other registered care professional dependent on setting) with a focus on promoting health and independence
* Communicate complex, sensitive information effectively and improve communication using a range of strategies with regards to person centred care, duty of care, candour, equality and diversity
* Displaying a personal commitment to professional standards and ethical practice, operating within national and local ethical, legal and governance requirements
* Support individuals with all aspects of care including daily living, providing person-centred care and promoting health and independence through awareness raising and care navigation to other professionals as appropriate
* Ensure the privacy, dignity and safety of individuals is maintained at all times
* Recognise changing priorities seeking advice and guidance from the Registered Nurse or other registered care professionals as appropriate
* Report back and share information with the registered nurses on the condition, behaviour, activity and responses of individuals
* Recognise issues relating to safeguarding vulnerable children and adults and report any problems or raise concerns to the appropriate registered care professionals
* Assist in the assessment of and contribute to the management of risk across several areas within the environment where care is being administered
* Lead peers and others where appropriate
* Acting as a role model for others with probity and personal integrity in all aspects of practice
* Working effectively with others in teams and / or networks to deliver and improve services
* Assist in the implementation of appropriate action to meet the specific physical, emotional and psychological, social, cultural and spiritual needs of individuals and carers
* Assist in the delivery of complex care as prescribed by the registered nurse
* Demonstrate good understanding of principles of consent and ensure valid consent is obtained prior to undertaking nursing and care procedures
* Demonstrate good understanding of the Mental Capacity Act / Mental Health Act / Deprivation of Liberties and applies principles to everyday practice seeking advice / guidance from the Registered Nurse or registered care professional as required
* Recognise symptoms for general psychiatric disorders
* Utilise communication skills for challenging behaviours
* Be able to ask the difficult questions eg around abuse ,self harm /suicide
* Demonstrate engagement with carers
* Apply knowledge of Care Programme Approach (CPA) and risk assessment
* Undertake physiological measurements as part of an assessment of an individual’s healthcare status and following evaluation, makes agreed changes of recommendations to the care plan and act upon deterioration. Reports changes to the registered practitioner when the nature of the change falls outside of the agreed scope of role.
* Understanding of all elements of the nursing process and be able to assist the registered nurse in the on-going assessment, planning, management and evaluation of care including carrying out specific delegated clinical and care tasks and responsibilities to a high standard and competency, under the direction of a registered nurse or other registered care professionals dependent on setting. Clinical and care tasks, at the point of registration:
* Physiological measurements (Pulse, Temperature, Blood pressure – manual and electronic, Respiration, EWS)
* Venepuncture
* ECGs
* Manage the administration of oxygen using a range of routes and approaches
* Take and be able to identify normal peak flow and oximetry measurements
* Use appropriate nasal and oral suctioning techniques
* Manage inhalation, humidifier and nebuliser devices in line with prescription
* Manage airway and respiratory processes and equipment including BiPAP and CPAP
* Accurately record nutritional and fluid intake
* Assisting in total patient assessment and/or re-assessment,
* Coordination of care (including referrals to other practitioners)
* Wound care specifically *( specify according to local policy and procedure)*
* Obtain and test specimens from individuals including *(specify according to local policy and procedure)*
* Moving and positioning individuals in accordance with their plan of care
* Support individuals to eat and drink
* Pressure area care including undertaking tissue viability risk assessments and specific procedures as approved by the employing organisation e.g. negative wound therapy
* Urethral catheterisation processes (male and female) and catheter care
* Contribute to the discharge of individuals to carers
* Inform an individual of discharge arrangements
* Contribute to handover between healthcare personnel
* Manage and support the progress of individuals through patient pathways
* Advise and inform individuals on managing their condition
* Pre and post procedure assessment
* Pain Scoring and analgesia to include *( specify according to local policy and procedure)*
* Supporting therapy communication and / or feeding/swallowing programmes
* Washing/personal hygiene/oral hygiene/toileting/nail cutting
* Stoma care
* Naso gastric tube detection and management of NG tube displacement
* Support the delivery of artificial nutrition and hydration using oral and enteral routes
* Weight assessment
* Specific medicine administration as approved by local governance arrangements
* Medicine management:
	+ undertake accurate drug calculations for a range of medications
	+ exercise professional accountability in administering medicines safely to those receiving care including undertaking drug rounds
	+ administer medication via oral, topical and inhalation routes. Administer injections using subcutaneous, intradermal and intramuscular routes and manage injection equipment
	+ administer and monitor medications using enteral equipment
	+ administer enemas and suppositories in line with prescription
	+ manage and monitor symptom relief medication
	+ recognise and respond to adverse or abnormal reactions to medications
	+ undertake safe storage, transportation and disposal of medicinal products.
* Positioning and moving including use of recommended equipment
* General care of equipment/environment
	+ Making and washing beds
	+ Cleaning and storing equipment
	+ Infection control procedures
	+ Ability to use medical devices as appropriate to area
* Chaperoning and escort duties
* Support meeting the needs for end of life
* Completion of relevant documentation – paper and electronic
* Administer basic mental health first aid
* Administer basic physical first aid
* Recognise and take immediate action to manage burns, choking, haemorrhage,

neck injury, fitting, seizures and anaphylaxis

Like other registered professionals, NAs can develop extra skills and knowledge before and after registration, and their practice is not limited to their initial competences. They can contribute more to patient care if they have received appropriate training and there is relevant clinical governance.

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**1b. Examples of Additional Trust Specific Competencies**

* Cannulation
* Insertion of naso-gastric tube

1. **Devon Nursing Associate guidance principles around role integration into the workforce:**
* Role integration must uphold the principles of safe, sustainable and productive staffing
* Using the National Quality Board (NQB) safe staffing expectations does not restrict the deployment of the nursing associate, which can be done widely across health and care settings. They make it clear that the needs of the patient are paramount, and matching patient needs with the skills and competencies of the practitioner is essential. This deployment must be monitored and reviewed according to NQB guidance.
* For decision-making in determining how to deploy nursing associates, NHSi recommends:



* Robust and effective governance as outlined above is fundamental to deploying the NA. It must give the provider board confidence about their capacity to maintain and continually improve the delivery and quality of their services and patient experience
* The competencies of a nursing associate as compared to a registered nurse (as shown in table 1 below) should be considered when assessing the needs of patients so that the required need is matched with the appropriate skills. If this results in a different skill mix, then robust governance processes and professional judgement need to be applied to ensure that quality and safety are maintained.
* The National Job Description will be utilised with local criteria as required that are linked to NMC standards of proficiency for nursing associates. Appendix 1. The scope of role has been determined across the STP footprint but will reflect local clinical need supported by Trust agreed competence framework
* The post holders will work to the top of their JD
* The roles will be linked to a university pathway that facilitates progression. There is an expectation of progression to RGN but not a mandate.

