

# NURSING ASSOCIATE

## Candidate Pack



# Job Summary

*\*\*This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read, such as those who are neurodiverse, have learning disabilities or lower literacy levels. Our goal is to make the application process more accessible and inclusive for everyone. \*\**

- Help care for people of all ages in different places, making sure they feel safe and respected.
- Work closely with nurses and other team members to give the best care possible.
- Give medicine and check people’s health, asking for help when needed.
- Talk kindly and clearly with patients, families and staff, and keep information private.
- Support and guide junior staff while learning and improving your own skills.
- Be flexible, responsible and ready to act when things change or problems arise.

# Job Description

|                        |                                      |
|------------------------|--------------------------------------|
| <b>Job title:</b>      | <b>Nursing Associate</b>             |
| <b>Grade:</b>          | <b>Band 4</b>                        |
| <b>Site:</b>           | <b>The Royal Shrewsbury Hospital</b> |
| <b>Accountable to:</b> | <b>Ward/Department Manager</b>       |
| <b>DBS required:</b>   | <b>Yes, Enhanced DBS</b>             |

# Job Overview

To provide holistic and person-centred care and support for people of all ages and in a variety of settings. To work independently under the leadership of registered nurses, working to their nationally recognised code of conduct and Standards of Proficiency for Nursing Associates. To work as part of the multidisciplinary team. To communicate effectively, with sensitivity and compassion, and to manage relationships with people, making reasonable adjustments where necessary. To work flexibly to meet the needs of the service.

### *Provide and monitor care.*

- Provide compassionate, safe and effective care and support to people in a range of care settings.
- Ensure the privacy, dignity and safety of individuals is maintained at all times
- Monitor the condition and health needs of people within their care on a continual basis in partnership with the members of the MDT team families, and carers
- To complete nursing risk assessments using recognise risk assessment tools .
- Contribute to the planning of care delivery in association with the Registered Nurse.
- Contribute to on going assessment recognising when it is necessary to refer to others for reassessment and action
- Administer medication via oral, topical, and inhalation routes.
- Administer injections using subcutaneous, intradermal and intramuscular routes
- Administer and monitor medications using enteral equipment
- Administer enemas and suppositories in line with prescription
- Demonstrate the ability to recognise changing priorities seeking advice and guidance from the Registered Nurse or other registered care professionals as appropriate
- Communicate effectively with colleagues, providing clear verbal, digital or written information and instructions when sharing information, delegating or handing over responsibility for care
- To oversee the care delivered by Health Care Assistants, Trainee Nursing Associates and Nursing Students to the designated patients allocated to them.
- Recognise and report any situations, behaviours or errors that could result in poor care outcomes
- Identify risks to safety or experience and take appropriate action, putting the best interests, needs and preferences of people first.
- Assist in the implementation of appropriate action to meet the specific physical, emotional and psychological, social, cultural and spiritual needs of individuals and carers
- Demonstrate good understanding of principles of consent and ensure valid consent is obtained prior to undertaking nursing and care procedures
- Support people to improve and maintain their mental, physical, behavioural health and wellbeing
- Be actively involved in the prevention of and protection against disease and ill health

### *Professional Accountability*

- To be fully conversant with and work within the Nursing and Midwifery Code and Standards of Proficiency for Nursing Associates.
- Act in the best interests of the people they care for.
- Act professionally at all times and be responsible and accountable for their actions

- Use knowledge and experience to make evidence-based decisions and solve problems
- Recognise and work within the limits of their competence.

### *Education and Training*

- Engage in reflective practice including management of self and reflection on own reactions, asking questions and reflecting on answers given
- Support the development of less experienced staff , Health Care Assistants, Trainee
- Nursing Associates, Nursing Students and learners under the guidance of the Registered Nurse.
- Take personal responsibility for attending statutory / mandatory updates in accordance with organisational requirements.
- Act as an excellent role model by upholding and implementing good practice in the workplace.
- Recognising and either directly challenging or seeking support to challenge any poor practice observed
- Identify and agree through performance review an individual professional development plan in consultation with line manager

### *Decisions, judgements and freedom to act*

- 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, proficiencies and professional values of a Nursing Associate.
- To report on a day-to-day basis to the Registered Nurse in Charge.
- Take responsibility for a designated group of patients working under the leadership of a Registered Nurse.

### *Communication and relationships*

- To liaise and communicate with staff, managers , patients and service users at all levels .
- Develop effective channels and systems of communication and ensure colleagues and staff are kept informed in a timely and appropriate manner.
- Delegate appropriate tasks and activities to Health Care Assistants, Nursing students, Trainee Nursing Associates and learners on their own designated patient group.
- To ensure that confidentiality is maintained at all times in conjunction with the Trust's

### *Confidentiality Policy*

- Play an active role as members of interdisciplinary teams
- Understand the roles of a range of professionals and carers from other organisations and settings who may be participating in the care of a person and their family



### *Physical, mental, and emotional demands of the post*

- To maintain a patient focus in all service activities.
- To work flexibly to meet critical short term and long term deadlines.
- To act sensitively at all times in ensuring that concerns of staff, patients and relatives are dealt with sympathetically.
- Use frequent moderate effort when undertaking carrying out the manual handling of individuals and equipment in line with organisational guidelines.
- Use skills of manual dexterity and manipulation of clinical equipment
- Use a combination of standing, walking bending and stretching throughout the shift.

## Person Specification

|                             | Essential   | Desirable   |
|-----------------------------|---|---|
| <b>Qualifications</b>       | <ul style="list-style-type: none"> <li>Registered Nursing Associate on the NMC register</li> <li>Educated to a minimum level 5 Foundation degree level specific to nursing associate practice</li> <li>Appropriate level of verbal and written English language skills</li> </ul> |   |
| <b>Experience</b>           | <ul style="list-style-type: none"> <li>Previous healthcare experience</li> <li>Understanding of the scope of the role of the Nursing Associate in context of the team and the organisation, and how the role contributes to service development</li> </ul>                        | <ul style="list-style-type: none"> <li>Experience of working in an acute healthcare environment</li> <li>Previous experience as a HCA within theatres</li> <li>Work experience within theatres</li> </ul> |
| <b>Knowledge and skills</b> | <ul style="list-style-type: none"> <li>Excellent interpersonal and communication skills</li> <li>Ability to work within a multidisciplinary team setting</li> <li>Good organisation skills; able to plan own work but also work effectively within a team</li> </ul>              | <ul style="list-style-type: none"> <li>Ability to prioritise and make sound decisions, sometimes under pressure</li> <li>Awareness of relevant / current professional issues</li> </ul>                   |

|              |   |  |
|--------------|---|--|
|              | <ul style="list-style-type: none"> <li>• Awareness of own limitations in the context of the nursing associate role</li> <li>• Knowledge of when to seek advice and refer to a registered health care professional</li> <li>• Ability to use a range of IT applications, e.g. Word, Outlook and web-based applications</li> <li>• Evidence of continuing professional development</li> </ul> |  |
| <b>Other</b> | <ul style="list-style-type: none"> <li>• Awareness of professional and personal limitations.</li> <li>• Flexible and Adaptable in approach</li> <li>• Patient focused and demonstrates compassion</li> <li>• Self-motivated, proactive and resourceful</li> <li>• Acts as positive role model for others</li> </ul>   | <ul style="list-style-type: none"> <li>• Ability to work flexibly to provide 24-hour cover</li> <li>• Ability to work at all Trust sites</li> <li>• Participate in on call rota</li> </ul> |

## **General conditions**

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

## **Health and safety**

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

## **Infection prevention and control (IPC)**

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and



- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

## Information governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

**Confidentiality and Security** - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.

**Disclosure of Information** - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.

**Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

## Professional standards and performance review

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

## **Safeguarding children and vulnerable adults**

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
  - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
  - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

## **NHS Sexual Safety Charter**

The Trust is committed to ensuring that all employees work in an environment that is safe, inclusive, and free from sexual misconduct, harassment, and discrimination. As a signatory to the NHS Sexual Safety Charter, the Trust upholds a zero-tolerance approach to sexual harassment and supports anyone affected by inappropriate behaviour. In accordance with the Workers Protection (Amendment of Equality Act 2010) Act 2023, the Trust has a statutory duty to take reasonable steps to prevent sexual harassment of its employees. All staff, are required to treat others with dignity and respect at all times and to cooperate with Trust policies, procedures and training designed to maintain a culture of safety, professionalism, and mutual respect.

## **Social responsibility**

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

## **Continuous improvement**

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH

continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

## Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

