

JOB DESCRIPTION

POST:	Nursing Associate
PAY BAND:	Band 4
RESPONSIBLE TO:	Ward / Department Manager
ACCOUNTABLE TO:	Ward / Department Manager

ROLE SUMMARY

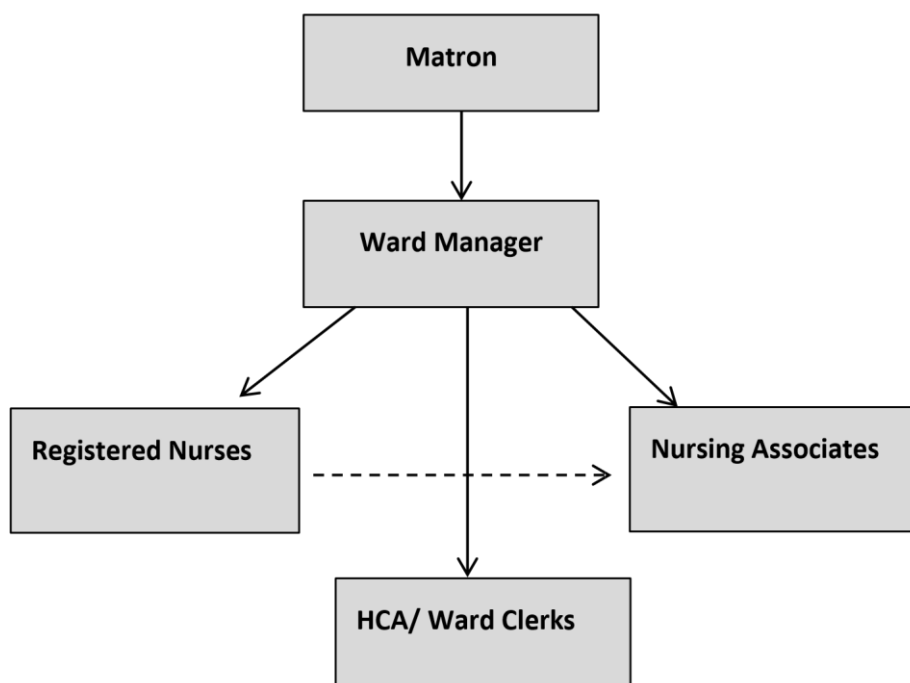
To provide holistic and person-centred care and support for people of all ages and in a variety of settings.

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 ongoing 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 always maintained 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

Confidentiality

- To ensure that confidentiality is maintained at all times and that data belonging to the Trust is protected and recorded accurately.

Equality and Diversity

To promote equality and diversity in their working life ensuring that all the staff they work with feel valued and treated in a fair and equitable manner.

Health & 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

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. 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 staff; 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. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **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** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. 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. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face 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 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; and
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

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.

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 Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower staff at all levels to have the confidence, capability, passion and knowledge, to test changes and make improvements at the Trust and the communities we serve. Following a successful five-year partnership with the Virginia Mason Institute in the USA, the Trust 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 to make improvements, whilst also providing training at various stages of your time at the organisation, as part of your continuing professional development.

The above job description is a summary of the main responsibilities of the postholder, and not an exhaustive list of duties to be undertaken. The duties may be redefined in accordance with the demands of the service. Any redefinition will be subject to discussion between yourself and your manager and be within your level of competence.

I confirm that I have read and understood this job description and that it is a true reflection of my duties. I have been given an opportunity to discuss the contents and implications with my manager and undertake to maintain existing skills and to consolidate these with further training to comply with all areas of my post.

Manager	Post Holder
Signature	Signature
Date	Date