



Together

LANCASHIRE TEACHING HOSPITALS NHS FOUNDATION TRUST WORKFORCE DIRECTORATE

JOB DESCRIPTION

JOB TITLE: Nursing Associate

DIRECTORATE: Vascular

REPORTS TO: Shift Leader / Team Leader

ACCOUNTABLE TO: Ward Manager

KEY RELATIONSHIPS: Ward Manager, Sister/Charge Nurse, Staff Nurse, Consultants, social care workers

DIRECT REPORTS: N/A

HOURS: Full time

LOCATION: Royal Preston Hospital

BAND: 4

NB: The post holder may be required to work in other departments across the organisation including across sites

DBS (Criminal Record) Check Level required for role:

Please indicate the level of DBS check required in this role	No DBS Required	Standard	Enhanced without Barred List Checks	Enhanced with Child only Barred List Check	Enhanced with Adult only Barred List Check	Enhanced with Child and Adult Barred List Checks

KSF Core Dimension Levels for Role

Communication	Personal & People development	Health, Safety & Security	Service Improvement	Quality	Equality & Diversity
2	2	2	2	2	2

Role Summary

Responsible for assisting with the continuous assessment and evaluation of care, performing care risk assessments, assisting with admission and discharge processes and providing a range of clinical duties under the guidance and supervision of the team leader/nurse in charge including: personal hygiene and comfort, vital signs and EWS, early recognition and escalation of acutely ill patients, safe transportation, fluid balance monitoring, enteral feeding/ meeting nutritional needs, ECG, wound dressings, removal of sutures/clips, catheterisation, venepuncture, cannulation.

To provide support and advice for other staff including Health Care Assistants and students to support them in reaching their full potential

To support the productive operation of the ward environment by undertaking a range of activities which contribute to the maintenance of a safe and clean environment.

To act at all times in a manner that upholds the Trust's values and & Nursing & Midwifery Professional Framework goals, working as part of a team to ensure that patients and relatives receive excellent care with compassion.

Key Duties and Responsibilities:

The duties and responsibilities listed below should be undertaken in accordance with the levels of competence as defined in the KSF outline for this post. In addition all staff are expected to act in accordance with the values and behaviours of the Trust

Our Values



Being Caring and Compassionate

Being caring and compassionate is at the heart of everything we do, it is about understanding what each person needs and striving to make a positive difference in whatever way we can.



Recognising Individuality

Appreciating differences, making staff and patients feel respected and valued.



Seeking to Involve

Actively gets involved and encourages others to contribute and share their ideas, information, knowledge and skills in order to provide a joined up service.











Building Team Spirit

Working together as one team with shared goals doing what it takes to provide the best possible service.












Taking Personal Responsibility











Individuals are accountable for achieving improvements to obtain the highest standards of care in the most professional way, resulting in a service we can all be proud of.

ROLE DUTIES	MEASURABLE OUTCOMES					
Contribute to the assessment, implementation and evaluation of care to meet patients' needs in accordance with agreed local and national standards and evidence based guidelines.	Contributes to ongoing assessment of patients to ensure care plans are up to date, relevant and meets Activities of Daily Living, presenting condition and risk assessment needs. Performs nursing care and clinical skills to a high quality standard. Has achieved and maintained AP core and specific area skills competencies. Demonstrates compassion by recognising and responding to individual needs in a warm, thoughtful, sensitive and helpful way Proactively engages with patients, relatives and carers to seek their views, gain agreement					











Excellent care with compassion



	<p>and to keep them informed about their treatment and care</p> <p>Demonstrates safe second checking and storage of specific agreed medication, blood products and IV fluids</p> <p>Escalates concerns about patient condition in a timely manner where unable to provide appropriate intervention</p> <p>Receives positive feedback from patients/relatives/team members/students.</p> <p>Provide patients with appropriate activities and stimulation to promote well being and recovery in particular when providing enhanced care</p>					
Support and provide patient education and health promotion	<p>Assists with relevant health assessments in timely manner</p> <p>Gives health promotion advice or refers to specialist</p>					
Support the delivery and co-ordination of care, through appropriate professional practice, delegation and supervision of duties carried out by Junior staff	<p>Own work is prioritised appropriately and time is managed effectively</p> <p>Duties delegated to HCA's/ students are realistic, achievable and take into account team members' role, abilities and development needs.</p> <p>Junior staff are appropriately supervised and supported in their roles.</p>					
Contribute to the management of risk and maintain patient safety, conforming to health, safety and security legislation, policies, procedures and guidelines	<p>Carries out patient based risk assessments as directed e.g falls, nutrition, infection control, pain, in line with Trust policy and timescales</p> <p>Implements appropriate actions to minimise risk e.g cot sides, blue tray, enhanced care.</p> <p>Achieves ANTT and hand hygiene audit</p> <p>Uses agreed moving and handling procedures and provide advice on patient moving and handling</p> <p>Current moving & handling update training maintained</p>					

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	Reports all accidents, incidents, near misses, faulty equipment or environmental issues immediately as per Trust Policy					
Assist in setting, monitoring and maintaining standards of care to improve the patient experience and outcome of care	<p>Takes an active part in team meetings</p> <p>Can explain and discuss the ward performance board</p> <p>Participate in innovations and improvements in services including the 'productive' programme, seeking patients and others views as appropriate.</p> <p>Places patients on appropriate care pathways e.g the Care of the Dying Pathway, Sepsis Pathway as directed.</p> <p>Participates in audit and evaluation programmes</p> <p>Makes constructive suggestions as to how the service can be improved.</p> <p>Challenges poor standards of care or inappropriate behaviour and raises and escalates concerns about the safety and wellbeing of patients</p>					
Communicate all relevant information to the multidisciplinary team internally and with external organisations as required, to ensure seamless care	<p>Communicates in a professional and timely manner.</p> <p>Develops and maintain communication with people, in an appropriate, supportive and empathic manner</p>					
Maintain accurate and complete records of all care activities, in a timely manner, adhering to local and professional standards for documentation	Documentation is complete, legible and accurate and countersignature of qualified staff gained where required					
Act as a role model, presenting a positive image of self, team and the organisation	Complies fully with the Trust Uniform Policy. Visitors are welcomed in a manner which promotes a positive image of yourself, the ward and the ward team					

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Promote equality in care and practice by recognising, respecting and meeting the needs and choices of individuals	Treats everyone with dignity and respect Acts in accordance with current legislation, policies, procedures and good practice relating to equality & diversity. Takes action to address behaviour that undermines equality and diversity. Safeguards children, young people and vulnerable adults, escalating concerns in line with trust policy and regulatory frameworks					
Ensures environment of care is safe, well equipped and compliant with standards for hygiene and cleanliness.	Stock levels are maintained to enable smooth running of the department.					
To participate in education and training of junior staff.	Actively involves and supports students and junior staff in educational opportunities supporting their development Positive student feedback received through educational audits Be involved in Induction and monitoring of new junior staff					
Maintain and develop own professional competence and skills within scope of role	Actively participates in the appraisal and Personal development planning process as reviewee Has a current appraisal and Personal Dev Plan Undertakes identified learning and development opportunities, as agreed with manager. Maintains a current Personal Development Portfolio, in line with Trust Policy Participates in reflective practice Mandatory training as outlined by the Trust in the Risk Management TNA is up to date					
Proactively supports Trust wide or local changes and developments in nursing practice e.g intentional rounding, alcohol screening as directe	Standards for local developments met e.g intentional rounding implemented, alcohol CQUINS met.					

<p>Actively try to resolve issues and complaints at local level and then report the outcome to line manager</p>	<p>Gives clear and concise advice to people on the procedures in place eg PALS, complaints. Resolve potential conflicts as per conflict resolution guidance and the promotion of zero tolerance</p> <p>Report incidents of violence or aggression immediately in order to seek help support</p>					
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Occupational hazards or exposures relevant to this job (please tick)			
Physical			
Patient moving & handling	x	Regular DSE work	<input type="checkbox"/>
Regular equipment / material moving & handling > 10kg	x	Climbing ladders and / or working at height	<input type="checkbox"/>
Noise (LEP,d > 80)	<input type="checkbox"/>	Hand Arm Vibration	<input type="checkbox"/>
Hot or cold conditions	<input type="checkbox"/>	Exposure to Ionising Radiations	<input type="checkbox"/>
Entry into confined spaces	<input type="checkbox"/>	Other potential ergonomic problems	<input type="checkbox"/>
Driving on Trust business	<input type="checkbox"/>	Vocational driving (C1,D1, LGV, PCV)	<input type="checkbox"/>
Chemical			
Exposure to known respiratory irritants or sensitisers	<input type="checkbox"/>	Exposure to known skin irritants or sensitisers (including latex)	<input type="checkbox"/>
Exposure to asbestos (non-licenced work)	<input type="checkbox"/>	Exposure to any other chemicals	<input type="checkbox"/>
Biological			
Exposure-prone procedures	x	Laboratory exposure to pathogens	<input type="checkbox"/>
Other			
Night work	<input type="checkbox"/>	On-call duties/ lone working	<input type="checkbox"/>

Governance

The post holder will operate at all times to high standards of probity. This will include compliance with:

- Health and safety regulations
- All policies and procedures approved by the organisation
- Trust Standing Financial Instructions
- Working within Data Protection Legislation, Health & Safety at work Act 1974, maintain confidentiality at all times, as required by legislation and our policy
- Working to defined policies and procedures, actively implementing the development of the electronic solution
- Work within the limitations of the role
- Professional codes of conduct including the NHS Managers Code of Conduct (where these apply)
- All policies and procedures related to infection prevention and control as relevant to their post
- To raise any concerns as soon as possible, as per whistle blowing policy, relating to any:-
 - Healthcare matters, e.g. suspected negligence, mistreatment or abuse of patients; the quality of care provided
 - Concerns about the professional or clinical practice or competence of staff
 - The treatment of other staff, including suspected harassment, discrimination or victimisation
 - Health, safety and environment issues
 - Suspicion or knowledge of theft, fraud, corruption, bribery allegations or other financial malpractice
 - Employment standards and/or working practices
 - Criminal offences or miscarriages of justice
 - Failure to comply with any other legal obligation
 - Deliberate concealment of any of the above

Information Governance

- To be fully aware of and committed to all policies, procedures and initiatives relating to information governance - this will include, but not limited to, data quality improvements, confidentiality and information security
- To take personal responsibility for safeguarding and ensuring the quality of information.

Behaviour

The post holder will be expected to:

- Support the aims and vision of the organisation

- Act with honesty and integrity at all times
- Be a positive ambassador for the organisation
- Demonstrate high standards of personal conduct
- set an example and encourage openness and honesty (particularly in reporting incidents and near misses) and will actively foster a culture of learning and improvement
- Value and respect colleagues, other members of staff and patients
- Work with others to develop and improve our services
- Uphold the organisational commitment to equality and diversity
- Take personal responsibility for their words, deed and actions and the quality of the service they deliver

Job Review

This job description will be reviewed periodically to take into account changes and developments in service requirements. Any changes will be discussed fully with the post holder.

Signature of Post Holder:

Date:

Signature of Manager:

Date:

LANCASHIRE TEACHING HOSPITAL NHS FOUNDATION TRUST

PERSON SPECIFICATION

POST: Nursing Associate

Band: 4

DIRECTORATE / DIVISION: Plastics/Burns

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW ASSESSED
Qualifications & Education	<p>Completed Foundation Degree in Health & Social Care OR Achieved LTHTR Assistant Practitioner Programme. Plus Maths & English C grade or above OR Literacy & Numeracy Level 2.</p> <p>Trainee Nursing Associates are welcome to apply but must be enrolled on the course already</p>	<p>Basic Life Support Cascade Trainer Key Mover Cascade Trainer ANTT Assessor</p>	<ul style="list-style-type: none"> • Application form • Interview • Assessment
Knowledge & Experience	<p>Experience of working as a Trainee Nursing Associate within an acute hospital setting. Proven competency of performing a core range of clinical procedures.</p>	<p>Experience of working as an Nursing Associate within an acute hospital setting</p>	<ul style="list-style-type: none"> • Application form • Interview
Skills & Abilities	<p>Ability to deliver a high standard of nursing skills and quality patient care The ability to communicate effectively with patients, visitors and the MDT. Can work effectively as part of a team. Can delegate appropriately Provides effective supervision of junior members of staff.</p>		<ul style="list-style-type: none"> • Application form • Interview • Assessment

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Values & Behaviours	Empathetic Enthusiastic and Positive Able to work as part of a team Ability to motivate Committed to working in a caring role Aware of boundaries of the Role Flexible to meet the needs of the service		<ul style="list-style-type: none"> • Interview