

## SHEFFIELD CHILDREN'S NHS FOUNDATION TRUST

### JOB DESCRIPTION

#### 1. JOB IDENTIFICATION

Job Title: Nursing Associate

Department: Outpatients Department

Responsible to: Ward/Department Manager

Accountable to: Matron

Band: 4

#### 2. JOB PURPOSE

- The role of the Nursing Associate is to work collaboratively with the multi professional team and the Registered Nurse to assess, plan, organise and deliver clinical care in line with service and patient needs, as agreed with supervising clinicians.
- The Nursing Associate works independently under the leadership of registered nurses, working within the sphere of nursing care and within all aspects of the nursing process.
- The post holder will act professionally at all times and use their knowledge and experience to make evidence based decisions to solve challenges and problems.
- They recognise and work within the limits of their competencies and are responsible and accountable for their actions.
- The post holder will have some responsibility for supervising learners ie new starters and students during their placements once their preceptorship is completed, and they have completed any additional training required for their area.
- They will be expected to actively contribute to quality assurance processes and service development.

Note: This generic job description outlines the primary role and responsibilities of a Band 4 Nursing Associate. It is not an exhaustive as this contains core functions of the role, it is important to note that some Trust service areas may have additional skill requirements which are subject to competency-based assessments.

#### 3. MAIN DUTIES/RESPONSIBILITIES

##### 1. Clinical Responsibilities

- Understands and acts in line with NMC professional standards for practice contained within The Standards of Proficiency for Nursing Associates.
- Uses a range of assessment tools pertinent to the patients' needs, inform the assessment and assess risk for both patients and staff. Provides advice and support to patients to enable them to make informed choices in areas such as: diet, smoking and alcohol.

- Understands when to seek appropriate advice to manage risk and avoid compromising quality of care and health outcomes acting in line with local and national organisational frameworks, legislation and regulations to report risks, and implement actions as instructed.
- Demonstrates the ability to effectively and responsibly access, input, and apply information and data using a range of methods including digital technologies, and share appropriately within interdisciplinary teams.
- Demonstrates an ability to prioritise and manage their own workload, and recognise where elements of care can safely be delegated to other colleagues, carers and family members
- Contributes to the provision of care for Children and Young People, including those with complex needs.

### **Patient Care**

- Provide sensitive, compassionate, safe and effective care to support Children and Young People in a range of care settings, applying the principles and processes for making reasonable adjustments in line with the patients' plan of care.
- Develop understanding of all elements of the nursing process and be able to work in collaboration with the Registered Nurse in the on-going assessment, planning, management and evaluation of care.
- Perform record and interpret clinical observations including blood pressure, temperature, respirations pulse and neurological observations.
- Undertake clinical tasks including catheterisation, venepuncture and ECGs This is not an exhaustive list; additional competency based skills relevant to clinical area can be attained, once appropriate training is undertaken
- Accurately record patient's nutritional and fluid intake as per plan of care.
- Ensure the privacy, dignity and safety of individuals is maintained at all times.
- Demonstrate the ability to recognise changing priorities seeking advice and guidance from the Registered Nurse or other Allied Healthcare Professionals as appropriate.
- To ensure that high standards of nursing care are given and maintained. To act and raise concerns when standards are not being maintained following local policy and procedures.
- Have demonstrated the proficiency to administer medications within local policy and procedure and in line with the NMC Standards of Proficiency, once oral medicines competency package is completed.
- To recognise changes in a patients' condition which require the intervention of others and understand when to refer to the supervising Registered Nurse and other senior colleagues for reassessment of patient care.

### **Working in teams**

- To work as a member of the multi-professional team providing clinical care to patients in settings as supported by the Registered Nurse or Allied Healthcare Professional.
- To work in collaboration with others to ensure the safe and timely discharge of patients with the aim of avoiding readmission.
- Carry out specific delegated clinical and care tasks and responsibilities to a high standard and competency, under the direction and supervision of a Registered Nurse or other Allied Healthcare Professional.
- Where appropriate, work without direct supervision, at times delivering care independently in line with the individual's defined plan of care, within designated parameters of practice of the Nursing Associate role, accessing clinical and care advice when needed.
- Will be expected to undertake a full variety of shifts including night and weekend work.
- 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. Information may be complex or sensitive in nature and the post holder may be required to overcome barriers to understanding such as language.

- Contribute to team success and challenge others constructively
- Communicate effectively with colleagues, providing clear verbal, digital or written information and instructions when sharing information, delegating or handing over responsibility for care.
- Record all care delivered appropriately and in accordance to NMC standards.
- Improving safety and quality of care
- To recognise changes in a patients' condition which require the intervention of others and understand when to refer to the supervising Registered Nurse and other senior colleagues for reassessment of patient care.
- To be involved in Trust quality improvement initiatives to improve patient safety and care.
- Report any accidents or incidents and raise any concerns 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.
- Ensure all patient related information is treated sensitively and adhere to the principals of confidentiality at all times, in line with data protection guidance.
- Improve the quality of care by contributing to the continuous monitoring of people's experience of care.
- Identify risks to safety or experience and take appropriate action, putting the best interests, needs and preferences of people first.
- Reporting/ escalating any safety, safeguarding or risk concerns to the appropriate member of staff and ensuring that action is taken post reporting.
- Participate in audit and review of patients care.
- Responsible to prevent and control infections within the Trust. Ensuring both personal and team compliance with all relevant policies, especially hand washing, the Trust uniform Policy.

### **Contributing to integrated care**

- To act as an advocate for the patient and the family/carers, including promoting and protecting their interests, privacy, rights and inclusion.
- To be flexible to work within areas or departments to meet the demands of changing service needs.
- Contribute to the provision of care for people, including those with complex needs.
- Understand the roles of a range of professionals and carers from other organisations and settings who may be participating in the care of Children and Young People and their family.
- Understand responsibilities in relation to communication and collaboration across all healthcare settings.
- 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. Participate in performance review with line manager working to achieve agreed objectives and personal development plan.
- Maintain expertise and skills by keeping up to date with practice developments, professional, national and Trust developments and by accessing opportunities for own learning and mandatory training.

### Responsibilities for People or Training

- To provide supervision to newly qualified staff and students, new starters and Trainee Nursing Associates encouraging an effective learning environment.
- To provide support and supervision to Healthcare Assistants to promote their learning and development within their role.

### 3. SCOPE AND RANGE

No budget responsibility for this role however the Nursing Associate should show awareness of Stock management

#### Internal Relationships

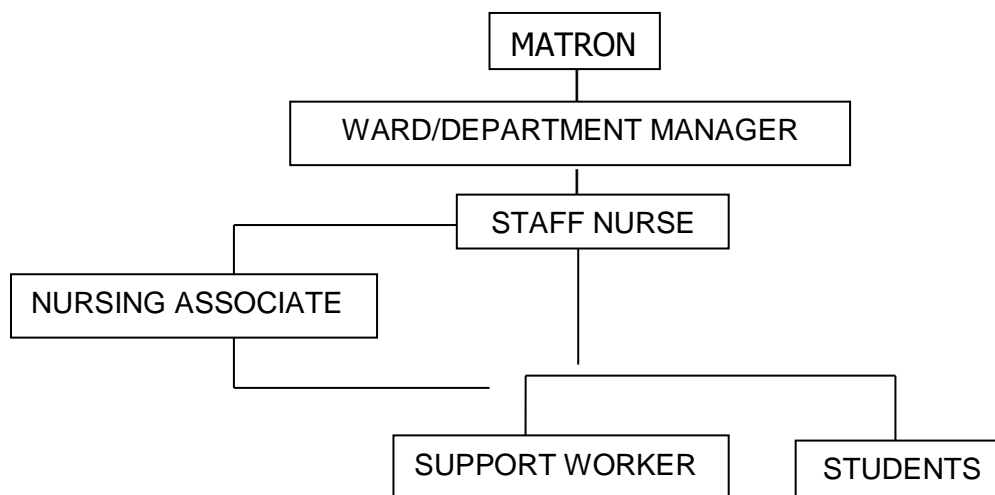
Trust Colleagues and services where required





#### External Relationships

External Health service providers where needed for care communications

### 5. ORGANISATIONAL POSITION

DEPARTMENTAL/DIRECTORATE ORGANISATIONAL CHART



<p><b>6. JOB DESCRIPTION AGREEMENT</b></p> <p>Job Holder's Signature:</p> <p>Manager's Signature:</p>	<p>Date:</p> <p>Date:</p>
<p><b>TRUST VALUES</b></p> <p>Our Values express what it is like to work in our organisation and our employees should make these a part of everything we do.</p> <p><i>Keeping children, young people and families at the heart of what we do</i></p> <p><b>Compassion</b> </p> <ul style="list-style-type: none"><li>• We are led by kindness for all – for our patients, their families and our colleagues</li><li>• We will show empathy and understanding, treating everyone with dignity and courtesy</li><li>• We will respect each other and those we care for</li></ul> <p><b>Accountability</b> </p> <ul style="list-style-type: none"><li>• We always strive to do the right thing</li><li>• We own responsibility for our successes, failures and understand where we need to improve</li><li>• We will create a supportive working environment where everyone takes responsibility for their own actions</li></ul> <p><b>Respect</b> </p> <ul style="list-style-type: none"><li>• We value differences and treat everyone fairly and consistently</li><li>• We will actively tackle inequality and will foster a culture of inclusion</li></ul> <p><b>Excellence</b> </p> <ul style="list-style-type: none"><li>• We will seek to improve the way we work and deliver a high quality standard of care</li><li>• We will be open to new ideas, through innovation, partnership, research and education locally, nationally and internationally</li></ul> <p><b>Together we care</b></p>	

**SHEFFIELD CHILDREN'S NHS FOUNDATION TRUST**

**PERSON SPECIFICATION – Nursing Associate – Band 4**

Assessment Criteria	Essential	Desirable	How assessed
<b>Qualifications and Training</b>	Training Nursing Associate Foundation Degree Current registration with NMC Willing to complete competencies related to paediatric speciality of role	Supervisor training	Certificate IN NMC Registered
<b>Experience</b>	Ability to demonstrate a commitment to professional development. Ability to work within a team Understanding of the principles of Audit	Experience in paediatric speciality Supervisor experience	Portfolio/Ref IN
<b>Knowledge and Skills</b>	Accountability and Own limitations Health & Safety Safe Practices e.g. Moving & Handling, Sharps, COSHH Principles of Infection Control Principles of Safeguarding of children and young people Effective verbal, electronic and written communication skills Ability to respect the cultural diversity within society. Able to use own initiative Good decision making skills Effective interpersonal skills IT skills & use of Microsoft systems, i.e. word, excel,	Understanding of the clinical governance agenda Health, Safety and Risk awareness Awareness of resource management Basic life support training i.e. rise Extended role skills e.g. venepuncture, ECG,	AF IN REF
<b>Personal Attributes</b>	Professional Values, attitudes and behaviours Self-Development Family Involvement and holistic care Ability to work flexibly i.e. shift patterns Able to work independently and as part of a Team	Leadership qualities	AF IN REF
<b>Demonstrates Trust Values</b>	Compassion, Accountability, Respect and Excellence.		In/REF

**Key for How Assessed:** AF = Application form, In = Interview, P = Presentation, T = Test, REF= Reference