



Job Description

Job Title:	Nursing Associate Emergency Department
Band:	4
Hours:	37½ hours per week
Base:	Bedford Hospital, and any other associated Trust establishments across the Bedfordshire Hospitals NHS Foundation Trust including outreach clinics and establishments used in the course of Trust business (if necessary for the role).
Reporting to:	Matron Emergency Department
Terms and Conditions of Service:	Currently those of Agenda For Change and other local agreements

OUR VALUES:





JOB SUMMARY:

Job Purpose:

- The post holder is expected to work as a member of the multi-disciplinary team providing high quality care for patients with acute illness or injury within the Emergency Department (ED) within your scope of practice.
- The post holder will take part in a training programme to become competent in the role of and Emergency Department Nurse Associate as outlined below.

KEY RESPONSIBILITIES:

About:

Bedfordshire Hospitals NHS Foundation Trust is a uniquely situated NHS Trust with a relatively small footprint with up to 410 beds and over 2700 staff supporting a planned and reactive healthcare service to a cohort of over 300,000. We foster a community spirit within our Hospital underpinned by our Values which allow us to carry out our ethos; “Every Patient Matters”:

Key Responsibilities:

Clinical and Professional

- Use good communication skills to disseminate information and promote and maintain good working relationships within the department and trust wide.
- Promote the use of communications skills to overcome language and understanding difficulties when interacting with patients and their relatives.
- Be able to show empathy and compassion on a frequent basis, when caring for people who are experiencing bereavement or have a relative who is critically ill.
- Be able to use communication skills when taking telephone queries about the condition of patients or from patients or their relatives who have a complaint.
- To assist in establishing the promotion of health and the prevention of illness.
- Carry out routine observations, record Electro Cardio Graphs (ECG's), as required and take and analyse routine urine specimens, ketone and blood sugar testing and escalate abnormalities.
- Perform Venepuncture and Intra-Venous Cannulation at the request of trained nurses.
- Provide assessment of nursing needs and implementation of care required by patients in conjunction with nursing observations, medical requirement and with the co-operation and partnership of the patient and their relatives.
- Perform personal care such as washing and toileting, transfers of patients in wheelchairs, on trolleys or in beds in and around the department and hospital and assist patients with mobility as part of daily duties.



- Remain calm, professional and non-judgemental when faced with violent or aggressive patients and relatives, those under the influence of alcohol or drugs, Patients suffering from Mental Health Issues and those with poor personal hygiene and /or infestations on a daily basis.
- To risk assess all patients and carry out manual handling as per Trust Policy.
- Be able to deal with frequent exposure to unpleasant sights such as major wounds or bleeding, emaciated patients and bodily fluids.
- Be able to plan own workload in a busy, noisy environment where there are frequent interruptions and unpredictable changes in demand.
- Maintain accurate nursing notes in line with trust policy.
- Participate in departmental communication, policy development, and continuous quality improvement and meetings
- To acknowledge clinical limitations, seek advice appropriately, and act in a professional manner in accordance with the NMC Code of Professional Practice, escalating any professional concerns.
- Participate in a program of teaching and training for all staff, including mandatory training. All staff will be expected to participate in the competency base training provided as induction and on-going development to enhance knowledge, skills and attitudes.
- Be able to plan own workload in a busy, noisy environment where there are frequent interruptions and unpredictable changes in demand.
- Maintain clinical competence in the use of medical devices used within the department and clinical procedures such as administration of injections.
- Ensure that the National Service Framework for Paediatric Services is adhered to and that Child Protection Policies are followed.

Clinical Governance

- 2.1. Responsible for ensuring that all accidents/incidents are reported to the appropriate Manager and reported via the Inphase reporting system. All employees are required & expected to participate in the Trust's accident/incident reporting system and to comply with the Trust's procedures and techniques for managing risks.
- 2.2. Maintain and share up to date knowledge of current research relevant to emergency care.

General Management

- Responsible for regular cleaning of equipment, reporting faults to shift manager and removing defective equipment from use.
- Follow trust policy for the safe storage of patient's valuables and property whilst in the emergency department in line with trust policy.



Teaching and Learning

- To support inexperienced health care staff/ students in their day to day work.
- Maintaining up to date with all aspects of core and advanced mandatory training.

Total Patient Experience

- Assist other members of the multi-disciplinary team in supporting patients holistically through their emergency department journey.

Major Incident

- To maintain and up to date knowledge of the trust Major Incident Policy and Department and Role specific plan
- In the event of a major incident being declared and a call in of staff being undertaken you should report to the Nurse in charge of A&E as soon as possible.
- Undertake training and remain competent in the use of decontamination equipment for Chemical, Biological, Radiological and Nuclear (CBRN) contaminated patients.
- To undertake the one day HMIMMS regarding Major Incident Management so there is an understanding of expectations of band 5 role in a major incident
- Undertake the Decontamination of patients from a CBRN incident as required.
- Undertake training and maintain competence in scene safety and the use of Personal Protective Equipment used in the pre-hospital setting.

The list of responsibilities above, are key primary requirements for the role, however, additional duties may be required to ensure patient and employee safety is met.

VARIATION

This job description will be subject to review from time to time. Any amendments will be made in consultation with the post holder.

POLICIES

Copies of the Trust's Employment Policies are available from your manager, eHR or the Human Resources Department.

You are required to comply with all existing and future policies and procedures issued by the Trust. Policies and procedures may be varied from time to time by the Trust and do not form part of your contract of employment



STANDARDS OF BUSINESS CONDUCT AND CONFLICTS OF INTEREST

The Trust has adopted a Standards of Conduct Policy which reflects NHS Management Executive Guidelines. It is the responsibility of staff to ensure that they do not abuse their official position for personal gain or seek to advantage or further private business or other interests in the course of their official duties.

All staff must declare to their manager all private interests which could potentially result in personal gain as a consequence of their position. Interests, which might appear to be in conflict, should also be declared.

GENERAL:

To comply at all times with any regulations issued by the Trust, especially those governing Health and Safety at work and to ensure that any defects which may affect safety at work are brought to the attention of the appropriate manager.

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

This job description reflects the present requirements and objectives of the post. As the duties of the post change and develop, the job description will be reviewed and will be subject to amendment, in consultation with the post holder.

You are required to disclose any additional work you undertake or are planning to undertake for another employer.

PROBATIONARY PERIOD:

This post is subject to the successful completion of a probationary period of 6 months within which the notice period for both you and Bedfordshire Hospitals NHS Foundation Trust is four weeks.

STANDARDS:

Staff are responsible for complying with the relevant standards set by their Line Manager. A breach of such standards may lead to disciplinary action. It would be investigated fairly and appropriate steps taken to prevent a recurrence and address any wider causes.



SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:

All employees and volunteers working within the Trust have a responsibility for safeguarding and promoting the welfare of children and vulnerable adults.

INFORMATION GOVERNANCE:

(This includes Patient Confidentiality, IT Security, Data Protection and Freedom of Information)

You are required to respect the confidentiality of all patients, carers and staff, by not sharing any information (including data) obtained during the course of your duties. You have an obligation to report any non-compliance through the Trusts Incident Reporting process.

All staff must comply with the legal obligations and statutory requirements of the General Data Protection Act 2018, the Trusts IT Security and Information Governance Policies, Codes of Conduct and Best Practice Guidelines which are available on the staff Intranet site.

PRIVACY STATEMENT:

The Trust is committed to protecting the privacy and security of your personal information. Information about you will be kept by the Trust for purposes relating to your employment. In accordance with the Trust's Privacy Notice for employees, the Trust will hold computer records and personnel files relating to you which contain personal and special category data. The Trust will comply with its obligations under the General Data Protection Regulations and all other data protection legislation. The data the Trust holds will include employment application details, references, bank details, performance appraisals, holiday and sickness records, salary reviews and remuneration details and other records; which may, where necessary include special category data relating to your health, identity, data held for equality monitoring purposes, criminal offence data and data regarding DBS checks. The Trust requires such data for personnel administration and management purposes for the performance of your contract of employment and to comply with its legal obligations. The majority of information that you provide us with is mandatory to enable us to perform the contract of employment; where information is requested from you on voluntary basis, you will be advised of this and will be properly advised of your rights in respect of consent and the withdrawal of that consent.

The Trust will take all reasonable steps to ensure that the personal information held about you is complete, accurate, and up-to-date and not held for longer than necessary for the purposes for which it was collected. However, you are responsible for informing us



promptly of any changes to your personal information either in writing or by updating your information on MyESR.

The Trust's Privacy Notice sets out the legal basis for processing your personal data and your rights to access this data are prescribed by law.

The Trust requires you to familiarise yourself with the Trust's Information Governance (data protection) Policy which set out its obligations under the General Data Protection Regulation and all other data protection legislation. You must comply with the Trust's Data Protection Policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation. The Trust will consider a breach of its Data Protection Policy by you to be a disciplinary matter which may lead to disciplinary action, up to and including dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Trust's Policies and Procedures. If you have any queries about your responsibilities in respect of data protection, you should contact the Trust's Data Protection Officer.

A copy of the full Privacy Notice for Employees can be downloaded from the Trust's Intranet.

PROMOTING EQUALITY:

The Trust is committed to promoting an environment that values diversity. All staff are responsible for ensuring that all patients and their carers are treated equally and fairly and not discriminated against on the grounds of race, sex, disability, religion, age, sexual orientation or any other unjustifiable reason in the application of this policy and recognising the need to work in partnership with and seek guidance from other agencies and services to ensure that special needs are met.

INFECTION CONTROL:

You are required to comply with the Trust's strategy regarding infection control and be aware of, and comply with, all Trust infection and prevention and control policies, to include hand hygiene, personal hygiene, environmental and food hygiene. Effective prevention and control of healthcare associated infections has to be embedded into every day practice and applied consistently by everyone. Failure to do so may result in disciplinary actions.

SMOKE FREE:

The Trust implements a Smoke Free policy that applies to all staff. Staff are not allowed to smoke while wearing a recognisable Trust uniform or visible trust identification badge, and not allowed to smoke anywhere on hospital grounds. Staff are not allowed to take additional breaks in order to smoke. They may smoke during designated breaks but only



out of uniform and off site. Staff contravening this policy may be subject to disciplinary procedures.

DISCLOSURE REQUIREMENTS:

A risk assessment has indicated that a DBS disclosure is both proportionate and relevant to this position. Any person who is conditionally offered this post will be required to undertake a DBS check in this respect.

The Trust guarantees that this information will only be seen by those who need to see it as part of the recruitment process.

The Trust ensures that an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position sought could lead to a withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the subject of that Disclosure before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position or circumstances and background of your offence. Please be aware that the Trust has a Policy containing a more detailed Code of Practice that meets the standards specified by the Disclosure and Barring Service relating to the fair use of criminal record information and the appointment of persons having a criminal record.

Note: Failure by an applicant to provide accurate and truthful information is considered to be a serious matter. Where it is found that a person has recklessly provided inaccurate information or withheld information relevant to their position, this may disqualify them from appointment. It may also result in dismissal or disciplinary action and referral to the appropriate professional registration body.

If you would like to discuss what effect any criminal record or fitness to practise proceeding might have on your application, you may telephone the Recruitment Manager at the Trust, in confidence, for advice.

ASSISTANCE WITH TRUST PROCESSES:

Any member of staff who is a manager at band 7 and above may be asked to take part in disciplinary and appeals processes in line with the Trust's policy. Appropriate training and support will be provided by the Employee Relations Team.