

Nursing Associate (Community)

JOB DESCRIPTION

JOB DETAILS

Directorate	Adult Services
Service	Community Teams
Post Title	Nursing Associate
Staff Group	Nursing & Midwifery
Band	4
Reports to	Clinical Team Leader
Accountable to	General Manager – District Nursing Services

KEY RELATIONSHIPS

Internal:

- Team Leader
- Members of the Community Teams-Community Matrons, Physiotherapist, Occupational Therapists, Band 5 Community Nurses, Health Care Assistants and Band 6 District Nurse/Senior Community Nurses, General Managers, Care Managers, Care Navigators.
- Quality and Risk Team
- Other Bromley Healthcare Employees

External:

- Professionals working outside Bromley Healthcare
- Social care staff
- General Practice staff
- Other health and social care providers

JOB SUMMARY

The Community Nursing Associate will be a member of a designated Community Team and is responsible for ensuring the effective holistic provision of high quality nursing care to people in their own home and a clinic environment who are registered with a Bromley General Practitioner.

Nursing Associates actively contribute to a patient's health and wellbeing through the delivery of holistic care, a whole-person approach which considers, and equally values, physical, psychological and public health needs, learning disabilities, social, economic, spiritual and other factors in the assessing, planning and delivery of care.

Providing all relevant competencies (to be developed in line with the requirements of the service) have been achieved, she/he will have delegated responsibility for a pre-agreed caseload under the supervision of a registered nurse within the team, ensuring the patient's story is always known. The post holder is expected to work within the requirements of the 6 C's – Care, Compassion, Competence, Communication, Courage and Commitment.

MAIN DUTIES AND RESPONSIBILITIES

- To work within the Nursing Associate parameters of practice and deliver high quality, compassionate care to patients in their own homes/clinic environment
- To work under the direction/delegation of a Registered Nurse, in accordance with an individual care plan, with a focus on promoting health and independence
- To 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 registered health professional
- To proactively monitor, and prioritise patients visits within a delegated caseload, making autonomous decisions within agreed competencies about patient care and seeking support from colleagues as appropriate
- Work in an effective and organised manner demonstrating excellent time management and organisational skills to effectively deliver person-centred care for an allocated group of individuals
- To contribute to the development of staff within the service through training and supervision

BEING AN ACCOUNTABLE PROFESSIONAL

- Works within a community team, and is accountable to a registered nurse within the team
- Is responsible and accountable for own practice, working within limits of competence and within professional boundaries. Is aware of impact and consequences of practicing outside capability
- Maintains NMC registration as required and work within all NMC guidelines relating to current nursing practice
- Recognises limits to own practice and when to seek advice from others
- Develops good working relationships with colleagues across Bromley Healthcare
- Communicates with individuals, carers and other visitors in a courteous and helpful manner and is mindful of potential barriers to understanding
- Participates in service development and audits as required
- To participate in BHC annual appraisal process and to attend all relevant mandatory training as and when required to do so
- To participate in regular supervision in accordance with good practice guidelines and Bromley Healthcare's policy
- Actively ensures the implementation of and adherence to Bromley Healthcare's clinical governance and confidentiality policies and other professional standards. aware of the need to protect access (ID, passwords, swipe cards)

PROMOTING HEALTH AND PREVENTING ILL HEALTH

- Contributes to health promotion and health education for patients and their carers
- Support individuals with all aspects of care including daily living, person -centred care and promoting health and independence through awareness raising and care navigation to other professionals as appropriate
- Is responsible for maintaining own competencies for role

PROVIDING AND MONITORING CARE

- Undertakes delegated nursing duties, once assessed as competent
- Works to NICE guidance, Standard Operating Procedures and relevant Policies to deliver effective care, following care plans as determined by the Registered Nurse or registered care professional
- Provides feedback and shares information with the registered nurses on the condition, behaviour, activity and responses of individuals at team handovers/meetings
- Continues to develop an understanding of all elements of the nursing process and assist the registered nurse in the on-going assessment, planning, management and evaluation of care
- Performs and records all required clinical observations and be able to accurately record nutritional and fluid intake
- Is able to undertake all clinical interventions as required for role
- Demonstrate the ability to recognise changing priorities, seeking advice and guidance from the Registered Nurse or other registered care professionals.
- Exercises judgment in assessing patient condition, comfort and wellbeing after analysing a range of factors
- Supports individuals, their families and carers when faced with unwelcome news and life changing diagnoses
- Maintains all written and electronic records in line with Bromley Healthcare's policies
- Assists with the implementation and monitoring of clinical standards and outcomes
- Takes appropriate action to meet the specific physical, emotional and psychological, social, cultural and spiritual needs of individuals and carers
- Ensure the privacy, dignity and safety of individuals is maintained at all times

- Ensure all patient related information is treated sensitively and adhere to the principals of confidentiality at all times
- Is capable of assisting in the delivery of complex care as prescribed by the registered nurse
- Develops an understanding of caring for individuals with accompanying conditions for example dementia, mental illness, learning disabilities
- Maintain a professional approach while working in challenging, distressing situations or dealing with challenging behaviour
- Is able to assess for and request equipment as appropriate to patient need and within your role

WORKING IN TEAMS

- Assist with the daily coordination of the team, including feedback to the registered nurse and colleagues about patient's health, wellbeing and health care needs
- Contribute to developing a culture of learning and innovation within the team
- Contributes to team success and models excellence within the team by upholding and implementing good practice in the workplace
- Regularly attends and contributes to staff meetings and staff engagement initiatives
- Shares ideas with colleagues to improve care and suggest areas for innovation
- Contributes to the improvement of service by reflecting on own practice and supporting that of others
- Act as the lead for a specific area of clinical responsibility as required e.g. hand washing champion/staff link
- Contributes to the professional development of other learners (e.g. HCAs, Trainee Nursing Associates etc.) as a practice supervisor and acts as assessor for those completing the care certificate

IMPROVING THE SAFETY AND QUALITY OF CARE

- Assist in the assessment of and contributes to the management of risk across several areas within the environment where care is being administered
- Understands the process for raising and escalating any concerns to a registered care professional or appropriate person

- Is able to recognise issues relating to safeguarding vulnerable children and adults and report any problems or raise concerns to the appropriate registered care professionals
- Demonstrates good understanding of principles of consent and ensures valid consent is obtained prior to undertaking nursing and care procedures
- Demonstrates good understanding of the Mental Capacity Act / Deprivation of Liberties and applies principles to everyday practice seeking advice / guidance from the Registered Nurse or registered care professional as required
- Promotes health and safety maintaining best practice in health, safety and security
- Recognises, challenges constructively or seeks to challenge any observed poor practice
- Exercises personal duty of care in the safe use and storage of equipment
- Adheres to legislation, policies, procedures and guidelines both local and national
- Reports incidents, accidents and near misses, implementing corrective action where necessary
- Complies with Bromley Healthcare's policies for infection control and hand hygiene, uniform/ workwear code and standard precautions to reduce the spread of healthcare-associated infections (HCAIs)
- Demonstrates inclusion of up to date evidence into their clinical activities to support safe infection control practices and procedures, e.g. the use of aseptic techniques and the safe disposal of sharps

CONTRIBUTING TO INTEGRATED CARE

- Communicates 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
- Works in partnership with acute care, social care and the third sector/external agencies when required
- Attends and contributes to multidisciplinary meetings, actively participating in inter- professional communication and effective discharge planning
- Develops a working knowledge of other providers' resources and referral systems to ensure individual's needs are met, within parameters of practice

TRAINING AND DEVELOPMENT

- Engages in reflective practice formally and informally, as an individual or in groups

- Takes responsibility for own compliance with and attendance for statutory /mandatory training
- Works with colleagues/supervisor to identify personal development needs
- Works in partnership with manager to develop and deliver on SMART objectives at annual appraisal and personal development planning
- Develops skills in relation to coaching/teaching individuals/carers/other staff

ADMINISTRATION

- Uses electronic databases and information systems
- Maintains accurate contemporaneous clinical records
- Complies with organisational and service policies and procedures
- Reports all complaints, incidences and accidents immediately to the line manager and documents such occurrences in accordance with organisational policy
- Works alongside colleagues to ensure cover is available for planned absences and to provide cover for colleagues during holiday periods and staff sickness

OTHER DUTIES

- The job description reflects the immediate requirements and objectives of the post. This is not an exhaustive list of duties and responsibilities and the post holder may be required to undertake other duties which fall within the grade of the job, as directed by the line manager. This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.
- The post holder is expected to comply with all Bromley Healthcare's relevant policies, procedures and guidelines; including the appropriate code (s) of conduct associated with this post.
- Driving is an essential component of the job

MANDATORY REQUIREMENTS FOR ALL ROLES

The post holder is expected to demonstrate the values of Bromley Healthcare including;

The post holder is expected to embody the 4 values:

- Compassion
- Health and Wellbeing
- Continuous Learning and Innovation
- Wellbeing

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Safeguarding All staff must be familiar with and adhere to Bromley Healthcare's child/adult safeguarding procedures and guidelines, in conjunction with the multi-agency policies and procedures of the relevant borough's Safeguarding Children Partnership and Safeguarding Adults Board. Staff must be mindful of their responsibility to safeguard children and adults in any activity performed on behalf of Bromley Healthcare in line with the requirements of the Children's Act 1989 and 2004 and the Care Act 2014. Staff are required to attend child/adult safeguarding training relevant to their position and required for their role.

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PERSON SPECIFICATION

	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> Registered Nursing Associate on the NMC register Nursing Associate Level 5 foundation degree qualification GCSE Grade A-C in Maths & English or skills level 2 Maths & English or equivalent 		
Knowledge and expertise	<ul style="list-style-type: none"> Understanding of the scope of the role of the Nursing Associate in context of the nursing and interdisciplinary team and the organisation, and how the role may contribute to service development Understands and acts in line with NMC professional standards for practice contained within The Code and revalidation. Knowledge of when to seek advice and escalate to the appropriate professional for expert help and advice Understanding of the importance of following procedures and treatment plans Demonstrates commitment to continuing professional development through further study. Understanding of the importance of the promotion of health and well-being. Understanding of evidence based practice. Knowledge and understanding of Safeguarding (to appropriate level). 	<p>□ Demonstrates knowledge of clinical governance and clinical effectiveness.</p> <p>Demonstrates an understanding of current issues relating to the NHS.</p> <p>Knowledge of long term conditions (to appropriate level) – e.g. Diabetes, Heart failure, Respiratory.</p> <p>Knowledge and understanding of risk tools e.g. Medley, MUST, AMTS, FRAT.</p>	
Experience	<ul style="list-style-type: none"> Community experience Experience of working in teams under appropriate supervision as part of a multi-disciplinary team Experience how to evaluate own strengths and development needs, seeking advice where appropriate Experience of providing and receiving complex, sensitive information. Knowledge and understanding of skin integrity (to appropriate level) 		

Skills	<ul style="list-style-type: none"> • Ability to undertake and understand physiological measurements and observations e.g. pulse oximetry and general observations. • Understand importance of infection prevention and control inc PPE, ANTT, sharps. • Ability to take part in reflective practice and clinical supervision activities • Evidence of time management skills and ability to organise and prioritise own delegated workload • Ability to deal with non- routine and unpredictable nature of workload and individual patient contact • Ability to communicate effectively (written, verbal and non-verbal communication) with patients/relatives and carers and all members of the multi-disciplinary team • Ability to develop effective and appropriate relationships with people, their families, carers and colleagues • Ability to support, supervise, assess and act as a role model to nursing associate students, other learners and health care support workers as required within the clinical setting. <p>Evidence of IT skills, including use of PC, I pads and others associated IT equipment.</p>		
Personal Qualities	<ul style="list-style-type: none"> • Professional at all times • Motivated, enthusiastic and able to motivate others. • To strive to improve the service you provide, suggesting changes to practice in line with best practice guidance. • Calm and objective. • Approachable. • Good interpersonal skills • Effective multi-disciplinary team working. <p>Must be able to demonstrate behaviours consistent with Bromley Healthcare.</p>		
Other requirements	<ul style="list-style-type: none"> • Eligible to live and work in UK. • Car driver with a current UK licence and access to a car for business purposes. • Ability to work a variety of shifts, a share of weekend, bank holidays. 		



Details of person completing job description and person specification

JD and PS completed by (job title):	
For an existing JD and PS – date reviewed:	
For a new JD and PS – date completed:	