

Hull University Teaching Hospitals NHS Trust

Job Description

Job Title: Nursing Associate

PAY BAND: 4

RESPONSIBLE TO: Senior Sister/ Charge Nurse/Junior Sister/Senior Dental Nurse

ACCOUNTABLE TO: Senior Sister/Charge Nurse/Junior Sister/Senior Dental Nurse

BASE: HUTH/CHH

ABOUT US

Hull University Teaching Hospitals NHS Trust is an Acute Hospital Trust with a number of specialised services serving a local population of approximately one million patients. All employees of Hull University Teaching Hospitals NHS Trust (HUTH) are expected to work in line with the Trusts Visions, Values and Goals in providing Great Staff, Great Care and Great Future; within the values of Care, Honesty and Accountability.

OUR VALUES

CARE	HONESTY	ACCOUNTABILITY
We are polite and courteous, welcoming and friendly. We smile and we make time to listen to our patients and staff. We consider the impact our actions have on patients and colleagues. We take pride in our appearance and our hospitals and we try to remain positive.	We tell the truth compassionately. We involve patients in decisions about their care and we are honest when things go wrong. We always report errors and raise concerns we have about care. Our decisions and actions are based on facts not stories and opinions.	We are all responsible for our decisions and actions and the impact these have on care. All staff are responsible for maintaining high standards of practice and we take every opportunity to continuously learn. Everyone is encouraged to speak up and contribute their ideas to improve the care we provide.
We do not treat anyone unfairly. We do not let our mood affect the way we treat people. We don't talk negatively about colleagues or other teams. Offensive language, shouting, bullying and spreading rumours are unacceptable.	We do not withhold information from colleagues or patients. We never discourage staff from reporting concerns. We are not careless with confidential information. We do not present myths as facts.	We do not unfairly blame people. We positively embrace change and we don't discourage people from having opinions. Controlling behaviours and silo working should not be exhibited in our Trust.

ROLE SUMMARY

The nursing associate has a breadth of knowledge across all stages of life and across the fields of nursing, providing holistic and person centred care and support for people of all ages and in a variety of settings. The nursing associate works independently under the leadership of registered nurses, working within the relevant scope of practice and within all aspects of the nursing process.

Nursing associates are equipped with the knowledge, understanding, skills, attitudes and behaviours relevant to employment as a Nursing Associate and will work to the NMC Code of Conduct and the Nursing Associate Standards of Proficiency.

The following criteria identify the core components of the roles, responsibilities and accountabilities of Nursing Associates. They identify what Nursing Associates can contribute to the health and wellbeing of patients and service users, and apply across all health and care settings. Integral to all of these is the ability to communicate effectively, with sensitivity and compassion, and to manage relationships with people, making reasonable adjustments where necessary.

Knowledge and Skills

1. Being an accountable professional

- act in the best interests of the people they care for
- put people first and provide nursing care that is person centred, safe and compassionate
- act professionally at all times
- use knowledge and experience to make evidence based decisions and solve problems
- recognise and work within the limits of their competence
- be responsible for their actions.

2. Promoting health and preventing ill health

- support people to improve and maintain their mental, physical, behavioural health and wellbeing
- active involvement in the prevention of and protection against disease and ill health
- engage in public health, community development, and in the reduction of health inequalities
- To implement preventative strategies to ensure patients health needs are met.

3. Provide and monitor care

- provide compassionate, safe and effective care and support to people in a range of care settings.
- monitor the condition and health needs of people within their care on a continual basis in partnership with people, families, and carers
- contribute to ongoing assessment recognising when it is necessary to refer to others for reassessment
- communicate effectively with colleagues, providing clear verbal, digital or written information and instructions when sharing information, delegating or handing over responsibility for care
- recognise and report any situations, behaviours or errors, including omissions in care that could result in poor care outcomes
- Be aware of patients at risk of skin damage and assess in relation to patient safety and need.

4. Working in teams:

- play an active role as members of interdisciplinary teams

- collaborate and communicate effectively with nurses, a range of other health and care professionals and lay carers
- To ensure clear communications are maintained with teams involved in the patient journey, for example tissue viability team.

5. Improving safety and quality of care:

- improve the quality of care by contributing to the continuous monitoring of people's experience of care.
- identify and recording risks to safety or experience and take appropriate action, putting the best interests, needs and preferences of people first.

6. Contributing to integrated care:

- 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 a person and their family
- understand responsibilities in relation to communication and collaboration.

ADDITIONAL INFORMATION

Communication and Relationship skills

- Communicates effectively using a range of skills and strategies with colleagues and people at all stages of life and with a range of mental, physical, cognitive and behavioural health challenges
- Demonstrates the knowledge, communication and relationship management skills required to provide people, families and carers with accurate information that meets their needs before, during and after a range of interventions
- Demonstrates empathy and compassion towards patients and their families.
- Actively supports patients and their families, communicating clinical information which may be complex in nature using a variety of methods to ensure effective understanding
- Develops effective relationships with patients to assist them in making decisions about their care
- Ensures effective communication is maintained between members of the multi-professional team during their span of duty
- Ensures information is conveyed to the patient and family in a timely and understandable manner where there may be barriers to understanding
- Offers reassurance to patients and family as required
- Develops effective communication with Nursing and / or Nursing Associate Apprentices, staff and patients to assist them in making decisions about the organisation and delivery of care.
- Works in conjunction with mentors and practice supervisors
- Provides feedback to the staff and learners on their progress as required

Knowledge, Training and Experience

- Utilises professional knowledge to plan and implement care interventions for patients, working with the registered nurse team, including reassessment of nursing interventions

- Applies relevant legal, regulatory and governance requirements, policies, and ethical frameworks, including any mandatory reporting duties, to all areas of practice
- Demonstrates and applies an understanding of how and when to escalate to the appropriate professional for expert help and advice
- Follows evidenced based treatment plans, working to agreed policy and procedure to implement care
- Maintains up to date knowledge in their field of practice, ensuring they meet professional requirements for revalidation and continued professional development
- Utilises opportunities for continuing development in clinical and theoretical skills to provide up to date and effective patient care
- Undertakes and meets competencies of agreed additional speciality training, for example, for tissue viability.
- Utilises opportunities to promote Health and wellbeing for patients and their families
- Maintains and upholds NMC Code of Professional Conduct, and takes action to review and develop any aspect of own knowledge, skills, or understanding that does not meet safe practice.
- Recognises implications of, and assists in, developing and changing services, for improved patient care and enhances placements for trainees, apprentices and students
- Undertakes and develops relevant skills to expand personal and professional scope of practice ensuring a period of training in line with approved trust policies and procedures.
- Discuss personal performance and future educational requirements through regular appraisals and personal development planning
- Encouraged to undertake reflective practice and utilise opportunities to engage in clinical supervision
- Uses evidence based and research information to update and maintain practice competence
- Works in the clinical area alongside the learners providing teaching, learning, supervision and feedback

Analytical and Judgemental skills

- Monitors patients' health and well-being. Interprets, promptly responds, shares findings, and escalate as needed, informing appropriate professional of any changes to the patient's condition
- Initiates emergency response, where there may be a number of options which need considering, for unanticipated situations such as cardiac arrest and fire
- Reports any health and safety risks, patient safety concerns or faulty equipment in the clinical area to the registered nurse, and takes appropriate actions to resolve any on-going concerns within boundaries of own registration

Planning and Organisational skills

- Manages and prioritises own workload against Trust objectives and day to day requirements of the Nursing Associate role
- Plans and provides appropriate direct patient care within own scope of practice.
- Assists the ward manager in the implementation of corporate and nursing objectives

Physical Skills

- Develops a range of core clinical skills which include a range of nursing duties to ensure the patients safety and wellbeing at all times, as described within the NMC Nursing Associate Standards of Proficiency

- Maintains clinical skills to ensure practice is relevant and up to date
- Proficient in the use of IT based clinical equipment to deliver care

Responsibilities for Patient/Client Care

- Supports and implements the delivery of care in accordance with the core care plan, meeting the individualised holistic needs of the patient, suggesting or making reasonable adjustments within own scope of practice.
- Provides direct fundamentals of nursing care
- Assists patients to meet their activities of daily living
- Ensures care delivered is evidence based
- Participates in regular checking of equipment used in course of clinical duty
- Assists in the development of individualised teaching packages for patients for example the monitoring of blood glucose levels
- Promotes preventive health behaviours and provides information to support people to make informed choices to improve their mental, physical, behavioural health and wellbeing
- Monitors and reviews the quality of care delivered, providing challenge and constructive feedback, when an aspect of care has been delegated to others

Responsibilities for Policy and Service Development Implementation

- Follows Trust policy and procedures.
- Adheres to the NMC Professional Code of Conduct and Standards of Proficiency for Nursing Associates.

Responsibilities for Financial and Physical Resources

- Ensures that appropriate supplies are available to support the delivery of care
- Responsible for ensuring equipment within the working environment is maintained and in working order and reports faults with equipment, and ensuring repairs are undertaken
- Follow Trust Policies when handling and processing patient valuables.

Responsibilities for Human Resources

- Supervises non-registered staff, nursing students and health care apprentices, supporting them to acquire specialist skills in patient care
- Works as part of a team to deliver optimum patient care
- Maintains a professional approach in practice, demonstrating a mutual respect for colleagues
- Acts as a role model to other staff in the delivery of clinical skills and models professional behaviours at all times.

Responsibilities for Information Resources

- Provides accurate and timely care records using paper and IT based systems, in accordance with Trust policy
- Within Information Governance and GDPR requirements, collates and provides accurate and timely records via the Trust IT systems for external health professional to support effective discharge and continued management of patient care.

Responsibilities for Research and Development

- Participates in audits, and where appropriate, research-based studies to evaluate the effectiveness of care delivery in the clinical environment
- Participates and facilitates benchmarking and the sharing of best practice

Freedom to Act

- Plans own workload, working within standard operating procedures and in accordance with the NMC Professional Code of Conduct, and in accordance with the needs of the service
- Utilises skills and knowledge during decision-making within the ward situation seeking advice as appropriate
- Contributes to on-going plans affecting patient care when working within the ward situation

Physical Effort

- Frequent requirement for light physical effort for several short periods during a shift, when manoeuvring patients, lifting equipment etc.

Mental Effort

- Concentration is required to ensure care plans are followed as appropriate to produce and maintain accurate records and documentation
- Required to be flexible and responsive to the needs of the service.

Emotional Effort

- The post holder is required to provide emotional support to staff, patients and relatives as appropriate
- Occasional direct exposure to highly distressing or highly emotional circumstances, when for example supporting patients through a range of treatments and experiences which may be life threatening or life changing

Working Conditions

- Frequent exposure to highly unpleasant working conditions e.g. bodily fluids

Health and Safety

In addition to the trusts overall responsibility for health and safety you have a personal responsibility for your own health and safety. As such you are required to inform your line manager of any safety issues that you identify that could affect you or others in your workplace. You must co-operate with management and colleagues at all times in achieving safer work processes and work places, particularly where this can impact on others

As a trust employee you will be trained in the correct use of any equipment provided to improve safety and health within the trust. You are required to use the equipment when necessary and as instructed which will include checking the equipment is safe to use, prior to its use and must report any defects immediately to your line manager

In a supervisory capacity you are required to provide adequate supervision to ensure compliance with safe work practices. You will be expected to carry out risk assessments, identify hazards in your work area, and evaluate the level of risk associated with identified hazards and implement adequate controls to eliminate or reduce the level of risk.

PERSON SPECIFICATION - POST OF NURSING ASSOCIATE

Job related criteria	Essential	Desirable
Qualifications: (Academic, professional and vocational)	<ul style="list-style-type: none"> Registered Nursing Associate on the NMC register Level 5 Foundation Degree Nursing Associates or equivalent GCSEs Grades 4 and above or A to C in Maths and English or equivalent level qualification 	<ul style="list-style-type: none"> QCF in Care / Health and Social Care Level 2/3 or equivalent experience. Care Certificate
Previous experience (Nature and level)	<ul style="list-style-type: none"> Previous experience of working within a health / care setting 	<ul style="list-style-type: none"> Recent clinical experience in an acute setting
Evidence of Particular: - Knowledge - Skills - Attribute	<ul style="list-style-type: none"> Excellent interpersonal and communication skills IT skills appropriate to the role Ability to work well in a team Ability to work on own initiative Ability to organise and prioritise own workload Able to recognise own limitations in the context of the nursing associate role Knowledge of when to seek advice and refer to a registered health or care professional Ability to participate in reflective practice and clinical supervision activities 	<ul style="list-style-type: none"> Experience of using IT based patient systems within HUTH
Specific Requirements	<ul style="list-style-type: none"> Understanding of the scope of the role of the Nursing Associate in context of the team and the organisation, and how the role contributes to service development 	
Other Requirements	<ul style="list-style-type: none"> Enthusiastic and Motivated 	

	<ul style="list-style-type: none">• Able to motivate other and model professional behaviours• Effective Role Model• Professional in attitude and manner• Flexible working	
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