

Registered Nursing Associate



Job Title:	Registered Nursing Associate	<i>HR use only</i>
Report to:	Children's Ward sister	
Accountable to:	Matron children & young people	



Job description

Job purpose

- The Nursing Associate will work alongside other clinical staff in the children's ward to provide high quality, evidence based, efficient and effective care to patients accessing the service.

Job statement

- The post holder will assume responsibility for delegated aspects of healthcare delivery, working within a scope of practice under the direction/supervision of a registered practitioner.
- The Registered practitioner remains accountable for the appropriate and effective delegation of activities and ensuring that the Nursing Associate has the competency, confidence and expertise to carry out such activities.
- Having accepted the activity, the practitioner is accountable for their actions.
- In a situation where the practitioner feels they do not have the necessary skills or ability then they must alert the registered practitioner immediately.
- With the support of an agreed educational package tailored to meet needs of the individual and the service they will work within relevant legal and ethical frameworks and in accordance with organisational protocols and policies.

Organisation chart



Communication and relationships

- Maintain excellent communication with patients, relatives and members of the team regarding all aspects of care, demonstrating a variety of communication skills in accordance with patient need.
- Maintain clear, concise and legible documentation in accordance with organisational policy and legal/regulatory body frameworks.
- Communicate on complex and sensitive issues.
- Use a range of verbal and non-verbal communication tools to communicate complex information effectively with service users, families, colleagues, team members and other agencies to facilitate the delivery of care programmes and to promote effective communication.
- Reflect on barriers to communication and use knowledge of different methods to support and improve communication with individuals.
- Communicate appropriate information to and from other departments/service areas as required.

Planning and organising

- Contribute to the preparation of local guidelines, protocols and standards in accordance with the CQC essential standards of Quality and Safety.
- Identify opportunities for improvement in service provision for patients accessing children's ward and bring them to the ward sister
- Work with colleagues in the team on the development of current and new services and other initiatives in line with nursing practice.
- Deal with requests from patients
- Record all information appropriately in the patient's records, computer database and other systems as required.
- Provide timely and appropriate assessment of needs of people referred to the service taking account of the full range of their health and social need.

Ensure clear communication of all intended interventions and plans to service recipients, their families/carers and other services/agencies involved.

- Work in close collaboration with other care providers within the service and other agencies to ensure sensitivity to service user needs.
- Refer people on to a range of effective services, ensuring that practice embraces the provision of interventions to meet identified social and health care needs.

Patient and client care

- Undertake defined clinical or therapeutic interventions appropriately delegated by the registered practitioner.
- Within agreed frameworks provide holistic assessment of individuals, implementing programmes of care, escalating any changes in condition or concerns regarding compliance with treatment to the registered practitioner prescribing care.

- Undertake physiological measurements as part of an assessment of an individual's healthcare status based on their clinical presentation, and following evaluation escalate any concerns to the nurse in charge.
- Encourage patients and their families to maximise their independence and well-being. Promote and understand the impact of effective health promotion, empowering healthy lifestyles such as movement and nutrition and fluid balance.
- Ensure that patient records are maintained, with all entries dated, timed and signed.
- When a need for nursing aid or equipment is highlighted ensure where possible the required equipment is provided and, where this cannot be achieved, notify the nurse in charge. Always ensure patients, families or carers are instructed in safe use of equipment, who to contact if problems arise, and who to return it to when it is no longer required. Ensure instruction leaflets are provided with the equipment issued.
- Identify and manage risks, including assessment of moving and handling risk and understanding the nature of risk as it applies to the safeguarding of children and adults.
- Use and promote a range of techniques to prevent the spread of infection including hand hygiene, the use of personal protective equipment (PPE) and waste management.
- Participate in the induction of new staff and other training programmes.
- Act as an advocate for the patient where necessary and have the skills to deal with emotional or aggressive responses from patient and carers.
- Promote comfort and well-being by ensuring that patient's personal and social needs are met. This may include observation of vital signs, continence care, nutrition, hydration, skin integrity and mood identification. Identify and report changes in patient's condition, thus enabling appropriate action to be taken as directed by senior staff.
- Adhere to Trust and service guidelines regarding the moving, handling and positioning of patients to ensure the safety of self, patients, carers and colleagues. This may include the use of specialist equipment, for example transfer and mobility aids, and the completion of a risk assessment.

Service and policy development

- Ensure the requirements of all Trust policies, protocols, clinical guidelines, care pathways and standing financial instructions are observed at all times. Assist with the introduction of new policies and amendments of existing ones.
- Proactively makes recommendations to improve the quality-of-service delivery.

Managing financial resources

- Respect property, equipment and other assets of the Trust and report losses or damage immediately to ensure that appropriate action can be taken without delay. Recognise faulty equipment and undertake necessary actions to ensure replacement or repair, escalating to the nurse in charge as appropriate.
- Under guidance from team members be involved in the supply, fitting, return and documentation relating to appropriate equipment.
- Undertake or delegate requisitioning of supplies within the available financial resources.

People management and development

- Make changes in own practice based on up-to-date evidence and research findings and offer suggestions for the improvement of the service.
- Identify own education needs through regular supervision and reflective practice.
- Demonstrate self-directed learning.
- Participate in a comprehensive training programme, based on experiential, formal and informal learning.
- Keep up-to-date evidence of gaining and maintaining clinical competence through formal and informal learning mechanisms including self-directed learning, supervision and engaging in comprehensive training programmes.
- Increase the level of knowledge and skills within the Trust through sharing best practice and supporting others to develop their professional abilities.

Information system use and management

- Maintain accurate and timely records of care using appropriate documentation and IT systems according to local and Trust standards. To complete reports where necessary and ensure that they are circulated to all relevant parties.
- Maintain accurate statistics as required by service and Trust.

Involvement in surveys and research

- Undertake surveys or audits as identified and participate in Research & Development, clinical trials or equipment testing as requested

Freedom to Act and autonomy

- Demonstrate the ability to ensure safe working practice; competency in risk assessments; contact with the team; knowledge and competency of emergency procedures. Respond in a person-centred manner to challenging behaviour.
- Report accidents, incidents or complaints following Trust procedures and policies, and to comply with the most recent Health and Safety at Work Act.
- Adhere to Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities, No Smoking.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect the requirements of the Data Protection Act 1998.
- Comply with corporate governance structure in keeping with the principles and standards set out by the Trust.

General compliance:

To comply with all Trust Policies and Procedures, with particular regard to:

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

- Understand duty to adhere to policies and protocols applicable to infection prevention and control.
- Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates
- (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.

To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.

Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.

Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.

Perform any other duties that may be required from time to time.

Patients come first in everything we do. Every post holder can make a difference to a patient's experience. You will come across patients as you walk around the hospital; we rely on all our staff to be helpful, kind and courteous to patients, visitors and each other.

Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004 , Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.

Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults policies and procedures

Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves, This job description may be altered to meet changing needs of the service, and will be reviewed in consultation with the post hold

Key Skills required undertaking this role.	On Appointment (Essential)			After 12 months in post			At 2 nd Gateway (Desirable on appointment)			How this will be measured.
Qualifications and role specific knowledge*	Nursing Associate Qualification registered with NMC. An awareness of risk management. Experience of working in a relevant health or social care setting.						Evidence of competency completion.			<ul style="list-style-type: none"> • Application and Certifications • Portfolio
Safeguarding Children**	1	2	3	1	2	3	1	2	3	
Physical Skills	Physically capable of performing the role and responsibilities expected of the post holder. Awareness of personal safety. Demonstrate a range of technical and clinical skills and competencies appropriate to service needs.			Develop oneself and others in area of practice. Identifies new developments made by others that might be relevant to own area of work.			Able to identify and manage the risks of the potential emotional and physical impact on self and others.			<ul style="list-style-type: none"> • Review at annual appraisal, more frequently if required.
Dementia Awareness	Level 1			Level 1			Level 1			
Aptitudes	Self-aware. Self-motivated. Flexible approach. Attention to personal detail and presentation. Act personally in a way that supports equality fairness and values diversity. Demonstrate effective and efficient use of resources.			Contribute to improving quality. Ability to maintain quality in own work and motivate others to do so as well. Promote equality and value diversity.			Develop a culture that improves quality. Develop a culture that promotes equality and values diversity.			<ul style="list-style-type: none"> • Review at annual appraisal, more frequently if required.
Abilities	Display the ability to prioritise and delegate. Work effectively in difficult circumstances.			Able to promote, monitor and maintain best practice in health, safety and security.						<ul style="list-style-type: none"> • Review at annual appraisal, more frequently if required.

	<p>Logical reasoning ability.</p> <p>Ability to function as an effective member of the nursing team and wider services.</p> <p>Ability to work under pressure, prioritise effectively and manage competing demands.</p> <p>Ability to recognise own limitations.</p>	<p>Contribute to the improvement of services.</p> <p>Contribute to promoting health and wellbeing and preventing adverse effects on health and wellbeing.</p>		
Communication Skills	<p>Demonstrate effective communication skills, written and verbal.</p>	<p>Develop and maintain communication with people on complex matters, issues and ideas and/or in complex situations.</p> <p>Communicates clearly and effectively, deploying a range of different techniques.</p> <p>Listens and demonstrates understanding of other's viewpoints.</p> <p>Listens sympathetically.</p>		<ul style="list-style-type: none"> Review at annual appraisal, more frequently if required.
Values & Behaviours	<p>Must be:</p> <ul style="list-style-type: none"> Honest Caring Compassionate Conscientious Committed <p>Must Always:</p> <ul style="list-style-type: none"> Treat individuals with dignity, respecting individual's beliefs, culture, values & preferences. Demonstrate courage to challenge areas of 			<ul style="list-style-type: none"> Review at annual appraisal, more frequently if required.

	concern and work to best practice. - Be adaptable. Demonstrate discretion.			
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* = State knowledge required in terms of level of competence NOT X years' experience, as this is age discriminatory

** indicate the level of mandatory Safeguarding Children Training this post needs 1,2 or 3.

When submitting a job description for evaluation, it must be accompanied by a Job Description Risk Assessment form

SUPPLEMENTARY JOB DESCRIPTION INFORMATION

Post Title:

Ward/Dept and Site:

Date Completed:

1. General Information about the post.

Location	%	Location	%	Location	%
Computer based	0	Home	0	Outpatients Clinic	0
Laboratory		Kitchen	5%	Community based	0
Ward area	95%	Stores	0	Workshop	0
In a vehicle				Theatre environment	0

Indicate below if any of these apply

Location	%	Location	%	Location	%
Isolated locations		Outdoors		Works on their own	
Works with patients in isolation e.g. in their own home		Works with patients – assistance is accessible.		Required to be in a building on their own for periods of time	
Working hours					
Full time	x	Part time	x		
Office hours		Hours worked as a shift	x	Hours worked at night	x
Concentration and Levels of Interruptions					
Required to concentrate for long periods of time	x	Required to concentrate for short periods of time	x		
Interruptions throughout the day		Constant		Occasional	x

All criteria require a indication of whether the post holder will be expected to work in or be directly exposed to the following factors. Please use the comments box to provide details including frequency (e.g. how many times per shift)

2. Working Conditions	Frequency				
	Certain	Likely	Possible	Unlikely	Rare / \Not at all
Working in bad weather e.g. when it is windy or/and raining.		x			
Excessive temperatures				x	
Unpleasant smells/odours		x			
Noxious fumes				x	
Excessive noise &/or vibration		x			
Use of VDU more or less continuously		x			
Unpleasant substances/non-household waste				x	
Infectious Material/Foul Linen		x			
Body fluids, faeces, vomit, blood		x			
Dust/dirt				x	
Humidity				x	
Contaminated equipment or work areas				x	
Driving/being driven in normal situations				x	

Driving/being driven in emergency situations		x			
Fleas or lice				x	
Exposure to dangerous chemicals/ substances in/not in containers				x	
Exposure to aggressive verbal behaviour where there is little/no support				x	
Exposure to aggressive physical behaviour where there is little/no support				x	
Exposure to risks that could result in an acute traumatic injury				x	
Undertaking exposure prone procedures		x			
Comments: Please use this section to provide any additional details you feel are relevant for the role (e.g. how many times per shift)					
3. Emotional Effort	Frequency				
	Certain	Likely	Possible	Unlikely	Rare/Not at all
Processing (e.g. typing / transmitting) news of highly distressing events		x			
Giving unwelcome news to patients / clients / carers / staff			x		
Caring for the terminally ill			x		
Dealing with difficult situations / circumstances		x			
Designated to provide emotional support to front line staff			x		
Communicating life changing events			x		
Dealing with people with challenging behaviour		x			
Arriving at the scene of an accident				x	
Comments: Please use this section to provide any additional details you feel are relevant for the role (e.g. how many times per shift)					
<p>The post holder will need to support staff through the adversarial experience of giving evidence and being cross examined by counsel and/or family members.</p> <p>The post holder will also be required to liaise with family members who may be challenging, distressed and or aggressive</p>					
4. Physical Effort	Frequency				
	Certain	Likely	Possible	Uncertainty	Rare/Not at all
Working in uncomfortable/ unpleasant physical conditions					x
Working in physically cramped conditions					x

Lifting weights, equipment or patients using mechanical aids		x			
Lifting weights/ equipment or patients without mechanical aids			x		
Making repetitive movements			x		
Climbing or crawling				x	
Manipulating objects				x	
Manual digging				x	
Running				x	
Standing / sitting with limited scope for movement for long periods				x	
Kneeling, crouching, twisting, bending or stretching			x		
Standing/walking for substantial periods of time			x		
Heavy duty cleaning			x		
Pushing / pulling trolleys or similar			x		
Working at heights				x	
The job requires to be trained in control and restraint.			x		

Comments: Please use this section to provide any additional details you feel are relevant for the role (e.g. how many times per shift)

5. Mental Effort	Frequency				
	Certain	Likely	Possible	Uncertainty	Rare/Not at all
Carry out formal student / trainee assessments		x			
Carry out clinical / social care interventions		x			
Analyse statistics				x	
Operate equipment machinery				x	
for more than ½ a shift				x	
for less than a shift				x	
Give evidence in a court / tribunal / formal hearings				x	
Attend meetings (describe types of meeting and post holders role)		x			
Carry out screening tests/ microscope work				x	
Prepare detailed reports				x	
Check documents			x		
Carry out calculations		x			
Carry out clinical diagnosis				x	
Carry out non-clinical fault finding				x	

NB, the post holder will be conducting, rather than undergoing examination / cross examination in court etc The post holder will need to produce, draft, edit evidence etc

Signed by post holder*: _____ Date

Signed by line manager: _____

Date

* in the case of new jobs this will have to be an 'estimate' of the demands of the role.