

## Job Description

<b>Post:</b>	Nursing Associate
<b>Band:</b>	4
<b>Responsible to:</b>	Team Manager
<b>Main Contacts:</b>	Team Manager

## Job Summary

The role of the Nursing Associate is to work with the multi professional team and the Registered Nurse contributing to the ongoing assessment, providing and monitoring care in line with the service pathways and as agreed with supervising clinician(s). They will monitor the condition and health needs of people within their care on a continual basis in partnership with the multi-professional team.

The Nursing Associate has a breadth of knowledge across the lifespan, providing holistic and person centred care and support for people of all ages and in a variety of settings. The Nursing Associate will help to bridge the gap between Health Care Assistants and Registered Nurses by working independently under the leadership of Registered Nurses, working within the sphere of nursing and care and within all aspects of the nursing process.

Nursing Associates are equipped with the knowledge, understanding, skills, attitudes and behaviours relevant to employment; and will act in accordance with the NMC Code: Professional standards of practice and behaviour for nurses, midwives and nursing associates.

## Main Duties and Responsibilities

### Clinical

- Under the supervision and working in partnership with a registered nurse provide and deliver a high standard of nursing care contributing to the ongoing assessment, providing and monitoring care based on evidence and working in partnership with the multi-disciplinary team.
- Provide compassionate, safe and effective care and support to patients in a range of care settings.
- Monitor the condition and health needs of patients within their care on a continual basis in partnership with patients, families and carers, ensuring appropriate escalation to a registered nurse when required.

- Support patients to improve and maintain their mental, physical, behavioural health and well-being.
- Promote comfort and well-being by ensuring that patients' personal and social needs are met and be able to care for a patient's nursing needs.
- To safely undertake the following procedures to meet the patient's nursing needs to include; undertaking routine procedures including venepuncture, ECG recording, measuring and interpreting blood glucose levels, recording and interpreting vital signs, continence care, bladder and bowel care, pressure area care, wound care, nutrition, hydration, foot care, skin integrity, mood identification (as outlined in the NMC Nursing Associate Skills Annex). Identify and report changes in a patient's condition to a registered nurse.
- Prioritise and manage own workload, recognising where elements of care can safely be delegated to other colleagues, carers and family members.
- Provide and receive sensitive information concerning a patient's medical condition.
- Work with the registered nurse and engage with other agencies and community teams to ensure a safe, individualised approach to the admission and discharge of patients.
- Maintain accurate, contemporaneous patient records in line with Trust policy and the NMC Code.
- Provide effective evidence based care for service users under the supervision of registered nurses in order to perform non-complex activities, in line with clinical governance and professional standards.

## **Communication**

- Communicate effectively with dignity and respect to all patients, relatives and others giving consideration to potential barriers to understanding.
- 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 that could result in poor care outcomes.
- Report accidents, incidents, near misses or complaints following Trust policies / procedures.
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- Contribute to a culture where all staff feel safe to raise their concerns [and that] speaking up about what these are is a normal part of their routine.

## **Medicines Management**

- Recognise the effects of medicines, allergies, drug sensitivity, side effects, contraindications and adverse reactions.
- Undertake safe and effective administration and optimisation of medicines in accordance with Trust policy and the NMC standards of proficiency for nursing associates.
- Administer medicines via the following routes, oral, topical, rectal, subcutaneous and intramuscular in line with NMC Standards and Trust policies.

- Comply with Trust policy in relation to any safety critical medicines to be administered by Nursing Associates.
- Monitor the condition and health needs of patients within their care following administration of medication.
- Recognise and report any situations, behaviours or errors that could result in poor care outcomes related to medicines management.

### **Education and Development**

- Comply with mandatory competencies in line with Trust policy.
- To engage in a preceptorship period that includes achieving the Nursing Associate Medicines Management Competency framework.
- Maintain own continuing professional development in accordance with NMC CPD requirements and contribute to formulation of own objectives and personal development plan.
- Support, supervise, teach (where appropriate) and act as a role model to trainee nursing associates, student nurses, healthcare support workers and new staff members, promoting reflection and providing constructive feedback.
- Contribute to the maintenance of the learning environment.
- Adopt a reflective approach to own practice with a view to continually improve.
- Undertake further training as required, prior to carrying out any additional duties identified as relevant to role, to comply with Trust policies and procedures.

### **Research and Development**

- Identify relevant sources of evidence to inform practice.
- Critically consider and analyse their practice in light of best available evidence.
- Contribute to surveys, audits, research activity as required to own role, supporting recommended changes in practice.

### **Professional**

- Comply with the NMC regulations relating to revalidation to maintain NMC registration.
- Act as a professional role model and in accordance with the NMC Code and the NMC Standards for Nursing Associates.
- Act in accordance with all organisational policies and procedures and within expected values and behaviours.
- Actively participate in and attend ward/unit meetings.

This job description is not exhaustive, but is intended to give an overall picture of the role. Other duties within the general scope of the post may be required from time to time. The duties of the post and job description can be reviewed through the agreed process.

### **General Duties of all post holders**

- To undertake any other reasonable duty, which is appropriate to the band, when requested by Senior Staff.
- To be familiar with and comply with all Trust and departmental policies, procedures, protocols and guidelines.
- To be aware of and work towards the Trusts strategic goals.

### **Standards of Business Conduct**

- The post holder will be required to comply with the organisations standing order and standing financial instructions and at all times, deal honestly with the organisation with colleagues and all those who have dealing with the organisation including patients, relative and suppliers.
- The post holder must ensure that their behaviour and interests inside and outside work do not conflict with their Trust position, duties and/or responsibilities.
- The post holder must comply with and support the development of the performance standards within the service/department to ensure the service is responsive to and meets the needs of its customers.
- The post holder will be required to develop and maintain good working relationships with all patients, service users, staff, contractors and where appropriate, members of the public.
- The Trust aims to maintain the good will and confidence of its own staff, patients, service users, NHS contractors and the general public. To assist in achieving this objective it is essential that at all times, the post holder carries out their duties in a courteous, sympathetic and professional manner.
- All post holders who are members of a professional body must comply with standards of professional practice / conduct. It is the post holders' responsibilities to ensure they are both familiar with and adhere to these requirements and maintain their professional membership to the relevant body.

### **Equality and Diversity and Equal Opportunities**

- The post holder must carry out all duties and responsibilities of the post in accordance with the Trust's Equal Opportunities and Equality and Diversity policies, avoiding unlawful discriminatory behaviour and actions when dealing with colleagues, service users, members of the public and all other stakeholders.
- The post holder must promote awareness of and respect for equality and diversity in accordance with Trust policies and procedures.
- The post holder is responsible for treating all staff, patients, service users, NHS contractors and the general public with dignity and respect at all times.

### **Safeguarding**

- Appointments to regulated and controlled activities require an enhanced DBS disclosure.
- All staff have a responsibility to promote the welfare of any child, young person or vulnerable adult they come into contact with and in cases where there are safeguarding concerns, to act upon them and protect the individual from harm.

- All staff should refer any safeguarding issues to their manager and escalate accordingly in line with the Trust Child and Adult Safeguarding Policies.
- All staff should familiarise themselves with the NICE Guidelines “when to suspect child maltreatment 2009.”

### **Professional and Personal Development**

- The post holder must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction Programme.
- The post holder will be involved in a formal IPDR/KSF review with their manager at least every 12 months. Once performance / training objectives have been set, the staff member’s progress will be reviewed on a regular basis, so that new objectives can be agreed and set, in order to maintain progress in the service delivery.
- The post holder will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate.

### **Confidentiality and Information Governance**

- Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to confidential documents and information relating to patients, service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the NHS unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence has been established.
- All information obtained or held during the post-holders period of employment that relates to the business of the Trust and its service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust’s discretion and in line with national rules on exemption.
- The post holder must maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately, appropriately and kept up to date. The post holder must only access information, whether paper, electronic or in other media, which is authorised to them as part of their duties.
- The post holder must work to the requirements of data protection laws as applicable to the UK, which includes the General Data Protection Regulations (GDPR).

### **Health and Safety at Work**

- The post holder is required to take reasonable care of the health and safety of themselves and other persons who may be affected by their acts or omissions at work and to co-operate with the Trust in adhering to statutory and departmental safety regulations.
- The post holder is responsible for ensuring that they do not intentionally or recklessly misuse or interfere with anything provided in the interests of health safety or welfare e.g. misuse of equipment.
- The post holder is required to contribute to the control of risk and must report immediately, using the Trust Incident reporting system, any incident, accident or near

miss involving patients, service users, carers, staff, contractors or members of the public.

- All Trust sites have been designated a no smoking area. The post holder is therefore advised smoking is not permitted within the hospital premises or grounds or whilst representing the Trust in the course of their duty. While the Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy.

### **Infection Control**

- Infection Prevention and Control is the responsibility of all Trust staff.
- All staff members have a responsibility to protect service users, visitors and employees against the risk of acquiring health care associated infections by consistently observing Trust Infection Prevention and Control Policies and procedures and best practice guidance in order to maintain high standards of Infection Prevention and Control.

### **Sustainability / Net Zero Carbon**

Pennine Care are committed to sustainable development, social value and achieving the NHS Net Zero Carbon reduction targets. All employees must play their part and adhere to the principals in the Green Plan, this will ensure our services are efficient, sustainable and carbon emissions are reduced. As an employee you will be expected to conserve energy / water, minimise wastage in all formats, actively promote biodiversity and use sustainable transport whenever possible.

- **Energy:** Switch off non-essential electrical equipment / lighting when not in use. Report heating issues, building too hot / too cold to the Estates Team.
- **Water:** Do not leave taps running and report all drips, leaks, and condensation issues to the Estates Team.
- **Waste:** Follow the Trust waste policy – Reduce – Reuse – Recycle do not overorder equipment / medicines. Healthcare waste must be disposed of in line with the Trust's waste management policy.
- **Biodiversity:** Enhancing biodiversity has a wealth of positive outcomes for our colleagues, services users and the environment. Think of your site, can an area be improved to have a quality green space, specific planting for habitat improvement or the installation of a couple of bird boxes? Contact the estate team for further details
- **Transport & Travel:** Where possible lift share, cycle, walk or use public transport