

Candidate Brief  
Nursing Associate  
March 2024



## Candidate Brief

**Job title:** Nursing Associate

**Division:** Surrey Downs Health & Care Community Services

**Band:** Agenda for Change Band 4

**Contract:** Permanent/Fixed Term

**Hours:**

**Date:**

Surrey Downs Health and Care (SDHC) deliver care closer to people's own communities through our Primary Care Networks and our innovative partnership of local NHS organisations.

Surrey Downs Health and Care has a track record of providing person centric care that goes beyond organisational boundaries to do what is best for the individual. This partnership includes:

- The three GP federations representing practices that operate in the Surrey Downs area
- CSH Surrey
- Epsom and St Helier University Hospitals NHS Trust
- Surrey Council County

We collectively aspire to be an exemplar of how to deliver the highest quality and best value care in a complex health and care environment. An exciting opportunity has arisen for an enthusiastic, ambitious and highly motivated individual to join Surrey Downs Health & Care Partnership.

**For more information contact: .**

## Our shared purpose

Dev **All of us who work at Epsom and St Helier**

Choosing to work at Epsom and St Helier means I choose to sign up to our values, behaviours and expectations.

-  Respect and value other people's views, experience and skills
-  Develop myself to be a great role model of our behaviours
-  Treat patients with respect and as equal partners in their care
-  Treat everyone fairly regardless of protected characteristics, profession, role or level
-  Speak up whenever I have a concern, give feedback respectfully, receive feedback gracefully, admit mistakes, resolve issues together
-  Respect myself, looking after my own health and wellbeing
-  Create a respectful environment free from disrespectful behaviour
-  Respect my role, doing a good job to meet my objectives as they change, and doing the best I can with available resources.

Our ambition is to provide an outstanding level of care to our patients and communities.

Above all we value respect. This means everyone at the Trust – whether a member of staff, a patient or their loved ones – can expect to be treated with respect, whatever their role or background. This ensures kind, positive, professional teamwork, delivering great care to every patient, every day.

By choosing to work here, you also choose to value and role model respect. This means having respect for the Trust and your roles and responsibilities, as well as colleagues, patients and anyone who interacts with the Trust.



## About us

At Epsom and St Helier – we run high performing hospitals with a strong track record in providing high quality care, delivering operational standards and meeting our financial targets. In addition to that, we are proud to host joint ventures with our partners in mental health, social care, community health and GPs in Surrey Downs and Sutton, providing adult community, children's therapy and sexual health services as part of Sutton Health and Care, and adult community services as part of Surrey Downs Health and Care. We are committed to providing seamless joined up care for the 500,000 people we serve as their local hospitals and community services. We also have the privilege of running the South West London Elective Orthopaedic Centre at Epsom Hospital and a GP practice in Leatherhead.

Our future looks very bright and there has never been a better time to join our team. In September 2019, the Government announced a £500 million investment into our Trust to develop a new major specialist emergency care hospital. This investment will allow us to create a state-of-the-art hospital facility for our sickest patients. We are planning for this to open in 2025. This money also provides us with the funds to finish the refurbishment of our hospital buildings on both the Epsom and St Helier sites, and support our workforce to provide great care to our patients, every day.

We have been rated Good by the CQC and welcome applications from individuals committed to being part of the team to maintain and build on this.

We know that all of our achievements are only possible because of the commitment, team work and expertise of our staff – and we truly value the dedication our teams show. As a result, we want Epsom and St Helier to be an outstanding place to work where staff are treated with, and treat others with, respect at all times.

There is simply no place for bullying, racism, discrimination or other poor behaviours in our hospitals and we work together to ensure that respect is at the heart of every interaction we have with one another and our patients.

By choosing to work here, we all also choose to be role models of respect. We can make this commitment thanks to a recent comprehensive review of the culture of our organisation (including more than 3,000 pieces of feedback from our staff and patients and thousands of us going through bespoke training and workshops), which showed us that 'above all we value respect' and gave us the tools to make sure we can live by this powerful value.

So if you want to be part of creating a truly integrated health and care service, where hospital staff, community health staff, mental health teams, primary care staff and social care teams work closely together; help us to develop a brand new specialist emergency care hospital; and do it in an increasingly respectful environment, then we are the place to come and develop your career.

We offer an extensive range of services, including cancer, pathology, surgery, and gynaecology to 500,000 people in south west London and north east Surrey. We operate two busy general hospitals, Epsom Hospital and St Helier Hospital, and run services from other locations, including Sutton Hospital.

St Helier Hospital is home to the South West Thames Renal and Transplantation Unit and Queen Mary's Hospital for Children, while Epsom Hospital is home to the South West London Elective Orthopaedic Centre (SWLEOC). Both Epsom and St Helier hospitals have Accident and Emergency departments (A&E) and Maternity services (Obstetrics).

We also play an active role in the local healthcare economy, and are the lead provider in two innovative health and care partnerships.

In Surrey Downs (that's the Epsom, East Elmbridge and Dorking areas), we have partnered with CSH Surrey, the three GP federations in the Surrey Downs area, and Surrey County Council (who are an associate member), to provide adult community health services. This innovative partnership is called **Surrey Downs Health and Care**. You can visit our website <https://surreydownshealthandcare.nhs.uk>

In Sutton, we have joined forces with the London Borough of Sutton, Sutton GP Services and South West London and St George's Mental Health Trust to provide adult and children's community health services and sexual health services to local people. Together, we are called Sutton Health and Care – you can visit our website [www.suttonhealthandcare.nhs.uk](http://www.suttonhealthandcare.nhs.uk).

## ***Surrey Downs Health and Care***

### **Job Description**

<b>Job Title:</b>	Nursing Associate
<b>Responsible to:</b>	District Nurse
<b>Accountable to:</b>	Operational Manager
<b>Working within:</b>	Surrey Downs Health & Care (SDHC)
<b>Grade</b>	Band 4
<b>Base:</b>	

### **Context:**

Surrey Downs Health and Care (SDHC) deliver care closer to people's own communities through our Primary Care Networks and our innovative partnership of local NHS organisations.

Surrey Downs Health and Care has a track record of providing person centric care that goes beyond organisational boundaries to do what is best for the individual. This partnership includes:

- The three GP federations GP Health Partners, Dorking Health Care and Surrey Medical Network representing practices that operate in the Surrey Downs area
- CSH Surrey
- Epsom and St Helier's University Hospitals NHS Trust
- Surrey Council County

Historically, there have been boundary lines between the organisations that provide care to people in their homes, in GP surgeries and in hospitals, but we have always been united in our mission to provide great care to the people who need us.

It's on those grounds that the Surrey Downs Health and Care was formed – we want local people to receive the care that they need in the right environment. By bringing together our expertise, we can improve patient care and enable local people to access the right support, care and treatment more easily than ever before.

In bringing this partnership together, we are working to the same set of values that will translate into better care for our residents.

### **Role Summary**

To work within the Community Integrated Service to support and assist in the provision of holistic nursing care and support to patients, their families and carers. The Nursing Associate will be expected to work within the NMC Standards of proficiency for nursing associates and be an accountable professional.

### **Principle Duties to include:**

#### **Clinical:**

Nursing associates are expected to apply evidence based best practice across all procedures. The ability to carry out these procedures, safely, effectively, with sensitivity and compassion

- Coordinate and participate in specialist care e.g. wound care, Doppler testing, phlebotomy, bladder screening and clinical activities, under the supervision and guidance of Registered Nurses
- Undertake diagnostic tests on request of District Nurses, Community Matron or GP's e.g. for chronic disease monitoring programmes. This may include home visiting or responsibility for coordinating repeat or regular testing for residents in residential homes
- Undertake clinical interventions as delegated by a senior team member

#### **Health Promotion:**

- Participate in the assessment process of care needs and implementation of programmes of holistic care within set standards
- To be involved in supporting, educating and informing family/carers where appropriate
- Assist in the promotion of health and wellbeing of patients

#### **Administration and Clerical Duties:**

- Maintain clear and comprehensive, signed and contemporaneous records according to SDHC procedures
- Take and record telephone messages, respond and liaise appropriately
- Manage stationery and documentation supplies
- To be responsible for maintaining data entry and other record keeping e.g. recording mileage and annual leave on staff databases

#### **Team Working:**

- Work as part of the team participating in procedures and duties in accordance with agreed standards relevant to role
- Assist with clerical and administrative duties as required
- Maintain regular contact with the senior team member and communicate all relevant issues
- Understand the roles of the different providers of health and care. Demonstrate the ability to work collaboratively and in partnership with professionals from different agencies in interdisciplinary teams.

#### **General:**

- Work in partnership with patients ensuring privacy and dignity is maintained
- Maintain close liaison with the senior team member who is responsible for the workload

- Work in co-operation with all other professionals and agencies involved in the care of the client
- Be aware of and act upon, where necessary, the procedures in place to protect vulnerable individuals
- Participate in the SDHC Governance Strategy
- Participate in the SDHC Risk Management Strategy
- Undertake such duties as may be reasonably required from time to time as are consistent with the responsibility and scale of the post
- Employees are employed to work within SDHC localities and may be reasonably requested to move base temporarily or on a more permanent basis, as requested by service needs

**This job description is subject to review and development from time to time in liaison with the post holder. As an employee of SDH&C you will be required to adhere to all the organisations policies and procedures.**

### **Standards of Business Conduct**

The post holder will be required to comply with SDH&C Leadership behaviours, corporate and financial policies and any relevant Codes of Conduct eg: for NHS Managers. S/he is required, at all times, to deal honestly with the organisation, with colleagues and all those who have dealing with the organisation including patients, relatives and suppliers.

### **Confidentiality**

The post holder is required to:

- ensure confidentiality in all matters relating to clients, to employee personnel issues and to information obtained during the course of employment
- not release such information to anyone else other than acting in an official capacity
- Comply with the regulations of the Data protection Act and Freedom of Information Act.

### **Safeguarding of children and vulnerable adults**

It is the responsibility and duty of all staff to safeguard children and vulnerable adults and promote their welfare.

Child protection and vulnerable adult safeguarding issues when identified or areas of concern must be referred by you promptly in accordance with SDH&C policy and procedures. Details of Leads on Safeguarding are detailed in the SDH&C procedures. Please ask your line manager or HR for details.

### **Performance Review**

This job description only covers the key result areas and as such does not intend to provide a comprehensive list of objectives. Specific objectives will be subject to annual review in consultation with the postholder and may develop to meet changing needs of the service. The SDH&C Performance Development Review includes a review of leadership behaviours.

### **Equal Opportunities**

The organisation aims to maintain the goodwill and confidence of its own staff, service users and the general public. To assist in achieving this objective, it is essential that at all times employees carry



out their duties in accordance with the organisations Equal Opportunities Policy respecting the differing backgrounds of colleagues and clients.

### **Infection Control and Prevention**

SDH&C is committed to minimising any risks of healthcare associated infection to patients, visitors and staff. All employees are required to be familiar with and comply with Infection Prevention and Control policies relevant to their area of work.

### **Health and Safety**

The post holder will be required to observe local Health and Safety arrangements and take reasonable care of himself/herself and persons that may be affected by his/her work ensuring compliance with the requirements of the Health and Safety at Work Act (1974):

1. To follow and promote safe working practices and to comply at all times with the Health and Safety at Work Act 1974, and Manual Handling Operations Regulations 1992, and SDH&C policies and procedures
2. To assist in the regular monitoring and maintenance of equipment in accordance with health and Safety regulations.
3. To act immediately on safety notices, hazard warning notices and any other notifications in relation to equipment used/prescribed by the organisation.
4. To take reasonable care of the health and safety of yourself and other persons who may be affected by your acts or omissions at work and to co-operate with SDH&C to ensure that statutory and departmental regulations are adhered to.
5. To report all clinical and non-clinical incidents or near misses promptly and when required to co-operate with any investigations undertaken.

### **Security**

1. It is a condition of employment that identification badges be worn at all times.
2. All employees have a responsibility for security and the proper care of property. In accordance with standing financial instructions all managers have a particular responsibility for security and loss prevention arrangements in their areas of responsibility.

### **Continuous Improvement**

SDH&C has a full programme of learning and development opportunities to support continuing professional development, statutory and mandatory training and personal development.

### **Registered Health Professionals**

All co-owners who are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements and maintain their professional membership to the relevant body.



## Person Specification

**Job Title:** Nursing Associate

**Business Unit:** Community Nursing

As the attached job description outlines the main duties and responsibilities of this post, so the person specification lists the requirements necessary to perform the job. Candidates will be assessed according to the extent to which they meet the specification. It is therefore important that applicants pay close attention to all aspects of the person specification when deciding if their skills, experience and knowledge match these requirements.

	Essential	Desirable	Assessment Method
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Registered Nursing Associate on the NMC register</li> <li>Nursing Associate foundation degree qualification</li> <li>GCSE Grade A-C in Maths &amp; English or skills level 2 Maths &amp; English or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of professional development</li> </ul>	Application Form & Certificate
<b>Experience/ Knowledge</b>	<ul style="list-style-type: none"> <li>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</li> <li>Understands and acts in line with NMC professional standards for practice contained within The Code.</li> <li>Knowledge of when to seek advice and escalate to the appropriate professional for expert help and advice</li> <li>Understand requirements for NMC professional Revalidation</li> <li>Understanding of the importance of following procedures and treatment plans</li> <li>Experience relevant to particular post</li> <li>Administration, clerical and IT</li> </ul>		Application Form & Interview

	<p>skills</p> <ul style="list-style-type: none"> <li>• Previous health or social care experience</li> <li>• Experience of working in teams under appropriate supervision as part of a multi-disciplinary team</li> <li>• Insight into how to evaluate own strengths and development needs, seeking advice where appropriate</li> <li>• Experience of providing and receiving complex, sensitive information</li> </ul>		
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Good IT and literacy skills</li> <li>• Basic numeracy skills</li> <li>• Good interpersonal skills</li> <li>• Ability to work effectively as part of a team, valuing contributions from team members.</li> <li>• Ability to work independently following spoken or written instructions</li> <li>• Core nursing/clinical skills, e.g., wound care, venepuncture and diagnostic tests</li> <li>• Ability to take part in reflective practice and clinical supervision activities</li> <li>• Ability to organise and prioritise own delegated workload</li> <li>• Ability to deal with non - routine and unpredictable nature of workload and individual patient contact</li> <li>• Ability to communicate effectively (written , verbal and non verbal communication) with patients/relatives and carers and all members of the multi - disciplinary team</li> <li>• Ability to develop effective and appropriate relationships with people, their families, carers and colleagues</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• IT experience or computer skills</li> </ul>	Application Form & Interview

<b>Other</b>	<ul style="list-style-type: none"> <li>• Reliable</li> <li>• Flexible</li> <li>• Willingness to learn new skills</li> <li>• Adapt positively to changes in working practices and patterns</li> <li>• Car driver with clean UK licence</li> </ul>		Application Form & Interview
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### **Disability Discrimination Act (1995)**

Please note that some flexibility may be exercised in the application of the criteria outlined above where a disabled candidate covered by this Act is unable to meet certain parts of the specification by reason of their disability. If you believe this applies to you please outline the details on your application form. Each case will be assessed on an individual basis at shortlisting and/or interview with advice from the Human Resources Centre.