

Job Description	
<b>Job Title</b>	Nursing Associate
<b>Band</b>	Band 4
<b>Department/Service</b>	
<b>Organisational Relationships:</b>	
<b>Responsible to</b>	Senior Sister/Charge Nurse/Team Leader/Clinical Lead
<b>Accountable to</b>	Matron
<b>Professionally Accountable to</b>	Director of Nursing
<b>Responsible for</b>	Not Applicable
<b>Organisational Chart:</b>	
<div style="display: flex; flex-direction: column; align-items: center; gap: 10px;"> <div style="border: 1px solid black; padding: 5px 20px;">Senior Sister/Charge Nurse/Team Lead</div> <div style="font-size: 24px;">↓</div> <div style="border: 1px solid black; padding: 5px 20px;">Registered Nurse</div> <div style="font-size: 24px;">↓</div> <div style="border: 3px double black; padding: 5px 20px;">Nursing Associate</div> <div style="font-size: 24px;">↓</div> <div style="border: 1px solid black; padding: 5px 20px;">Healthcare Assistant</div> </div>	

### Job Summary / Role:

The Nursing Associate has a breadth of knowledge across the lifespan 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 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 as a Nursing Associate and will work to the NMC Code and Standards for Nursing Associates. 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. They will be able to communicate 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. They will work with the team delivering care; they will be aware of the different roles in the team and understand their role within it. They will work as part of a multi-disciplinary team. The post holder may be required to work anywhere within the hospital or community setting.

### Key Relationships:

The Nursing Associate will:

- Be actively involved in relevant patient and caregiver interactions
- Attend relevant ward meetings, for example ward rounds, multi-disciplinary (MDT), etc.
- Communicate treatment details to patients, caregivers and members of the (MDT) team
- Negotiate and agree care/ treatment options using appropriate counselling, motivational and behaviour change techniques and skill. This may also involve patients' caregivers, other family members or members of the MDT where appropriate
- Provide support to patients, relatives and caregivers, to enable them to implement treatment plans, and to work with them to overcome barriers
- Liaise with other healthcare professionals outside of the organisation such as GP's, District Nurses, and Care Homes.

### Core Functions:

The Nursing Associate will:

- Be responsible for delivering high quality, patient centred, compassionate care under the direction of a Registered Nurse (or other registered care professional dependent on setting) with a focus on promoting health and independence,

	<p>with an emphasis on empathy, respect and trust</p> <ul style="list-style-type: none"> <li>• Have proficient attitudes and behaviours compatible with NHS Values</li> <li>• Work within clearly defined accountability frameworks and boundaries of limitation to provide the best possible care in collaboration with colleagues, patients and their carers</li> <li>• Work as part of a designated clinical and care team delivering care that focuses on the direct needs of the individual</li> <li>• Carry out specific clinical and care tasks and responsibilities to a high standard and competency, under the direction of a registered nurse or other registered care professionals dependent on setting</li> <li>• Have the ability to work without direct supervision, at times delivering care independently in line with the individual's defined plan of care, within the parameters of practice of the Nursing Associate role, accessing clinical and care advice when needed</li> </ul>
<b>Administrative Responsibilities</b>	<p>The Nursing Associate will:</p> <ul style="list-style-type: none"> <li>• Respect and apply all confidentiality, principles and practices of the Data Protection and Freedom of Information Act. Maintain the confidentiality of the Trust in respect of patient and staff information obtained at all times, and use such information only as authorised for specific purposes. Report any concerns about the use of such information to the senior manager.</li> <li>• Ensure that they follow the Trust's policies on record management and comply with the NHS Code of Practice for Records Management</li> <li>• Ensure ability to manage electronic records system taking cognisance of need to protect access (ID, passwords, swipe cards)</li> <li>• Maintain records as required for patient care, audit and statistical analysis.</li> <li>• Collect relevant data and information</li> <li>• Record accurately interventions/ communications either with the person requiring services or other relatives, caregivers, professionals/ agencies, using paper based and/ or electronic systems with the potential for future use of mobile working devices.</li> <li>• Undertake administrative tasks in relation to own work</li> <li>• Use Microsoft Office applications on a daily basis</li> <li>• Refer patients to relevant service post discharge</li> <li>• Prepare teaching materials as required</li> <li>• You have a responsibility to ensure that all people that you have contact with during the course of your employment, including general public, patients, relatives and staff are treated equally in line with the Trust's Equal Opportunities Policy</li> </ul>

<b>Clinical Responsibilities</b>	<p>The following list is indicative as tasks and responsibilities will vary depending on the care setting the Nursing Associate is working in.</p> <p>The Nursing Associate will:</p> <ul style="list-style-type: none"> <li>• Develop understanding of all elements of the nursing process and be able to assist the registered nurse in the on-going assessment, planning, management and evaluation of care</li> <li>• Provide and monitor care</li> <li>• Support individuals with all aspects of care including daily living, providing person-centred care and promoting health and independence through awareness raising and care navigation to other professionals as appropriate</li> <li>• Perform and record clinical observations including blood pressure, temperature, respirations, pulse</li> <li>• Be prepared to undertake additional skills once competent including but not exhaustive; cannulation, venepuncture, ECG's as per training and competency, Administration of Insulin, specific IM/Sub-cutaneous injections</li> <li>• Accurately record nutritional and fluid intake</li> <li>• Ensure the privacy, dignity and safety of individuals is maintained at all times</li> <li>• Demonstrate the ability to recognise changing priorities seeking advice and guidance from the Registered Nurse or other registered care professionals as appropriate</li> <li>• Report back and share information with the registered nurses on the condition, behaviour, activity and responses of individuals</li> <li>• Recognise issues relating to safeguarding vulnerable children and adults and report any problems or raise concerns to the appropriate registered care professionals</li> <li>• Assist in the assessment of and contribute to the management of risk across several areas within the environment where care is being administered</li> <li>• Assist in the implementation of appropriate action to meet the specific physical, emotional and psychological, social, cultural and spiritual needs of individuals and carers</li> <li>• Assist in the delivery of complex care as prescribed by the registered nurse</li> <li>• Develop understanding of caring for individuals with particular conditions for example dementia, mental illness, learning disabilities</li> <li>• Develop skills in relation to coaching/teaching individuals/carers/other staff</li> </ul>
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	<ul style="list-style-type: none"> <li>• Assist with the implementation and monitoring of clinical standards and outcomes</li> <li>• Develop a working knowledge of other providers' resources and referral systems to ensure individual's needs are met, within parameters of practice</li> <li>• Engage in reflective practice including management of self and reflection on own reactions, asking questions and reflecting on answers given</li> <li>• Demonstrate good understanding of principles of consent and ensure valid consent is obtained prior to undertaking nursing and care procedures</li> <li>• Demonstrate 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</li> <li>• Plan and manage competing demands of job role, study and placement activities</li> <li>• 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</li> <li>• Deliver effective care following treatment plans determined by the Registered Nurse or registered care professional and provide feedback on progress against the plans</li> <li>• Ensure clear, concise, accurate and legible records are made and that all communication is maintained in relation to care delivery adhering to local and national guidance</li> <li>• Exercise personal responsibility and work independently within defined parameters of practice, taking the initiative in a variety of situations and performing a range of clinical and care skills consistent with the role, responsibilities and professional values of a Nursing Associate</li> <li>• Exercise judgment in assessing patient condition, comfort and wellbeing using analysis of a range of possible factors</li> <li>• Ensure that only those activities for which competence has been achieved are undertaken without supervision and that recognition is given to the impact and consequences of practising outside capability</li> <li>• Administer medicines safely and in a timely manner; (NB Nursing Associates will only administer medicines, if suitably trained and competent, in settings where it is deemed appropriate and where this is guided by organisational medicines management policies)</li> </ul>
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<b>Management and Leadership Responsibilities</b>	<p>The Nursing Associate will:</p> <ul style="list-style-type: none"> <li>• Contribute to departmental and implement Trust wide/departmental policies, procedures and guidelines. Or partake in feedback (depends on grade and role)</li> <li>• Maintain a professional appearance in line with the Trust dress code</li> <li>• Uphold the Trust's values and behaviours (available on the Trust web site) and behave in a manner fitting with the responsible position of the post holder, maintaining the public confidence and excellent experience of care</li> <li>• Maintain professional and courteous working relationships with staff and respect the equality and diversity of each and every person he/she comes into contact with in the course of his/her business</li> <li>• Uphold the privacy and dignity of the patient and respect the equality of patients at all time</li> <li>• Champion the Trust improvement and leadership strategy, through attendance at New and Aspiring Leaders and Foundation Quality Improvement.</li> </ul>
<b>Policy and Service Development</b>	<p>The Nursing Associate will:</p> <ul style="list-style-type: none"> <li>• Comply with organisational policies, procedures and guidelines</li> <li>• Work within the Nursing Associate parameters of practice</li> <li>• Contribute to the review, development and improvement of hospital service in response to NHS plans and the visions and values of the organisation</li> <li>• Acts as an ambassador for the organisation and the nursing service</li> <li>• Promoting the development of joint protocols, record keeping and information systems within the requirements of national and professional standards</li> <li>• Work within the clinical governance framework</li> <li>• Promote clinical development and learning development across the organisation</li> <li>• Champion and lead quality improvement initiatives across your immediate team and within your service</li> </ul>
<b>Research and Audit Responsibilities</b>	<p>The Nursing Associate will:</p> <ul style="list-style-type: none"> <li>• Be responsible for increasing their own professional research knowledge by promoting an analytical approach to care</li> <li>• Contribute to and participate in the developments involving the clinical governance agenda, e.g. audit, research programmes, etc.</li> </ul>
<b>Managing Resources Responsibilities</b>	<p>The Nursing Associate will:</p> <ul style="list-style-type: none"> <li>• Ensure the proper use of the Trust's resources such as stationery, telephone usage, photocopying and other consumables in the course of business,</li> </ul>

	<p>ensuring minimal waste and minimal cost</p> <ul style="list-style-type: none"> <li>• Exercise personal duty of care in the safe use and storage of equipment</li> <li>• May be required to work on other wards/ department within the Trust at short notice to cover unplanned sickness or to cover planned sickness or annual leave on other wards/departments</li> </ul>
<b>Education and Training</b>	<p>The Nursing Associate will:</p> <ul style="list-style-type: none"> <li>• Be required to undertake mandatory training and is responsible for keeping this training up to date</li> <li>• Be required to undertake training events at any site across the trust</li> <li>• Have an appraisal of performance each year and will be responsible for agreeing a development plan in line with the Trust's (KSF) Knowledge &amp; Skill Framework, in agreement with their manager or immediate supervisor. The development plan will be reviewed each year</li> <li>• Be proactive in seeking opportunities to develop own knowledge and skills, achieving clinical competencies within agreed timeframes. Seeks support/guidance in timely manner if any difficulties are encountered</li> <li>• Develop and improve practical and theoretical knowledge, competence and skills throughout the Nursing Associate Role and maintain all evidence required</li> <li>• Contribute towards developing a culture of learning and innovation, developing high quality learning environments</li> <li>• Work in partnership with manager to develop and deliver on Specific, Measurable, Achievable, Relevant and Time-bound (SMART) objectives at annual appraisal and personal development planning meeting</li> <li>• Act as an excellent role model by upholding and implementing good practice in the workplace. Recognising and either directly challenging or seeks support to challenge any poor practice observed</li> <li>• The Trust will provide assistance and agreed development to enable the post holder to achieve their objectives and standards in line with the development plan</li> <li>• If the post holder feels he/she is not achieving their objective as agreed in the development plan they will bring it to the attention of their supervisor or manager at the earliest opportunity</li> </ul>
<p><b>The job description is not exhaustive. The job description and duties may be subject to future review as the needs of the service change.</b></p>	



PERSON SPECIFICATION		
JOB TITLE: Nursing Associate (Band 4)		
KNOWLEDGE & SKILLS		
Essential	Desirable	Assessment Method
<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>• Insight into how to evaluate own strengths and development needs, seeking advice where appropriate</li> <li>• Awareness of own limitations</li> <li>• Understands and acts in line with NMC professional standards for practice contained within The Code</li> <li>• Possess the knowledge expected of a Nursing Associate, as recommended within the NMC Standards of proficiency for Nursing Associates</li> <li>• Understanding of basic physiology, e.g. normal vital signs, fluid balance, nutritional requirements, etc.</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> </ul>	<ul style="list-style-type: none"> <li>• Strong understanding of evidence-based practice</li> <li>• Completion of a HCA development programme</li> <li>• Evidence of recent work-based learning or self-directed learning</li> <li>• Understanding of the importance of the promotion of health and wellbeing</li> <li>• Understanding of SystmOne and ability to manage allocation of patients within</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>



<ul style="list-style-type: none"> <li>Understanding of the importance of following procedures and treatment plans</li> </ul>		
<b>QUALIFICATIONS &amp; TRAINING</b>		
<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</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> <li>Completion of End Point Assessment for applicants who have undertaken the apprenticeship route</li> <li>When English is spoken as a second language, must have an IELTS score of 7.0</li> <li>Evidence of continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>Essential induction training and experience</li> <li>5 GCSEs Grade A-C to include Maths and English</li> <li>Level 3 Health related qualification</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> </ul>
<b>EXPERIENCE</b>		
<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
<ul style="list-style-type: none"> <li>Experience of working in teams under appropriate supervision as part of a multi-disciplinary team</li> <li>Be able to demonstrate ability to work in the area for which an application is made</li> </ul>	<ul style="list-style-type: none"> <li>Experience of health coaching and promoting independent living</li> <li>Previous experience of working within an acute health / healthcare setting</li> <li>Evidence of involvement in support and development of less experienced staff</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> </ul>

<ul style="list-style-type: none"> <li>• Experience with the public, demonstrating good customer care skills</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>	and/or students	
<b>PERSONAL ATTRIBUTES</b>		
<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
<ul style="list-style-type: none"> <li>• Courteous, respectful and helpful at all times</li> <li>• Positive and caring attitude</li> <li>• Enthusiastic</li> <li>• Passionate about delivering safe care</li> <li>• Reliable</li> <li>• Trustworthy</li> <li>• Adaptable</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> </ul>
<b>SKILLS</b>		
<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
<ul style="list-style-type: none"> <li>• Ability to take part in reflective practice and clinical supervision activities</li> <li>• Ability to work on own initiative, to organise and prioritise own delegated workload, with evidence of good time management skills</li> <li>• Ability to deal with non- routine and unpredictable nature of workload and</li> </ul>	<ul style="list-style-type: none"> <li>• Intermediate information technology skills</li> <li>• Advanced skills above and outside what is expected of a Nursing Associate as recommended within the NMC Standards of proficiency for Nursing Associates</li> <li>• Experience of performing insulin</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>

<p>individual patient contact</p> <ul style="list-style-type: none"> <li>• Ability to communicate effectively (written, verbal and non-verbal communication) with patients/relatives and carers, the public, 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> <li>• Basic information technology skills</li> <li>• Possess the skills expected of a Nursing Associate, as recommended within the NMC Standards of proficiency for Nursing Associates</li> </ul>	<p>administration alongside IM/Sub-cutaneous injections</p>	
<b>OTHER</b>		
<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
<ul style="list-style-type: none"> <li>• Ability to work across the entire Trust, as required by the needs of the service</li> <li>• You must be able to travel independently throughout the community.</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance at foundation improvement training and the new and aspiring leaders program within first year of role</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>

## APPENDIX 1

### General Requirements:

- **Communications and Working Relations**

The post-holder must treat colleagues in a manner that conveys respect for the abilities of each other and a willingness to work as a team.

- **Policies and Procedures**

All duties and responsibilities must be undertaken in compliance with the Trust's Policies and Procedures.

- **Health and Safety**

The post-holder must be aware of the responsibilities placed upon themselves under the Health & Safety at Work Act (1974), subsequent legislation and Trust Policies; to maintain safe working practice and safe working environments for themselves, colleagues and service users.

The Nursing Associate will:

- Be responsible for taking reasonable care with regard to him/her as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post-holder in accordance with the Trust's policies on Health and Safety at Work.
- Report any incidents of breaches of Health and Safety and report any dangerous acts or omissions that are seen in the course of duty that compromise the Health and Safety of staff or patients using the Trust Health and Safety policy
- Comply with audit recommendations and risk assessment recommendations to make the workplace and work practice safer
- Assist when required to do so, in any risk assessment activity undertaken.
- Promote health and safety maintaining best practice in health, safety and security
- Share ideas with colleagues to improve care and suggest areas for innovation
- Contribute to the improvement of service by reflecting on own practice and supporting that of others
- Regularly attend workplace and staff engagement meetings and contribute positively to discussions about the improvement of care
- Frequently use concentration and experience work patterns which are unpredictable with regular interruptions, some requiring immediate response
- Maintain a professional approach while working in challenging, distressing situations or dealing with challenging behaviour
- Support individuals, their families and carers when faced with unwelcome news and life

changing diagnoses

- Have exposure to VDU screen
- Use frequent moderate effort when undertaking carrying out the manual handling of individuals and equipment in line with organisational guidelines
- Use skills of manual dexterity and manipulation of clinical instruments and equipment
- Use a combination of standing, walking bending and stretching throughout the shift
- Dependent on care setting, have frequent exposure to highly unpleasant working conditions e.g. dealing with uncontained body fluids and difficult aggressive behaviour
- Undertake in-service training relevant to the post.
- Work to standard operating procedures with registered care professionals available for reference
- Raises any concerns to a registered care professional or appropriate person

- **No Smoking**

All Health Service premises are considered as non-smoking zones; the post-holder must familiarise themselves with the Trust's Smokefree Policy (G35)

- **Confidentiality**

All personnel working for, on behalf of or within the NHS are bound by a legal duty of confidentiality (Common Law Duty of Confidentiality). The post-holder must not disclose either during or after the termination of their contract, any information of a confidential nature relating to the Trust, its staff, its patients or third party, which may have been obtained in the course of their employment.

- **Equal Opportunities**

The Trust believes that equality of opportunity and diversity is vital to its success and an essential prerequisite to the achievement of its goals in delivering seamless, high quality, safe healthcare for all, which is appropriate and responsive to meeting the diverse needs of individuals. In working towards achieving our goals, it is important that staff and users of our service are treated equitably, with dignity and respect, and are involved and considered in every aspect of practice and changes affecting their employment or health care within the Trust.

- **Infection Control**

The post-holder will ensure that they follow the Trust's hospital infection prevention and control (HIC) policies and procedures to protect patients, staff and visitors from healthcare-associated infections. They will ensure that they perform the correct hand hygiene

procedures (as described in HIC 14), when carrying out clinical duties. He or she will use aseptic technique and personal protective equipment in accordance with Trust policies. All staff must challenge non-compliance with infection, prevention and control policies immediately and feedback through the appropriate line managers if required.

- **Safeguarding Children and Adults**

The Trust takes its statutory responsibilities to safeguard and promote the welfare of children and adults very seriously. The Board of Directors expects all staff will identify with their manager during the SDR process their own responsibilities appropriate to their role in line with statute and guidance. This will include accessing safeguarding training and may include seeking advice, support and supervision from the trust safeguarding children or safeguarding adult teams. Where individuals and managers are unclear of those responsibilities they are expected to seek advice from the safeguarding teams.

**This job description is intended as a guide to the duties and responsibilities of the post and should not be regarded as a complete list of those required to be fulfilled. The contents may be amended from time to time subject to developing the service and meeting the Organisations and Settings Policies and Procedures.**