



Hampshire Hospitals  
NHS Foundation Trust

# Application & Recruitment Pack



**LIFE CHANGING  
CHANGING LIVES**

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# *Welcome from Chief Executive Officer Alex Whitfield*



Dear Candidate,

Thank you for your interest in this post and for taking time to read this information pack. We hope this exciting and rewarding role catches your imagination and you are encouraged to apply and contribute to providing outstanding care for the people of Hampshire.

Our vision is to provide outstanding care for every patient. Patient care is at the heart of what we do at our three sites Basingstoke and North Hampshire Hospital, Royal Hampshire County Hospital in Winchester and Andover War Memorial Hospital. Hampshire Hospitals NHS Foundation Trust provides medical and surgical services to a population of approximately 600,000 across Hampshire and parts of West Berkshire.

We provide specialist services to people across the UK and internationally. We are one of only two centres in the UK treating pseudomyxoma peritonei (a rare form of abdominal cancer) and we are leaders in the field of tertiary liver cancer and colorectal cancer.

The trust employs over 8,600 staff and has a turnover of over £450 million a year. As a Foundation Trust, we are directly accountable to our members through the governors. The Council of Governors represent the interests of their constituencies and influence the future plans of the Foundation Trust.

We expect the post holder to uphold the trust's CARE values:

**COMPASSION** caring about our patients and our staff

**ACCOUNTABLE** and responsible, always improving

**RESPECT** for all colleagues, patients and their families

**ENCOURAGING** and challenging each other to always do our best

We are really excited to hear from you and look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink that reads 'Alex'.

Alex Whitfield, chief executive

# Job Description

<b>JOB DESCRIPTION</b>	
<b>Job Title:</b>	Registered Nursing Associate
<b>Department:</b>	Emergency Department
<b>Division:</b>	Medicine
<b>Salary Band:</b>	Band 4
<b>Accountable To:</b>	Clinical Matron
<b>MAIN PURPOSE</b>	
<ul style="list-style-type: none"> <li>To contribute to the provision and monitoring of high quality individualised nursing care in accordance with agreed policies and procedures</li> <li>To work in collaborative and co-operative manner</li> <li>To develop personally and professionally to undertake all aspects of the Band 4 role</li> </ul>	
<b>KEY WORKING RELATIONSHIPS</b>	
<ul style="list-style-type: none"> <li>Ward staff, Admin &amp; Clerical, Therapy staff, Medical staff, Pharmacy staff</li> </ul>	
<b>GENERAL DUTIES</b>	
<p>It is important that personal limitations in knowledge and competence are acknowledged by the practitioner and that those duties in which they do not feel competent are declined.</p> <p>You will undertake the following duties, referring to a Registered Nurse when required. Practitioners are personally accountable for their practice and recognising their professional limitations.</p> <p><b>ASSESSMENT OF CARE</b></p> <ul style="list-style-type: none"> <li>Receive patients and their relatives in a calm, courteous and reassuring manner, providing appropriate information and support.</li> <li>Recognise and acknowledge personal beliefs and wishes of patients.</li> <li>Communicate with individuals in ways which are appropriate to them and take account of their needs and requests.</li> <li>Recognise potential safeguarding issues and escalate concerns as per Trust policy.</li> <li>Obtain, pass on and record information relating to all aspects of care accurately and in a timely manner.</li> </ul>	

- Participate in patient assessment e.g. initial information gathering from the patient related to physical conditions and social situation.
- To be involved in risk assessment of patients as appropriate, including falls, acuity, nutrition, pressure ulcer prevention, infection control and manual handling.
- Collect and record pump infusions ensuring accurate fluid balance monitoring and record keeping is maintained.

#### **PLANNING OF CARE**

- Formulate in conjunction with a Registered Nurse a plan of care for the patient.
- Handover care of patients both formally and informally.
- In conjunction with a Registered Nurse amend care plans accordingly for patients.
- Make referrals to clinical specialists as appropriate and within scope of the practice.
- Undertake discharge planning, in conjunction with the multidisciplinary team, patients and relatives and ensure the appropriate discharge of patients.

#### **DELIVERY OF CARE**

- Respect and maintain the patient's privacy and dignity at all times.
- Ensure accurate and timely recording of all observations and report any abnormal finding to a Registered Nurse.
- Assist with dietary and fluid intake and monitor and record as appropriate.
- Assist patients with menu choices, taking account of any dietary requirements and offer alternatives depending on patient's medical condition as appropriate.
- Assist patients to meet hygiene and elimination needs, providing support as required.
- Recognise situations where emotional and spiritual support are required and offer appropriate intervention, referring to the multidisciplinary team as needed e.g. chaplaincy etc.
- Provide patient and families with information on health promotion to support them in making choices for healthy living.
- Escalate concerns in relation to the patient's clinical condition and care to the Registered Nurse in charge and multi-professional team, including use of early warning score as appropriate, within scope of practice.
- Instigate appropriate action in an emergency situation, as per current Trust policy.
- Collect any requested specimens and send to the appropriate department, documenting in the patient's notes.
- Take laboratory results via the telephone and computing system, reporting these to the Registered Nurse in charge.
- Assist with bed making, cleaning tasks, errands or general duties appropriate to the clinical area as required.
- Ensure adherence to manual handling and infection control policies.
- Ensure that all equipment is in good working order and ready for immediate use. Report any faults as per Trust process.
- Safely escort patients to/from wards/departments as per current Trust/Care Group policy.

- Administer medications as per Trust policy having completed the appropriate competency assessment and adhering to any national and professional guidance.

#### **EVALUATION OF CARE**

- Document all care given and any other patient contact in nursing notes in a comprehensive and concise manner, adhering to the NMC guidelines for records and record keeping.
- Represent a caseload of patients at ward round and case conference where appropriate.
- Accurately collect and record data in a timely way to support patients care and discharge planning.
- Analyse patient data to identify and implement patient care needs.
- Participate in research, audit and quality improvement initiatives delegated by the ward manager and appropriate to role and scope of practice.

#### **CLINICAL SKILLS**

- Achieve the competencies as set out in the relevant competency document, this may include extended roles specific to the clinical area.
- To be able to venesect and cannulate patients if appropriate to clinical setting.
- Carry out ECG's if appropriate to role.

#### **SUPERVISION AND DEVELOPMENT OF OTHER STAFF**

- Supervise healthcare assistants to undertake clinical activities on a day-to-day basis as agreed with the ward manager.
- Support the development, training and assessment of healthcare assistants and other learners, within scope of practice.
- To be involved in induction of any new staff to the clinical area e.g. healthcare assistants, ward clerks, porters, students and Registered Nurses.
- If a Nursing Associate, after the completion of appropriate training, act as practice supervisor in line with the NMC standards.

#### **DEVELOPMENT OF SELF**

- Maintain and improve the knowledge and skills required to perform all agreed health care activities competently through appropriate continuing personal development (CPD) as agreed through appraisal and recorded on the personal development plan (PDP).

#### **PRINCIPLES OF CONDUCT**

- Recognise direct and indirect discrimination and ensure that discriminatory behaviour from any source is responded to in an appropriate manner.
- Work within Trust policies to maintain confidentiality of verbal and written information obtained in the course of duty and ensure that any disclosure is consistent with statutory requirements and Trust policy.
- Comply with Trust Health & Safety and Control of Infection policies, to contribute to the safety and security of individuals and their belongings and to ensure that hazards associated with

treatment, infection risks or spillages are communicated to appropriate persons and/or dealt with as soon as possible.

- Adhere to all Trust and Divisional/Care Group Policies and Procedures at all times.

#### **DUTY OF CARE**

You are responsible for ensuring that the patient, family and carers are at the centre of everything you do.

Be open, honest, and willing to acknowledge when something has gone wrong. Make timely apologies and take action to report incidents, including near misses; to ensure that as an organisation we learn.

You should continuously seek to reduce harm by speaking up to managers and leaders if you believe that a lack of skills, knowledge, or resources place patients at a risk of harm or if your concerns are not being listened to. Managers and leaders must listen to others when they raise concerns and take action.

Wholeheartedly commit to learning about safety, continually striving to improve excellent care. Develop your own ability to detect and correct defects.

#### **NHS standards of business conduct and professional registration**

All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.

All Clinical professionally regulated staff must abide by the codes of conduct issued by their respective regulatory bodies (e.g. NMC, GMC, HCPC) and ensure that they maintain updated registration as required by the role.

#### **TRUST VALUES**

Our values help us in what we do and how we do it. It is important that you understand and use these values throughout your employment with the Trust to define and develop our culture.

The post holder will be:-

- **Compassionate, caring about our patients.**
- **Accountable and responsible, always looking to improve.**
- **Respectful for all and show integrity in everything.**
- **Encouraging and challenging each other to always do our best.**

#### **ADDITIONAL INFORMATION**

This job description is designed to assist post holders with understanding what is expected of them in their role. Hampshire hospitals NHS Foundation Trust may ask them to undertake other duties, as required,

which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Appendix A to this Job Description and Person Specification details key information you should be aware of.

# Person Specification

<b>PERSON SPECIFICATION</b>	
<b>Job Title: Nursing Associate</b>	
<b>Training &amp; Qualifications</b>	
Essential	Desirable
<ul style="list-style-type: none"> <li>Registered Nursing Associate on the NMC register.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Associate practitioner with a health-related Foundation Degree e.g. Foundation Degree in Health and Social Care.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Overseas nursing qualification without NMC registration. Evidence of numeracy, literacy and IT skills – minimum national qualification level 2.</li> </ul>	<ul style="list-style-type: none"> <li>Acute apprenticeship units as appropriate to HHFT Care Group/Divisional requirements.</li> <li>Assessed as competent to administer medications.</li> <li>Extended clinical skills e.g. venesection/cannulation.</li> <li>Care Certificate.</li> </ul>
<b>Experience &amp; Knowledge</b>	
Essential	Desirable
<ul style="list-style-type: none"> <li>Experience of working under appropriate supervision as part of a multidisciplinary team.</li> <li>Experience of providing and receiving complex, sensitive information.</li> <li>Knowledge of nursing procedures and practices in an acute hospital setting.</li> </ul>	<ul style="list-style-type: none"> <li>Supervision training e.g. TAQA.</li> </ul>
<b>Skills &amp; Ability</b>	
Essential	Desirable
<ul style="list-style-type: none"> <li>To work within a team, delegate and escalate in line with role and scope of practice.</li> <li>Ability to organise and prioritise own delegated workload.</li> <li>Ability to deal with non-routine and unpredictable nature of workload and</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 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 (if appropriate) and act as a role model to nursing associate students, other learners and health care support workers as required within clinical setting.</li> <li>• Able to use IT facilities / information retrieval.</li> <li>• Ability to take part in reflective practice and clinical supervision activities.</li> <li>• Evidence of coping with changing work demands.</li> <li>• Evidence of patience, dependability and motivation.</li> <li>• Insight into how to evaluate own strengths and develop needs, seeking advice where appropriate.</li> <li>• Excellent interpersonal skills</li> </ul>	
<b>Other Specific Requirements</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Health and physical abilities sufficient for the post (if necessary with reasonable adjustments with respect to disability provisions within the Equality Act 2010.</li> <li>• Understanding of the scope of the role of the Band 4 in context of the nursing and interdisciplinary team and the organisation, and how the role may contribute to service development.</li> <li>• Knowledge of when to seek advice and escalate to the appropriate professional for expert help and advice.</li> <li>• Understanding of the importance of following procedures and treatment plans.</li> <li>• Ability to work flexible hours across all sites.</li> <li>• Car Driver.</li> </ul>	

**For Registered Nursing Associates**

Understand and acts in line with NMC professional standards for practice contained within The Code.  
Understands the requirements for NMC professional revalidation.

**Post holders signature:** ..... **Date:** .....

**Managers' signature:** ..... **Date:** .....

# Appendix A

## ADDITIONAL INFORMATION APPLICABLE TO ALL POSTS

### **Confidentiality**

During the course of your employment, you may see, hear or have access to information on affairs of patients and staff. Post holders may only use such information as appropriate to carry out their normal duties.

Post holders must not disclose personal, clinical or commercial information to any unauthorised third party; any such disclosure will be investigated and may lead to disciplinary action and possible dismissal.

These obligations are in line with common law duty, the Caldicott principles on patient data, the Data Protection Act, the Freedom of Information Act and other legislation which apply both during employment and after the termination of employment.

### **Equality and Diversity**

The post holder must comply with all Trust policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.

The post holder must promote equality, diversity and human rights for all and treat others with dignity and respect. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

### **Quality & Safety**

Patient, service/facility user and staff safety is paramount at Hampshire Hospitals NHS Foundation Trust.

The post holder will promote a just and open culture to reporting of incidents and adverse events. To ensure the practice of self and others is at all times compliant with both the safeguarding children's policy and guidance and vulnerable adult's policy.

The post holder should be aware of current health and safety policies of the Trust. They must attend all mandatory health and safety training. They are also required to maintain a safe working environment for patients, visitors and employees and report any accidents or dangerous incidents promptly. They should use protective clothing and equipment where provided.

### **Vetting & Barring Scheme**

The Vetting and Barring Scheme was created to ensure that the Trust has the most robust system possible for preventing those who seek to harm children, or vulnerable adults, from gaining access to them through work or volunteering.

It is a criminal offense for someone Barred from regulated activity working with vulnerable adults or children to seek this employment. Any employer who knowingly pursues the employment of someone Barred from working with vulnerable adults or children are liable for prosecution.

### **Infection Control**

To ensure the practice of self and others is at all times compliant with infection control policy and procedures. Hand hygiene must be performed before and after contact with patients and their environment.

### **Governance and Risk**

Adhere to all Trust policies, procedures and guidelines. Follow professional and managerial codes of conduct as applicable to the role. Take active steps to prevent theft or fraud in the workplace.

### **Duty of Candour**

The post holder is also required to ensure compliance with the statutory 'duty of candour'. This is a legal duty to inform and apologise to patients if there have been mistakes in their care that have led to significant harm. It is aimed at helping patients receive accurate, truthful information from health providers achieving a wholly transparent culture.

### **Safeguarding**

Employees must at all times treat all patients with dignity and respect and ensure that vulnerable adults and children are safeguarded from abuse and neglect within the provisions of the Trust's Policies.

### **MCA**

All employees are required to have regard for the Mental Capacity Act code of Practice, regardless of their role within the organisation. Employees are responsible for ensuring that they use the Act as appropriate in the course of their day to day duties. Training is available to staff, as are materials to help support employees to embed the provisions of the Act.

### **Training & Personal Development – Continuous Professional Development**

There is a requirement for all Trust Employees to take part in the annual appraisal process; this can be in the capacity of facilitating staff appraisals and participating in their own appraisal and development plan.

The post holder must take responsibility in agreement with his/her line manager for his/her own personal development this includes attending all Trust Statutory and Mandatory training allocated for the role.

In addition the post holder must be aware of their education responsibilities within their area of work. All Healthcare Professionals have a responsibility to support and educate students / trainees and other learners in practice.

### **Climate Action and Sustainability**

- **Green Plan:** Ensure that the role and working practices contribute to the implementation of the Trust's Green Plan.
- **Carbon emissions:** Use the most sustainable and lowest carbon ways of working.
- **Sustainability:** Wherever possible reduce waste and maximize recycling. Phase out single use plastic items and switch to re-usable ones, where appropriate.
- **Procurement:** Where goods and services are procured, that the most sustainable items with the lowest carbon impact are selected.
- **Digital:** Maximize the use of digital solutions and reduce use of paper, where possible.
- **Care Pathways:** Streamline care pathways and reduce patient travel, where clinically appropriate.
- **Adaptation:** Identify ways to mitigate the risks of climate change and take steps to adapt, where needed (e.g. to stop buildings from overheating.)