

A4C Banding No: P2724

Job Description

TITLE:	Nurse Associate
DEPARTMENT:	Adult and Specialist Rehabilitation Division
LOCATION:	HMP Birmingham
PROFESSIONALLY ACCOUNTABLE TO:	Director of Nursing and Therapies
CLINICALLY ACCOUNTABLE TO:	Senior Sister/Charge Nurse
BAND:	4
HOURS:	37.5

Job Purpose

The Nurse Associate will deliver high quality, holistic, compassionate and fundamental patient and client care as part of the nursing team under the direction of a Registered Nurse (or other registered care professional dependent on the setting).

The Nurse Associate will focus on specific delegated clinical tasks focusing on the direct needs of the individual whilst promoting health and independence.

The Nurse Associate can deliver complex care, defined as patients with complex care needs with a combination of multiple chronic conditions, mental health issues, medication-related problems, and social vulnerability if a specific protocol has been written for that group of employees

Responsible for

No direct reports
No financial responsibility

Main Duties

1. 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

2. Perform and record clinical observations including blood pressure, temperature, respirations, pulse
3. Undertake clinical tasks including wound care, application of compression therapy, administration of medication including subcutaneous, oral and rectal, catheter reinsertions, blood glucose monitoring, oral suctioning and any other clinical intervention that is competency based and listed for a nursing associate
4. Accurately record nutritional and fluid intake
5. Ensure the privacy, dignity and safety of individuals is maintained at all times
6. Demonstrate the ability to recognise changing priorities seeking advice and guidance from the Registered Nurse or other registered care professionals as appropriate
7. Report back and share information with the registered nurses on the condition, behaviour, activity and responses of individuals
8. Recognise issues relating to safeguarding vulnerable children and adults and report any problems or raise concerns to the appropriate registered care professionals
9. Assist in the assessment of and contribute to the management of risk across several areas within the environment where care is being administered carrying out risk assessments
10. Assist in the implementation of appropriate action to meet the specific physical, emotional and psychological, social, cultural and spiritual needs of individuals and carers
11. Assist in the delivery of complex care as prescribed by the registered nurse
12. Develop understanding of caring for individuals with particular conditions for example dementia, mental illness, learning disabilities
13. Develop skills in relation to coaching/teaching individuals/carers/other staff
14. Assist with the implementation and monitoring of clinical standards and outcomes
15. Develop a working knowledge of other providers' resources and referral systems to ensure individual's needs are met, within parameters of practice
16. Engage in reflective practice including management of self and reflection on own reactions, asking questions and reflecting on answers given
17. Demonstrate good understanding of principles of consent and ensure valid consent is obtained prior to undertaking nursing and care procedures

18. 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
19. Promote health and safety maintaining best practice in health, safety and security
20. Share ideas with colleagues to improve care and suggest areas for innovation
21. Participate in audit activities being undertaken in area of practice
22. Contribute to the improvement of service by reflecting on own practice and supporting that of others
23. Adhere to legislation, policies, procedures and guidelines both local and national Regularly attend workplace and staff engagement meetings and contribute positively to discussions about the improvement of care
24. 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
25. Demonstrate those inter-personal skills that promote clarity, compassion, empathy, respect and trust
26. Contribute to team success and challenge others constructively
27. Communicate with individuals, carers and other visitors in a courteous and helpful manner, whilst being mindful that there may be barriers to understanding
28. Report to appropriate registered care professional information received from the individuals, carers and members of the team
29. Ensure all patient related information is treated sensitively and adhere to the principals of confidentiality at all times
30. Report any accidents or incidents and raise any concerns as per organisational policy
31. Ensure clear, concise, accurate and legible records and all communication is maintained in relation to care delivered adhering to local and national guidance
32. Ensure ability to manage electronic records system taking cognisance of need to protect access (ID, passwords, swipe cards)
33. 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

34. Exercise judgment in assessing patient condition, comfort and wellbeing using analysis of a range of possible factors
35. 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
36. Use frequent moderate effort when undertaking carrying out the manual handling of individuals and equipment in line with organisational guidelines
37. Use skills of manual dexterity and manipulation of clinical instruments and equipment
38. Use a combination of standing, walking bending and stretching throughout the shift
39. Exercise personal duty of care in the safe use and storage of equipment

To undertake other duties commensurate with this grade of post in agreement with the relevant line manager.

To minimise the Trust's environmental impact wherever possible, including recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

Key Relationships

To establish effective working relation with the following:
Matrons, Senior Nurses, therapists, Doctors, Divisional Director of Nursing & Therapies, Members of MDT

Performance Management

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying their own training and development need

Health & Safety at Work

Attention is drawn to the responsibility of all employees to take reasonable care for the health & safety of themselves and other people who may be affected by their actions at work.

Equal Opportunities

Birmingham Community Healthcare NHS Foundation Trust is committed to being an equal opportunities employer and welcomes applicants from people irrespective of age, gender, race and disability.

Safeguarding

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

Smoking

The Trust operates a No Smoking policy.

Mobility

Whilst the postholder will be based at HMP Birmingham this is a Trust wide appointment and travel around the Trust may be required.

Confidentiality

Your attention is drawn to the confidential nature of information collected within the National Health Service. The unauthorised use or disclosures of patient or other personal information is regarded as gross misconduct and will be subject to the Trust's Disciplinary Procedure and, in the case of both computerised and paper-based information, could result in a prosecution for an offence or action for civil damages under the Data Protection Act 1998.

Sustainability

The Trust attaches great importance to sustainability and Corporate Social Responsibility. It is therefore the responsibility of all members of staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities.

Dignity in Care

Birmingham Community Healthcare NHS Foundation Trust (BCHC) is committed to providing dignity in care for all our patients and service users across the Trust.

All staff, workers, volunteers, students and individuals undertaking work experience/shadowing, irrespective of the role they specifically undertake, are required to adhere to BCHC's vision, values and professional standards. This also involves working with and alongside colleagues and partners, demonstrating a duty of candour (i.e. honesty and straightforwardness), openness and accountability in order to achieve high quality and the best possible care outcomes for our patients, service users and the local community.

Infection Prevention and Control

The Trust is committed to minimising any risks of healthcare associated infection to patients, visitors and staff. All employees must attend Infection Prevention and Control training as required for their post. Employees must be familiar with and comply with Infection Prevention and Control policies available on the Intranet.

Job Description

This job description will be subject to discussion and reviewed on an annual basis within the appraisal process.

POST HOLDER'S SIGNATURE:

DATE:

A4C Banding No: P2724

PERSON SPECIFICATION

Title	Nurse Associate	Band	4
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Example key areas	Job requirements	W	How identified	Candidate score	Comments
Qualifications training / Level of education; Professional qualifications; Vocational training; Post basic qualifications; Training and learning programmes/courses	<ul style="list-style-type: none">• Registered Nursing Associate on the NMC register• Nursing Associate foundation degree qualification• GCSE Grade A-C in Maths & English or skills level 2 Maths & English or equivalent	E E E	AF AF AF		

Example key areas	Job requirements	W	How identified	Candidate score	Comments
Experience Length and type of experience Level at which experience gained	<ul style="list-style-type: none"> • Experience of working in teams under appropriate supervision as part of a multi-disciplinary team • Insight into how to evaluate own strengths and development needs, seeking advice where appropriate • Experience of providing and receiving complex, sensitive information 	E E E	AF/I AF/I AF/I		
Skills/knowledge Range and level of skills Depth and extent of knowledge	<ul style="list-style-type: none"> • 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 • Understands and acts in line with NMC professional standards for practice contained within The Code. 	E E	AF/I AF/I		

Example key areas	Job requirements	W	How identified	Candidate score	Comments
	<ul style="list-style-type: none"> • Ability to communicate effectively (written, verbal and non verbal communication) with patients/relatives and carers and all members of the multi-disciplinary team. • Ability to develop effective and appropriate relationships with people, their families, carers and colleagues • 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. 	E	AF/I		
		E	I		
		E	I		

Example key areas	Job requirements	W	How identified	Candidate score	Comments
Other job requirements	Ability to travel across sites	E	I		
	HM Prison Security / Vetting Clearance required	E			
Overall Candidate score					

W (Weighting) - E = Essential D= Desirable

How identified = Application = AF; Interview = I; Test = T; Presentation = P.