

JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE:	Nursing Associate
DIVISION:	SCIC
SALARY BAND:	Band 4
RESPONSIBLE TO:	Clinical Nurse Manager (CNM)
ACCOUNTABLE TO:	SCIC Ward Matron
HOURS PER WEEK:	37.5

JOB SUMMARY:

The Nursing Associate (NA) 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 NA works independently under the leadership of registered nurses, working within the sphere of nursing and care and within all aspects of the nursing process.

NA's will work as part of the nursing establishment on SCIC, working alongside highly skilled NMC registered and unregistered staff. They will be an essential part of the multi- disciplinary integrated patient care on SCIC.

The registered nurse will take the lead with the assessment, planning and evaluation of patient care and the NA will undertake, deliver and monitor the care. NAs will not be allocated to be the nurse in charge.

NAs are not to have any involvement with controlled drugs which includes checking unless the proficiency on medicine management and IV administration of drugs has been achieved.

NAs can second check IV drug administration but are not to administer IV drugs during the first year until completion of their Preceptorship programme.

The role requires the post holder to undertake internal rotation- early, late, long day and night shifts.

Date of the JD review: 24/01/2024

MAIN DUTIES AND RESPONSIBILITIES

Royal National Orthopaedic Hospital NHS Trust

The post holder will offer World Class Care to service users, staff, colleagues, clients and patients alike so that everyone at the RNOH can feel:

Patients first, *always*

Excellence, *in all we do*

Trust, honesty and respect, *for each other*

Equality, *for all*

1. CLINICAL RESPONSIBILITIES

- a. To practice according to the NMC Code of Professional Conduct.
- b. To maintain a professional behaviour at all times and promote a positive image of the Royal National Orthopaedic Hospital NHS Trust at all times, in line with World Class Care values.
- c. To prioritise and manage own workload
- d. To maintain patient confidentiality and dignity at all times.
- e. Ensure nursing care is delivered using an individualised approach.
- f. Ensure that all patients receive a high standard of nursing care.
- g. To monitor the condition and health needs of people within their care on a continual basis in partnership with people, families and carers
- h. To contribute to ongoing assessment, recognising when it is necessary to refer to others for reassessment
- i. To communicate effectively with colleagues, providing clear verbal, digital or written information and instructions when sharing information, delegating or handing over responsibility for care
- j. Recognise and report any situations, behaviours or errors that could result in poor care outcomes
- k. To undertake all nursing procedures in accordance with Trust policies and ensure that these procedures and policies are understood and adhered to by all staff, within own management responsibility
- l. The nursing associate is able to safely demonstrate and maintain competence of the following procedures:-
 - use manual techniques and devices to take, record and interpret vital signs including temperature, pulse, respiration, pulse oximetry
 - safe administration of medicines via oral, topical and inhalation,
 - safe administration of injections using subcutaneous and intramuscular routes

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- administration of medicines via the enteral route
 - administer enemas and suppositories
 - undertake routine venepuncture and ECG
 - Measure and interpret blood glucose levels etc.
- m. Participate in the admission and discharge planning process in conjunction with the multi-disciplinary team.
- n. Ensure that all patient documentation is accurate and comprehensive.
- o. Maintain good communication with all health care staff and ensure prescribed treatment is carried out.
- p. Ensure the safe custody and safe administration of medicines and report any discrepancies.
- q. Complete the Trust's IV Drug Administration Workbook, and be able to competently administer intravenous medications
- r. Participate in the promotion of patient education and health promotion.
- s. To assist in the safe transfer of patients throughout the unit as per trust policy.
- t. Ensure proficiency with equipment before use in accordance with local policy and manufacturer's instructions.
- u. Report appropriately any deficits, breakages, and faulty equipment to the CNM or nurse in charge.
- v. Support and observe the patient as delegated by the registered practitioner reporting concerns or changes in the patient's condition promptly.
- w. Assisting in the measurement and recording of fluid input/output.
- x. Working as part of a multi-disciplinary team for the benefit of the patient, appreciating each member of the team's needs and role.
- y. Safely handling, recording and dispatching specimens in line with local policy.
- z. Disposing of clinical waste safely and appropriately, in line with trust policy.
- aa. To monitor the condition and health needs of people within their care on a continual basis in partnership with people, families and carers.
- bb. Capturing and maintaining patient data/documentation and any information required for auditing/quality issues.
- cc. Utilising effective communication skills
- dd. Contribute to the assessment of needs and the planning, evaluation and review of individualised care planning for patients.

- ee. Deliver evidence-based clinical care to patients as required within predetermined protocols.
- ff. Ensure your actions support the care, protection and well-being of patients as well as supporting equality, diversity and responsibilities of others.
- gg. Communicate effectively and complete records for patients, relaying information to colleagues/patients and carers demonstrating a variety of communication skills.
- hh. Conduct handover between healthcare personnel.
- ii. Exercise a degree of autonomy depending upon the complexity and risk of procedures, working within the limitations of the role.
- jj. Form a professional judgment of a patient's health and modify intervention/treatment as appropriate, notifying a Registered Practitioner accordingly.
- kk. Assess and evaluate a range of observations in a holistic manner by interpreting, documenting and reporting findings.
- ll. Report adverse signs to Registered Practitioner/Medical Staff.
- mm. To undertake all care in accordance with Trust policies and ensure that these procedures and policies are understood and adhered to by all staff, within own management responsibility.
- nn. To supervise unqualified staff, to ensure that they have the knowledge, skills and resources to carry out delegated aspects of care.
- oo. Be flexible with working hours to facilitate the smooth running of the unit.

2. RESPONSIBILITY FOR PATIENTS

- a. To act in the best interests of the people they care for.
- b. To be responsible for their actions.
- c. To use knowledge and experience to make evidence based decisions and solve problems.
- d. To recognise and work within the limits of their scope of proficiency.
- e. To put people first and provide nursing care that is person-centred, safe and compassionate.
- f. To liaise with the registered nurse regarding the plans of care for the patient and to provide and monitor this care contributing to the ongoing perioperative assessment and evaluation.
- g. Improve the quality of care by contributing to the continuous monitoring of peoples experience of care.
- h. To identify risks to safety or experience and take appropriate action, putting the best interests , needs and preferences of people first,

- i. To ensure high standards of care are given to all patients, monitoring this through spot checks and clinical quality indicators outcome measures.
- j. To ensure that all patients are cared for in a clean and well-maintained clinical area, ensuring that all staff are aware that they are directly responsible.
- k. To support people to improve and maintain their mental, physical and behavioural health and wellbeing.

3. RESPONSIBILITY FOR POLICY AND SERVICE DEVELOPMENT

- a. In collaboration with the Clinical Nurse Manager, audit agreed clinical guidelines of practice, policies and benchmarks within area of clinical responsibility.
- b. To ensure that all staff act in accordance with Trust policies such as Infection Prevention and Control, Confidentiality, Health & Safety and Equal Opportunities.
- c. To contribute to the development of, and implementation of, local and trust wide policies, procedures, guidelines and protocols.
- d. To be aware of the nursing research process and current trends.
- e. To recognise concerns about levels of care or incidents involving patients escalating to the SCIC Nurse in charge/ CNM and reporting via the Trust's incident reporting system.
- f. To participate in data collection to support audit activity and contribute to the implementation of quality improvement strategies.
- g. Be an active member of the multi-disciplinary team, ensuring good communication with other departments.

4. RESPONSIBILITY FOR FINANCIAL AND PHYSICAL RESOURCES

- a. To take an active role in the SCIC environment needs, being alert to possible sources of cross-infection, maintaining safe and clear walkways areas, ensure fire exits remain clear and equipment and supplies are stored correctly.
- b. To be responsible for ensuring confidentiality and safekeeping of patient records.
- c. To be accountable for efficient and economical use of ward supplies.
- d. To have an awareness of cost implications and assist in the management of resources within the clinical area e.g. equipment, consumables and supplies.

5. RESPONSIBILITY FOR LEADING AND MANAGING

To take an active role in the induction and orientation of new staff to the area.

To support, supervise and develop newly-registered Nursing Assistants, Trainee Nursing Associates and other learners.

- a. To demonstrate effective time management and prioritisation of workload in collaboration with the nurse in charge.
- b. To demonstrate effective supervision skills by providing clear instructions and explanations when supervising others.
- c. To provide clear instructions and checking understanding when delegating care responsibilities to others.
- d. To provide constructive feedback and encouragement in relation to care delivered by others.
- e. To support the Registered Nurse and other healthcare professionals in the assessment, planning, delivery and evaluation of high quality, evidence-based person-centred care.
- f. To act professionally at all times and portray a positive image of nursing and the ward at all times.
- g. To be able to work unsupervised.

6. RESPONSIBILITY FOR INFORMATION RESOURCES

- a. To be responsible for ensuring confidentiality and safekeeping of patient records.
- b. To be able to use Word documents, email and internet and have a willingness to develop computer skills.
- c. To submit statistical information as required.

7. RESPONSIBILITY FOR RESEARCH AND DEVELOPMENT

- a. To participate in research within the department as requested.
- b. To provide evidence based person-centred care by looking at what research has shown to be most effective.

GENERAL RESPONSIBILITIES

Infection Control

Infection control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's Infection Prevention and Control policies and procedures in line with the Health and Social Care Act (2008, 2015) for the prevention and control healthcare associated infections and make every effort to maintain high standards of infection control at all times thereby reducing the risk of healthcare associated infections.

It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the Trust's policies and procedures which reflect the statutory requirements of the Hygiene Code.

- To work in close collaboration with the Infection Prevention and Control Team.
- To ensure that monitoring of clinical practice is undertaken at the agreed frequency.
- To ensure that the ward environments are cleaned and maintained to the highest standards; ensuring that shortfalls are rectified, or escalate as necessary.
- To ensure that all relevant monitoring data and issues are provided to the Directorate's Governance structures.
- To ensure that all staff are released to attend infection control-related educational sessions and staff with specialist roles, e.g. link practitioners, are released to undertake their duties.

Health and Safety at Work

The post holder is required to:

- To take reasonable care for the health and safety of himself/herself and other persons who may be affected by their actions or omissions at work.
- To co-operate with the employer in ensuring that all statutory and other requirements are complied with.

Risk Management

The Royal National Orthopaedic Hospital NHS Trust strives to take a holistic approach to the management of risk; Health and Safety, Caldicott, Corporate and Clinical Governance requirements are all elements of risk management.

Risk management is fundamental in ensuring the safety of all whilst on Trust premises and in ensuring that a high level of quality care is continually provided. To support staff in the management of risk, the Trust provides training programmes and facilitates staff in the use of risk management identification tools. In turn, individuals are responsible for ensuring that they attend training sessions and adhere to the Trust's policies and procedures, which includes the reporting of incidents, both actual and near miss.

Clinical Governance

All staff must comply with the Trust Infection Control Policy. All employees must attend infection control training as required within their department as directed by their line manager.

Confidentiality & Data Protection

The post holder has a responsibility to comply with the Data Protection Act 2018 and maintain confidentiality of staff, patients and Trust business.

If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the Data Protection Act 2018. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g. corporate induction, organising refresher sessions for staff when necessary.)

Conflict of Interest

The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, to gain or benefit themselves, their family or friends.

Equality and Diversity

The Trust values equality, for all in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job related needs of all staff working in the Trust are recognised. The Trust aims to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the Trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding children, young people and vulnerable adults within its care. As an employee you are accountable to ensure that you know how to respond when you are concerned for the safety of a child, young person or vulnerable adult. The Trust will support you in this process by providing training, support and advice. There is a safeguarding named nurse for children and young people and named nurse for vulnerable adults, who can be contacted for guidance and who provide safeguarding supervision.

For children, you should be aware of your responsibilities detailed in the Local Safeguarding Children Boards Procedures and for vulnerable adults in the Safeguarding Adults Policy.

Smoke Free

The Trust implements a Smoke Free policy that applies to all staff. Staff are not allowed to smoke while wearing a recognisable Trust uniform or visible trust identification badge, and not allowed to smoke anywhere on hospital grounds. Staff are not allowed to take additional breaks in order to smoke. They may smoke during designated breaks but only out of uniform and off site. Staff contravening this policy may be subject to disciplinary procedures.

Standards of dress

All staff are expected to abide by the Trust's guidance on standards of dress.

Terms and Conditions of Service

This appointment is subject to the terms and conditions of employment of the Royal National Orthopaedic Hospital NHS Trust.

This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and may therefore be amended in consultation with the post holder.

PERSON SPECIFICATION
POST TITLE: Nursing Associate

		Essential (E) Desirable (D)	Assessed through: App Form (A) Interview (I)
RNOH World Class Values	<ul style="list-style-type: none"> Demonstrable ability to meet the Trust Values: Patients first, <i>always</i> Excellence, <i>in all we do</i> Trust, honesty and respect, <i>for each other</i> Equality, <i>for all</i> 	<ul style="list-style-type: none"> E 	<ul style="list-style-type: none"> A / I
Education & professional Qualifications	<ul style="list-style-type: none"> Registered Nursing Associate on the NMC register. Nursing Associate foundation degree qualification. 	<ul style="list-style-type: none"> E 	<ul style="list-style-type: none"> A
Experience	<ul style="list-style-type: none"> Experience of working 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. 	<ul style="list-style-type: none"> E 	<ul style="list-style-type: none"> A / I
Skills and aptitudes	<ul style="list-style-type: none"> Ability to organise and prioritise own delegated workload. Able to undertake the clinical skills outlined in the job description. Ability to deal with non- routine and unpredictable nature of workload and individual patient contact. Ability to communicate effectively (written, verbal and non-verbal communication) with patients/ relatives and carers and all members of the multi-disciplinary team. 	<ul style="list-style-type: none"> E E E 	<ul style="list-style-type: none"> A / I A / I A / I

	<ul style="list-style-type: none"> • 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 trainee nursing associates, nursing assistants as required within the clinical setting. 	<ul style="list-style-type: none"> • E <ul style="list-style-type: none"> • E 	<ul style="list-style-type: none"> • A / I <ul style="list-style-type: none"> • A / I
Personal Qualities & attributes	<ul style="list-style-type: none"> • Excellent communication skills-written and verbal. • Excellent time management skills. 	<ul style="list-style-type: none"> • E • E 	<ul style="list-style-type: none"> • A / I • A / I
Others	<ul style="list-style-type: none"> • Understands of the scope of the role of the Nursing Associate in context of the nursing and interdisciplinary team and the organization, and ho the role may contribute to service development. • Understands and acts in line with the NMC professional standards for practice contained within The Code. • Knowledge of when to seek advice and escalate to the appropriate professional expert for support and advice. • Understands the requirements for NMC professional revalidation. • Understands the importance of following procedures and treatment plans. 	<ul style="list-style-type: none"> • E 	<ul style="list-style-type: none"> • A / I