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| Job Title | Clinical Nursing Associate / Assistant Practitioner / Internationally Educated Nurse | | |
| Agenda for change Band | 4 | Budgetary responsibility | No budgetary responsibility |
| Management Responsibility | Trains new staff in own role | Date Reviewed | Click or tap to enter a date. |

Job Summary

- a) To contribute to the provision and monitoring of high quality individualised nursing care in accordance with agreed policies and procedures.
- b) To work in a collaborative and co-operative manner.
- c) To develop personally and professionally to undertake all aspects of the Band 4 role.

General Duties

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.
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.

Assessment of Care

1. Receive patients and their relatives in a calm, courteous and reassuring manner, providing appropriate information and support.
2. Recognise and acknowledge personal beliefs and wishes of patients.
3. Communicate with individuals in ways which are appropriate to them and take account of their needs and requests.
4. Recognise potential safeguarding issues and escalate concerns as per Trust policy.
5. Obtain, pass on and record information relating to all aspects of care accurately and in a timely manner.
6. Participate in patient assessment e.g. initial information gathering from the patient related to physical conditions and social situation.
7. To be involved in risk assessment of patients as appropriate, including falls, acuity, nutrition, pressure ulcer prevention, infection control and manual handling.
8. Collect and record data onto Trust IT systems as required.
9. Monitor and record pump infusions ensuring accurate fluid balance monitoring and record keeping is maintained.

Planning of Care

10. Formulate in conjunction with a Registered Professional /a plan of care for the patient.
11. Handover care of patients both formally and informally.
12. In conjunction with a Registered Professional amend care plans accordingly for patients.
13. Make referrals to clinical specialists as appropriate and within scope of practice.

14. Undertake discharge planning, in conjunction with the multidisciplinary team, patients and relatives and ensure the appropriate discharge of patients.

Delivery of Care

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

Evaluation of Care

31. 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.
32. Represent a caseload of patients in the ward/department and case conference where appropriate.
33. Accurately collect and record data in a timely way to support patient care and discharge planning.
34. Analyse patient data to identify and implement patient care needs.
35. Participate in research, audit and quality improvement initiatives delegated by the senior member of the team and appropriate to role and scope of practice.

Clinical Skills

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

Supervision and Development of Other Staff

39. Supervise healthcare assistants to undertake clinical activities on a day-to-day basis as agreed with the senior member of the team.

40. Support the development, training and assessment of healthcare assistants and other learners, within scope of practice.
41. To be involved in induction of any new staff to the clinical area e.g. healthcare assistants, ward clerks, porters, students and Registered Professional
42. If a Nursing Associate, after the completion of appropriate training, act as practice supervisor in line with the NMC standards.

Development of Self

43. 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

44. Recognise direct and indirect discrimination and ensure that discriminatory behaviour from any source is responded to in an appropriate manner.
45. 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.
46. Comply with Trust Health & Safety and Control of Infection policies, contribute to the safety and security of individuals and their belongings and ensure that hazards associated with treatment, infection risks or spillages are communicated appropriately and/or dealt with as soon as possible.

Trust Values

All staff are expected to strive to make the Trust values 'what we do' – to inspire, develop and support every one of us to live our values, every patient, every colleague, every day.

Each post holder is expected to ensure they live the values of:



PATIENTS FIRST



WORKING TOGETHER



ALWAYS IMPROVING

These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff, and partners in continuing to improve the experience people have using and delivering our services.

Person Specification

The purpose of this specification is to identify the attributes required by applicants to perform the duties in the job description. The specification will be used to shortlist applicants and to compare how well candidates match the agreed specification. It will also be used by potential candidates to understand expectations and identify how their skills, behaviours and experience will be assessed.

| Skills and competencies |
|--------------------------------|
| Analytical thinking |
| Communication |
| Delegation |
| Emotional intelligence |
| General IT skills |
| Multitasking |
| Prioritisation |
| Problem solving |
| Team development |
| Teamwork |
| Working under pressure |

| Qualifications, knowledge and experience | |
|--|--|
| Essential | Desirable |
| Nursing Associate on the NMC register. | Assessed as competent to administer medications. |
| OR Assistant Practitioner with a health-related Foundation Degree e.g. Foundation Degree in Health and Social Care. | Acute apprenticeship units as appropriate to UHS Care Group/Divisional requirements. |
| OR Overseas nursing qualification without NMC registration at UK Academic level 5 Evidence of numeracy and literacy – minimum national qualification level 2 | Extended clinical skills e.g. venesection/cannulation. |
| Experience of working under appropriate supervision as part of a multidisciplinary team. | |
| Experience of providing and receiving complex, sensitive information. | |
| Knowledge of nursing procedures and practices in an acute hospital setting. | |

Additional Information

This job description is designed to help post-holders understand what is expected of them in their role though, please note, it focuses upon the core requirements of the post. Other related duties within the employee's skills and abilities will be expected whenever reasonably instructed. The job description may be amended in consultation with the post-holder within the scope and general level of responsibility associated with the post. It is the post-holder's responsibility to ensure that they adhere to all Trust policies, procedures and guidelines relating to their employment, regardless of their position.

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Trust is a fast-moving organisation and therefore changes in employees' duties may be necessary from time to time.

Safeguarding

The Trust is committed to safeguarding children, young people, and adults at risk 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 adult at risk. The Trust will support you in this process by providing training, support, and advice. There is a Corporate Safeguarding Team who can be contacted for guidance, support, and safeguarding supervision. For children and adults, you should be aware of your responsibilities detailed in UHS policies and procedures and local safeguarding children and adult boards procedures.

Mental Capacity Act 2005

All staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of training required will be specified to members of staff and is dependent on their role. It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual's best interest when providing care. This helps to ensure ongoing adherence to our legal obligations and ensuring we put the needs of our patients first.

Job Reference – IJES00652