

Job Title:	Nursing Associate - Band 4
Reports to (job title):	Senior Clinical Practitioner
Line Manager to:	

## Job purpose

To work within a multi-professional team within the integrated urgent community response and NHS@HOME team in the community setting. Supporting the facilitation of early discharge and /or maintaining clinical care in the home environment to avoid hospital admission. Providing support, care, and treatment to individuals in line with policy, procedures, and regulatory body guidelines.

## Base location

Orbital Centre, Swindon

## Key responsibilities

### In this role you will:

- To work within a community team undertaking the role of an Assistant Practitioner.
- To plan and implement treatment and care to patients within professional guidelines.
- To keep the patient at the centre of their care, ensuring patient and carer participation in decision making.
- Deliver treatment/care within a community setting using specific skills and/ or therapeutic activities to progress function as specified in a written care plan, under the guidance of a registered practitioner.
- Escalating patient deterioration, change of behaviour or ability to respond to intervention to the senior clinician.
- To assimilate and use information and assessments provided by other professionals.
- To practice the principles and philosophy of individualised patient care in accordance with Trust Policy, procedures, and regulatory body's guidelines.

- To ensure that up to date electronic and written records are maintained in accordance with professional and local standards.
- Wherever possible to avoid hospital admission and reduce inpatient length of stay to ensure that the patient receives the appropriate care in the most appropriate setting.
- To carry out general administrative and departmental duties

## Patient Care

- To manage and prioritise own delegated workload managing clinical and personal risk. Readjusting plans as situations change/arise.
- Administration of medication under the authorisation of the qualified practitioner.
- To undertake specific tasks as delegated including delivery, fitting, and practicing the use of equipment/ walking aids in community settings., to deliver and fit adaptive equipment which may be transported in own vehicle and involve carrying equipment manually.
- To measure, mark and order rails appropriate to skill level.
- To have a good knowledge of infection control, to reduce risk of health care acquired infections.
- To assist registered and junior staff, referring to registered staff when necessary.
- To ensure the needs and wishes of the individual are documented.
- To obtain consent for any treatment undertaken.
- To enable patients to reach their optimum level of independence.
- To meet a range of patient and carer needs in order to prevent hospital admission or reduce length of stay. This may include clinical tasks relating to physiological function, mental function, or personal and domestic activities of daily living.
- To communicate with individuals about routine and daily activities, this may include educating patients and carers providing empathy and reassurance and being able to overcome barriers to understanding (e.g. hearing/language).

## Responsibilities for People or Training

- To participate in training programmes and take every opportunity to learn and develop skills, knowledge, and competences.
- To Participate in supervision and appraisal to be able to perform competently as an assistant practitioner.

## Other Factors

- Ability to drive
- Dealing with distressed patients/clients regularly
- Regular VDU usage
- Ability to concentrate on complex/demanding tasks.

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
<ul style="list-style-type: none"> <li>• Inspire</li> <li>• Understand</li> <li>• Communicate</li> </ul>	<ul style="list-style-type: none"> <li>• Challenge</li> <li>• Improve</li> <li>• Learn</li> </ul>	<ul style="list-style-type: none"> <li>• Accountability</li> <li>• Involve</li> <li>• Resilience</li> </ul>

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will

be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

### **Nursing or registered healthcare professionals**

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

### **Skilled non-registered staff**

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

# Job Description

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

### Essential

- 2 Year Foundation Degree in Health and Social Care
- Ability to drive
- Dealing with distressed patients/clients regularly
- Regular VDU usage
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- Ability to work as a team member.
- Ability to deliver patient focused care.
- Ability to recognise own limitations.
- Typing / data inputting skills
- Good communication skills written, numerical and verbal including where there will be barriers to understanding.
- Physical skills to manually handle patients and use appropriate lifting aids.
- Undertake specific nursing/therapy skills e.g. giving injections, taking blood pressure, wound dressings.
- Basic understanding of rehabilitation and its application e.g. personal care skills, leisure work
- Current full driving license and use of a car during working hours
- Ability to cope under pressure.
- Good personal organisational skills
- Basic awareness of health and safety and risk assessment
- Lifelong commitment to learning, wiliness to work flexibly.

## Desirable

- NVQ 4 or equivalent experience or qualification

## Other requirements:

- Driven to achieve
- Self-motivated
- Good time management

Employee signature

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Manager signature

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