

Job Description

Post title:	Nursing Associate
Reports to:	Regional Nurse Manager, Practice Manager, Practice Nurse
Function:	Clinical

Job summary:

To assist with patient duties as required and support other team members.
 To assist the NP/PN and/or Registered Manager with duties related to CQC outcomes, ensuring compliance is maintained.
 The post holder will work under the supervision of a named Clinical or Nurse Lead, providing patient care.

Nature and scope:

General

- Assist registered nurses in the on-going assessment, planning, management, and evaluation of care.
- Support individuals with all aspects of care including providing person-centred care and promoting health and independence through awareness raising and care navigation to other professionals as appropriate.
- Perform and record clinical observations including blood pressure, temperature, respirations, pulse and others as competencies are agreed.
- Undertake clinical tasks including venipuncture, ECGs etc. as per competencies.
- Undertake all the roles of the Nursing Associate as per NMC And University requirements.
- Report back and share information with the registered nurses on the any area of clinical concern and any areas of development need.
- Recognise issues relating to safeguarding vulnerable children and adults and report any problems or raise concerns to the appropriate registered care professionals.
- Properly prepare and assemble the equipment to include tourniquets, needles, gauze cotton and disposal containers for needles
- Collect blood for testing.
- Label blood samples accurately
- Update and maintain patient's computer and any handheld medical records.

Confidentiality

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately.

- In the performance of the duties outlined the post holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to The Practice Group as a business organisation. All such information is strictly confidential and the requirement to maintain this confidentiality extends beyond the lifetime of any contract of employment.
- Whilst undertaking any course work or assignments relating to the course that non-identifiable patient information is used and that at no time must any named patient's information must be discussed.

Health and safety

- Use appropriate infection control procedures, maintaining work areas in own designated clinical room so that they are clean, safe, and free from hazards, reporting any potential risks.
- Understand and apply the principles of the cold chain.
- Fridge Temperature Recoding
- Check all emergency equipment and drugs as per CQC recommendations ensuring records are up to date.
- Know the health and safety policies and procedures within the workplace, including fire procedures, maintaining accurate documentation, consent, sharps and needlestick injuries.
- Be aware of the child safeguarding procedures, local guidance and referral criteria.

Equality and diversity

The post holder will support the equality, diversity and rights of patients, carers, and colleagues to include:

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation.
- Respecting the privacy, dignity, needs and beliefs of patients, carers, and colleagues.
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.
- Understand as practitioners the importance of Duty of Candour.

Personal/professional development & standards

- Recognise issues relating to safeguarding vulnerable children and adults and report any problems or raise concerns to the appropriate registered care professionals.
- Assist in the assessment of and contribute to the management of risk across several areas within the environment where care is being administered.

- Assist in the implementation of appropriate action to meet the specific physical, emotional and psychological, social, cultural and spiritual needs of individuals and carers.
- Assist in the delivery of complex care as agreed by the registered nurse.
- Develop understanding of caring for individuals with particular conditions for example
 - dementia, mental illness, learning disabilities.
- Participate in any training programme implemented by the Practice as part of this employment such as mandatory training.
- Apply practice policies, standards, protocols, and guidance.
- Exercise those skills, attitudes and behaviours that support personal development.
- Demonstrate the importance of being research aware, research and innovation, and their own role in this, across the health and care landscape in improving the quality of patient safety and care.
- Respond appropriately to the ethical, legal and governance requirements arising from working as a nursing associate.

Team working and communication

- Develop skills in relation to coaching/teaching individuals, carers and other staff
- Actively participate in practice meetings
- Communicate effectively with other team members.
- Communicate effectively with patients and carers.
- Recognise people's needs for alternative methods of communication and respond accordingly.
- Must represent professional standards of the practice group at university and on all placements and uphold the practice visions and values to all external agencies.
- Identify situations and circumstances with the potential or harm, act upon this in order to minimize or prevent harm to self and/or others.

Person specification

- UK registered Nurse Associate with NMC pin number
- Must be able to relay clinical information and maintain accurate, comprehensive consultation records.
- An understanding of confidentiality is required and the ability to use own judgment
- The post holder must be an excellent communicator both spoken and written
- The post holder must be well presented and wear a uniform in line with Operose Health requirements.
- Must have PC skills ideally will be able to use basic Word, Excel and e-mail s
- Must be comfortable with following processes/procedures.
- Should be personable, polite, and patient.
- Needs to have an empathy with patients, some of whom may not be so patient or polite due to anxiety.
- Ability to remain calm in sometimes fraught circumstances.

- Needs to be sensitive when dealing with confidential issues.
- Needs to apply common sense when dealing with situations which do not fit the norm.
- Must be adaptable and comfortable dealing with changing priorities and be a team player.
- Must be able to assess their own competency.
- Must be aware of the professional boundaries they are working to and highlight any areas of required development.

Infection control

All staff are responsible for protecting themselves and others against infection risks. All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems regarding this to their line manager.

Operose Health is an equal opportunities employer that is committed to diversity and values the ways in which we are different. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, disability or other characteristic protected by applicable law. This job description is a guide to the work that you will initially be required to undertake. It may be changed from time to time, in consultation with you, to meet changing circumstances. It does not form part of your contract of employment.