

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

## Job purpose

The role of the Nursing Associate is to work with the multi professional team within community service providing clinical support in assessing, planning, organising, and delivering clinical care in line with service and patient needs, as agreed with supervising clinicians. The Nursing Associate works independently under the leadership of registered nurses, working within the sphere of nursing care and within all aspects of the nursing process. The post holder will act professionally at all times and use their knowledge and experience to make evidence-based decisions to solve challenges and problems. They recognise and work within the limits of their competencies and are responsible and accountable for their actions. The post holder will have some responsibility for supervising less experienced or qualified staff and students during their placements. They will be expected to actively contribute to quality assurance processes and service development.

## Base location

Orbital in Swindon

## This post is responsible for

- Delivering evidence-based nursing care, including assessment, care planning, and record maintenance.
- Supporting the leadership and organization of the community nursing team.
- Providing person-centered care while ensuring service user autonomy and choice.
- Maintaining compliance with clinical, legal, and ethical standards.

## Key responsibilities

- Understands and acts in line with NMC professional standards for practice contained within The Standards of Proficiency for Nursing Associates.
- Manages a delegated active caseload, working as a member of a skill mixed team, responsible for interacting constructively with team members and organising, prioritising, and planning their work.
- Uses a range of assessment tools pertinent to the patients' needs, to inform the assessment and assess risk for both patients and staff, including the recognition and assessment of patients at risk of abuse, self-harm/and or suicidal ideation and the situations that may put themselves and others at risk. Provides advice and support to patients to enable them to make informed choices in areas such as: diet, smoking and alcohol.
- Understands when to seek appropriate advice to manage a risk and avoid compromising quality of care and health outcomes acting in line with local and national organisational frameworks, legislation, and regulations to report risks, and implement actions as instructed.
- Demonstrates the ability to effectively and responsibly access, input, and apply information and data using a range of methods including digital technologies and share appropriately within interdisciplinary teams.
- Demonstrates an ability to prioritise and manage their own workload and recognise where elements of care can safely be delegated to other colleagues, carers, and family members.
- Contributes to the provision of care for people, including those with complex needs.

## Patient Care

- Provide sensitive, compassionate, safe, and effective care to support people in a range of care settings, applying the principles and processes for making reasonable adjustments.
- Develop understanding of all elements of the nursing process and be able to assist the Registered Nurse in the on-going assessment, planning, management, and evaluation of care.
- Perform and record clinical observations including blood pressure, temperature, respirations, and pulse.
- Undertake clinical tasks including catheterisation, venepuncture and ECGs. This is not an exhaustive list; additional competency-based skills relevant to clinical area can be attained.
- Accurately record patient's nutritional and fluid intake as per plan of care.
- Ensure the privacy, dignity and safety of individuals is maintained at all times.
- Demonstrate the ability to recognise changing priorities seeking advice and guidance from the Registered Nurse or other Allied Healthcare Professionals as appropriate.

- To ensure that high standards of nursing care are given and maintained. To act and raise concerns when standards are not being maintained following local policy and procedures.
- Have demonstrated the proficiency to administer medications within local policy and procedure and in line with the NMC Standards of Proficiency.
- To recognise changes in a patients' condition which require the intervention of others and understand when to refer to the supervising Registered Nurse and other senior colleagues for reassessment of patient care.

## Working in teams

- To work as a member of the multi-professional team providing clinical care to patients in settings as supported by the Registered Nurse or Allied Healthcare Professional.
- To work in collaboration with others to ensure the safe and timely discharge of patients with the aim of avoiding readmission.
- Carryout specific delegated clinical and care tasks and responsibilities to a high standard and competency, under the direction and supervision of a Registered Nurse or other Allied Healthcare Professional.
- Where appropriate, work without direct supervision, at times delivering care independently in line with the individual's defined plan of care, within designated parameters of practice of the Nursing Associate role, accessing clinical and care advice when needed.
- Will be expected to undertake a full variety of shifts including night and weekend work.
- 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. Information may be complex or sensitive in nature and the post holder may be required to overcome barriers to understanding such as language.
- Contribute to team success and challenge others constructively.
- Communicate effectively with colleagues, providing clear verbal, digital or written information and instructions when sharing information, delegating, or handing over responsibility for care.
- Record all care delivered appropriately and in accordance with NMC standards.

## Improving safety and quality of care

- To recognise changes in a patients' condition which require the intervention of others and understand when to refer to the supervising Registered Nurse and other senior colleagues for reassessment of patient care.
- To be involved in Trust quality improvement initiatives to improve patient safety and care.

- Report any accidents or incidents and raise any concerns as per organisational policy.
- Ensure clear, concise, accurate and legible records and all communication is maintained in relation to care delivered adhering to local and national guidance.
- Ensure all patient related information is treated sensitively and adhere to the principals of confidentiality at all times.
- Improve the quality of care by contributing to the continuous monitoring of people's experience of care.
- Identify risks to safety or experience and take appropriate action, putting the best interests, needs and preferences of people first.
- Reporting/ escalating any safety, safeguarding or risk concerns to the appropriate member of staff and ensuring that action is taken post reporting.
- Participate in audit and review of patients care.
- Responsible to prevent and control infections within the Trust. Ensuring both personal and team compliance with all relevant policies, especially hand washing, the Trust uniform policy.

## Contributing to integrated care

- To act as an advocate for the patient and the family, including promoting and protecting their interests, privacy, rights, and inclusion.
- To be flexible to work within areas or departments to meet the demands of changing service needs.
- Contribute to the provision of care for people, including those with complex needs.
- Understand the roles of a range of professionals and carers from other organisations and settings who may be participating in the care of a person and their family.
- Understand responsibilities in relation to communication and collaboration across all healthcare settings.

## Professional Accountability

- To be fully conversant with and work within the Nursing and Midwifery Code and Standards of Proficiency for Nursing Associates.
- Act in the best interests of the people they care for.
- Act professionally at all times and be responsible and accountable for their actions.
- Use knowledge and experience to make evidence-based decisions and solve problems.
- Recognise and work within the limits of their competence.

- Responsibilities for People or Training
- To provide supervision to newly qualified staff and students, new starters and Trainee Nursing Associates encouraging an effective learning environment.
- To provide support and supervision to Healthcare Assistants to promote their learning and development within their role.

## 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

- Nursing Associate Registration (NMC).
- Nursing Associate Foundation degree qualification. (Willingness to work towards within an agreed timeframe)
- GCSE Grade A-C in Maths and English or skills level 2 Maths & English equivalent.
- Previous experience of working in a healthcare setting as part of the multi-disciplinary team under appropriate supervision.
- Able to deal with non-routine and unpredictable nature of the workload and individual patient contact.
- Able to identify limitations of own competency and undertake Continuous Professional Development to maintain competencies and skills including all mandatory training.
- Understanding of the scope of the role of the Nursing Associate in context of the team and the organisation, and how 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 for support and advice.
- Able to communicate effectively with patients/relatives and carers and other health and care professionals.
- Intermediate IT skills
- Able to competently and safely administer medication according to Trust policy.
- Able to support, supervise, assess, and act as a role model to Trainee Nursing Associate, student nurses and health care assistants within the clinical area as required.
- Passionate about delivering safe care.
- Ability to work on own initiative.

### Desirable

- The Care Certificate.
- Level 3 Health related qualification
- Previous experience of working within an Acute health / care setting.

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- Evidence of involvement in support / development of less experienced staff.
- Demonstrates knowledge of clinical audit and improvement methodology.
- Able to provide a portfolio of learning in relation to knowledge & experience acquired whilst completing Trainee Nursing Associate programme.
- Evidence of recent work-based learning or self-directed learning.

Other requirements:

- Willingness to work across different Trust areas as required.
- **Valid UK driving license with access to a vehicle for work purposes.**

Employee signature

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Manager signature

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