

# Job Description

Job Title:	Nurse Associate
Reports to (job title):	Team Manager
Line Manager to:	N/A

## Job purpose

Nursing Associates are equipped with the knowledge, understanding, skills, attitudes and behaviours relevant to employment; and will act in accordance with the NMC code of professional standards of practice and behaviours for Nursing Associates. The Nursing Associate has a breadth of knowledge across the lifespan, providing holistic and person centred care and support for people of all ages and in a variety of settings

The post holder will work as a member of the community services and wider multidisciplinary team, providing a high standard of holistic and person centred nursing care to patients on the district nursing caseload. The post holder will have completed the Nurse Associate Foundation degree. The post holder will be required to carry out a wide range of duties delegated by a suitably registered practitioner implementing the core values of nursing care (compassion, competence, communication, courage, care and commitment) during the assessment, planning, delivery and evaluation of nursing care for the local population.

The post holder will learn a wide range of competencies within the community and will work without the direct supervision of a registered practitioner within their own limitations and that of a competency framework. Whilst working independently the post holder will remain accountable to the appropriate registered practitioner and adhere at all times to policies and standard operating procedures.

## Base

Locality Base as described in Job advert

Key Responsibilities:

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This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role: -

- To adhere to organisational policy and procedures.
- Commitment to personal and professional development
- To treat all individuals with respect and maintain privacy, dignity and confidentiality at all times.
- Responsible for delivering a delegated workload against the needs of patients and service requirement
- Able to manage own time effectively
- Plans and organise tasks and activities to be completed within agreed timescales
- Organise, prioritise and adjust own workload in relation to patient care.
- To work in care teams with other professionals, providing practical help to registered practitioners by delivering delegated aspects of nursing care to vulnerable and often highly dependent patients with a range of illnesses.
- To use sound clinical reasoning skills when delivering care and therapy interventions in line with goals agreed with the individual and set by a registered health professional, this would only be expected following appropriate training or when competency reached.
- To be able to accurately and effectively report on care undertaken and document changes in condition, maintain accurate and contemporaneous records, in hand-written or electronic format and ensure that there is feedback to the appropriate or responsible registered healthcare professional.
- To establish good therapeutic relationships with individuals and be able to communicate effectively in order to overcome barriers to understanding when treating individuals who may have physical or mental health issues or learning difficulties that affect their ability to communicate, understand or reason.
- To assist in the maintenance, cleaning and storage of equipment.
- To attend team meetings and appropriate education and training to ensure continuing professional development.

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- To actively participate in setting personal objectives through appraisal and clinical supervision.
  - To participate in active rotation to support the key objectives of course delivery
  - To follow Medicines management and administration standard operating procedures for the organization and follow policy for safe and effective administration and optimization of medicines.
- This should be in accordance with NMC standards of proficiency for Nursing Associates |

## 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	
•Inspire • Challenge •	Accountability
•Understand • Improve •	Involve
•Communicate • Learn •	Resilience

## 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 1998 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

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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 DATIX 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.

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## 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.

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## 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.

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

- Registered as a Nurse Associate with the Nursing and Midwifery Council (NMC) • Car driver
- Excellent communication skills.
- Able to work independently, using own initiative and knowing when to seek advice.

### Desirable

- Previous experience in a care or health setting

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- Experience of managing patients with complex needs in the community.
  - Understanding national drivers and guidance relevant to the community, or willingness to learn. •
- Some clinical skills relevant to the role

Other requirements:

**Employee signature**

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**Manager signature**

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