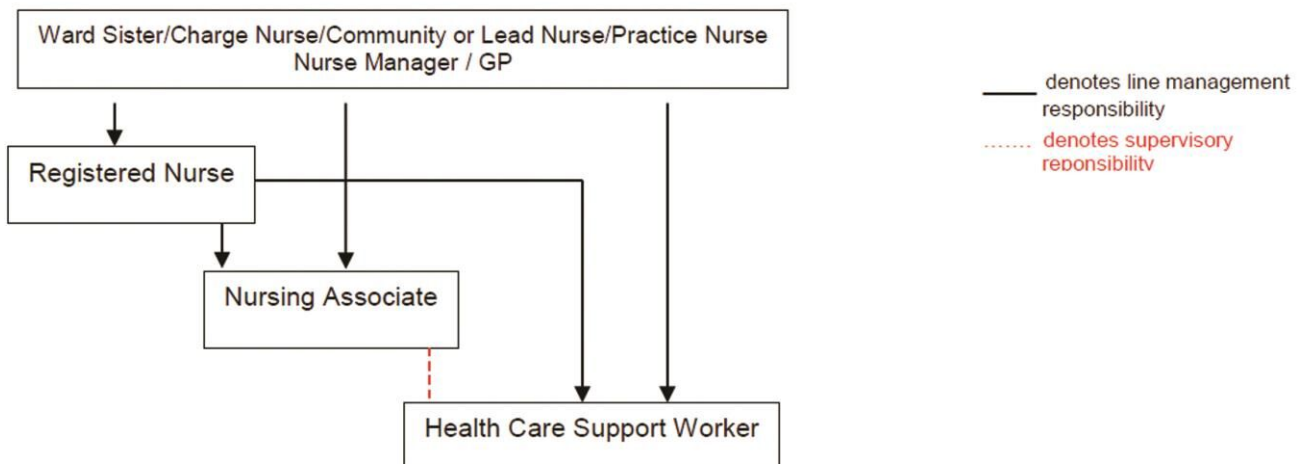


JOB DESCRIPTION

JOB DESCRIPTION AND PERSON SPECIFICATION FOR:	Nursing Associate
AGENDA FOR CHANGE BAND:	Band 4
HOURS AND DURATION:	Full time/ Part time
AGENDA FOR CHANGE REFERENCE NUMBER:	2659.
DBS LEVEL:	Enhanced DBS with Both Barred Lists Check
REPORTS TO:	Sister/Charge Nurse/ Community or Lead Nurse / Practice Nurse
ACCOUNTABLE TO:	Sister/Charge Nurse/ Community or Lead Nurse / Practice Nurse
LOCATION:	The post holder will initially be based at the location specified in the job advertisement and the Contract of Employment. However, the Trust reserves the right, with consultation, to relocate post holders to any base within the Trust in line with service requirements.
JOB SUMMARY:	
<p>To provide and monitor safe, person centred care to a designated group of patients, service users and families in a range of care settings under the direction of a Registered Nurse, without direct supervision in line with an agreed plan of care.</p> <p>To support the registered nurse in the contribution to on-going assessment and care planning for patients.</p> <p>To promote health and prevent ill health in patients and service users and contribute to integrated care</p> <p>To monitor the condition and health needs of patients on a continual basis in partnership with colleagues, families and carers, referring to others for reassessment, when required</p> <p>The Nursing Associate will actively contribute to an effective learning environment and support others in their learning</p> <p>Nursing Associates will adhere to the Nursing and Midwifery Code of Conduct for Nurses, Midwives and Nursing Associates and work within their scope of practice following the professional standards of practice and behaviours for nurses, midwives and nursing associates and the standards of proficiency.</p>	

ORGANISATIONAL CHART



MAIN DUTIES AND RESPONSIBILITIES

- To demonstrate the Trust's values in everything you do in the work environment
- To be responsible in the use and expenditure of the Trust's resources that you utilise
- Undertake the Trust's corporate and local induction, and maintain your learning and compliance with training requirements for your role
- Participate in supervision via agreed review and appraisal mechanisms
- It is mandatory for all professionally qualified staff and clinical support staff to actively participate in clinical supervision as an integral part of their professional development.
- All records that the role is responsible for or modifies must be kept up to date and maintained in an accurate and diligent manner
- Operating with Quality in everything you do and Maintaining a Safe Environment

COMMUNICATION AND WORKING RELATIONSHIPS:

Communication

- Communicate sensitive information effectively and improve communication using a range of strategies with regard to person centred care, duty of candour, equality and diversity.
- Handle information and data in line with national and local policies and legislation

Being an accountable professional

- Act professionally at all times in line with the NMC Code and the organisations values and behaviours, policies and guidelines
- Use the knowledge and experience to make evidence based decisions and solve problems;
- Recognise and work within the limits of own competence as defined by the NMC standards of proficiency for Nursing Associates;
- Be responsible for own actions and omissions and escalate concerns appropriately.
- Apply and promote safe and effective practice that places the individual and/or family/carer at the centre of care, in a manner that promotes recovery, individual wellbeing and self-care
- Display a personal commitment to professional standards and ethical practice, operating within national and local ethical, legal and governance requirements
- Act as role model for others working with honesty and personal integrity in all aspects of

practice, participate in reflective practice and learn from significant events.

- Maintain active status on NMC register

Promoting Health and Preventing Ill Health

- Support patients and service users to improve and maintain their mental, physical, behavioural health and wellbeing;
- Actively be involved in the prevention of and protection against disease and ill health and the promotion of wellbeing;
- Engage in the public health, community development and in the reduction of health inequalities.

Provide and Monitor Care

- Provide holistic, compassionate, safe and effective care and support to patients, their families and service users in a range of care settings under the direction of a Registered Nurse, without direct supervision in line with an agreed plan of care
- Actively engage with individuals, their families and/or carers and contribute to risk assessments and care planning, by establishing their needs, wishes, preferences and choices and incorporating these into care planning
- Recognise, report and escalate where required any situations, behaviours or errors that could result in poor care outcomes
- Act independently and in partnership with others to: ensure that the rights of individuals are not overlooked or compromised; and resolve conflict in situations where there may be refusal of care by individuals or their families
- Support other healthcare professionals to assess, plan, deliver and evaluate care
- Safely administer medication in accordance with local and national guidance
- Safeguard and protect vulnerable adults and children
- Demonstrate the ability to treat all individuals, carers and colleagues with dignity and respect for their diversity, beliefs, culture, needs, values, privacy and preferences
- Support colleagues, staff, patients and relatives in distressing, challenging or emotional circumstances, which can be unpredictable in nature.

Research and Development

- Apply critical analytical skills in research/audit/service improvement context, working within an ethical framework
- Contribute effectively to audit, development of evidence based practice and innovation in the delivery of health and care
- Adhere to ethical, legal, governance and quality assurance frameworks that pertain to research development and innovation
-

Procedures to be undertaken by the Nursing Associate

Nursing Associates are required to demonstrate an awareness of how requirements for procedures may vary across different health and care settings. There is no expectation that this must be demonstrated in every care setting. Nursing Associates are expected to apply evidence based best practice across all procedures, safely, effectively with sensitivity and compassion. At the point of registration the Nursing Associate will be able to safely demonstrate the following procedures;

Demonstrate effective approaches to monitoring signs and symptoms of physical, mental, cognitive, behavioural and emotional distress, deterioration and improvement:

- accurately measure weight and height, calculate body mass index and recognise healthy ranges and clinically significant low/high readings
- use manual techniques and devices to take, record and interpret vital signs including

temperature, pulse, respiration (TPR), blood pressure (BP) and pulse oximetry in order to identify signs of improvement, deterioration or concern

- undertake venepuncture and routine ECG recording
- measure and interpret blood glucose levels
- collect and observe sputum, urine, stool and vomit specimens, interpreting findings and reporting as appropriate
- recognise and escalate signs of all forms of abuse
- recognise and escalate signs of self-harm and/or suicidal ideation
- undertake and interpret neurological observations
- recognise signs of mental and emotional distress including agitation, or vulnerability
- administer basic mental health first aid
- recognise emergency situations and administer basic physical first aid, including basic life support.

Provide support in meeting the needs of people in relation to rest, sleep, comfort and the maintenance of dignity:

- observe and monitor comfort and pain levels and rest and sleep patterns
- use appropriate bed-making techniques, including those required for people who are unconscious or who have limited mobility
- use appropriate positioning and pressure relieving techniques
- take appropriate action to ensure privacy and dignity at all times
- appropriate action to reduce or minimise pain or discomfort
- support people to reduce fatigue minimise insomnia and take appropriate rest.

Provide care and support with hygiene and the maintenance of skin integrity:

- observe and reassess skin and hygiene status using contemporary approaches to determine the need for support and ongoing intervention.
- identify the need for and provide appropriate assistance with washing, bathing, shaving and dressing
- identify the need for and provide appropriate oral, dental, eye and nail care and suggest to others when an onward referral is needed
- prevent and manage skin breakdown through appropriate use of products
- Identify and manage skin irritations and rashes
- monitor wounds and undertake wound care using appropriate evidence-based techniques.

Provide support with nutrition and hydration:

- use contemporary nutritional assessment tools
- assist with feeding and drinking and use appropriate feeding and drinking aids
- record fluid intake and output to identify signs of dehydration or fluid retention and escalate as necessary
- support the delivery of artificial nutrition and hydration using oral and enteral routes

Provide support with maintaining bladder and bowel health:

- observe and monitor the level of urinary and bowel continence to determine the need for ongoing support and intervention, the level of independence and self-management of care that an individual can manage
- assist with toileting, maintaining dignity and privacy and use appropriate continence products
- care for and manage catheters for all genders
- recognise bladder and bowel patterns to identify and respond to incontinence, constipation, diarrhoea and urinary and faecal retention.

Provide support with mobility and safety:

- use appropriate risk assessment tools to determine the ongoing need for support and intervention, the level of independence and self-care that an individual can manage
- use appropriate assessment tools to determine, manage and escalate the ongoing risk of falls
- use a range of contemporary moving and handling techniques and mobility aids
- use appropriate moving and handling equipment to support people with impaired mobility

Provide support with respiratory care:

- manage the administration of oxygen using a range of routes and approaches
- take and be able to identify normal peak flow and oximetry measurements
- use appropriate nasal and oral suctioning techniques
- manage inhalation, humidifier and nebuliser devices.

Preventing and managing infection:

- observe and respond rapidly to potential infection risks using best practice guidelines
- use standard precautions protocols and appropriate personal protection equipment
- use aseptic, non-touch techniques
- implement isolation procedures
- use hand hygiene techniques
- safely decontaminate equipment and environment
- safely handle waste, laundry and sharps.

Meeting needs for care and support at the end of life:

- recognise and take immediate steps to respond appropriately to uncontrolled symptoms and signs of distress including pain, nausea, thirst, constipation, restlessness, agitation, anxiety and depression
- review preferences and care priorities of the dying person and their family and carers, and ensure changes are communicated as appropriate
- provide care for the deceased person and the bereaved respecting cultural requirements and protocols.

Procedural competencies required for administering medicines safely:

- continually assess people receiving care and their ongoing ability to self-administer their own medications. Know when and how to escalate any concerns
- undertake accurate drug calculations for a range of medications
- exercise professional accountability in ensuring the safe administration of medicines to those receiving care
- administer medication via oral, topical and inhalation routes
- administer injections using subcutaneous and intramuscular routes and manage injection equipment
- administer and monitor medications using enteral equipment
- administer enemas and suppositories
- manage and monitor effectiveness of symptom relief medication
- recognise and respond to adverse or abnormal reactions to medications, and when and how to escalate any concerns
- undertake safe storage, transportation and disposal of medicinal products.

The NMC has summarised the standards of proficiency for both the Registered Nurse and Nursing Associate role;

Platform	Nursing associate	Platform	Registered nurse
1	Be an accountable professional	1	Be an accountable professional
2	Promoting health and preventing ill health	2	Promoting health and preventing ill health
3	Provide and monitor care	3	Assessing needs and planning care
		4	Providing and evaluating care
4	Working in teams	5	Leading and managing nursing care and working in team
5	Improving safety	6	Improving safety
6	Contributing to integrated care	7	Co-ordinating care
*Points in black are areas of similarity; points in red are where roles differ.			

ENVIRONMENTAL FACTORS:

PHYSICAL EFFORT

- Moderate physical effort for short and long periods, moving and handling and positioning patients and equipment
- Ability to undertake a range of procedures relevant to area of work.
- Excellent written and verbal communication skills, report writing.
- Clerical and IT skills.
- Ability to use medical equipment such as, for example, sphygmomanometer, glucose meter and other equipment to undertake clinical skills such as recording of physiological observations.
- Able to provide and monitor care
- Able to develop good working relationships with health care colleagues, carrying out duties and exchanging information with a wide and varied group of staff including:
 - Patients, relatives and carers
 - Department nursing team
 - Directorate nurses / practitioners
 - Other multi-disciplinary/integrated team members, including allied health professionals, specialist nurses, medical staff
 - Other agencies / support services within and outside the Trust
 - Student nurses, Trainee Nursing Associates, Apprentices and other learners on placement to the department

MENTAL EFFORT

- The role may require frequent exposure to distressing emotional circumstances.
- Assisting with difficult and emotional issues with patients and their relatives and carers.
- Communicating with patients, relatives and carers.
- The day-to-day duty operational element of the role means the post holder must be able to prioritise workloads and deal with the needs of others

EMOTIONAL EFFORT

- Is responsible for ensuring the delivery of high quality, safe, effective care to patients within the limits of own knowledge, skills and competence and as an integral part of the multi-disciplinary/integrated team.
- To share knowledge and skills with others.
- To respect the right of patient confidentiality.
- At all times to work within the Trust's policies and procedures.
- To supervise less experienced members of the team, including learners, where appropriate.

WORKING CONDITIONS

- Works in an area, which complies with the Trust's Health & Safety Policy
- Limited exposure to hazardous substances but these are controlled
- May be exposed to violent and aggressive patients and members of the public
- Frequent exposure to highly unpleasant working conditions i.e. dealing with bodily fluids.
- Occasional exposure to extremes of temperature due to poor heating / ventilation in some clinical areas and patient's homes.

The job description is not exhaustive and will be reviewed in the light of changing needs and organisational development. Any changes will be discussed with the post holder who may be required to carry out the duties appropriate to the grade and scope of the post.

ADDITIONAL INFORMATION:

The organisation is in a period of rapid change due to developments and rationalisation of services. This will lead to a modification of structures and job descriptions. The post holder will be expected to co-operate with changes subject to consultation, at any time throughout the duration of their contract.

MOBILITY:

The person specification for the role will detail the mobility requirements of the post.

However, employees may be required to work at any of the other sites within the organisation subject to consultation.

POLICIES AND PROCEDURES:

All staff should comply with the Trust's Policies and Procedures. It is the employee's responsibility to ensure that they are aware of the relevant Policies and Procedures for their area of work. Key Policies and Procedures will be explained as part of local induction arrangements.

SAFEGUARDING CHILDREN AND ADULTS:

The Trust takes the issues of Safeguarding Children and Adults, and addressing domestic violence very seriously. All employees have a responsibility to support the Trust in its duties by;

- attending mandatory training on Safeguarding children and adults
- being familiar with individual and the Trust's requirements under relevant legislation

- adhering to all relevant national and local policies, procedures, practice guidance and professional codes
- reporting any concerns to the appropriate authority

MENTAL CAPACITY ACT:

All clinical staff will be aware of their responsibilities under the Mental capacity Act and will ensure that assessment for Deprivation of Liberty Safeguards is in place for any patient that is deemed to lack capacity to consent to their care and treatment.

MAKING EVERY CONTACT COUNT:

All staff are positively encouraged to contribute to improving health for themselves, their patients, service users and colleagues. This happens when, in everyday contact, the opportunity is taken to raise the subject of choosing better health by stopping smoking, reducing alcohol intake, eating more healthily and becoming more active. The Trust's Making Every Contact Count programme has further information.

HEALTH AND SAFETY:

It is the duty of all employees of the Trust to ensure that a safe working environment and safe working practices are maintained at all times.

Any specific duties you are required to fulfil as part of the job you are employed to undertake will be detailed as part of your job description.

All employees must comply with the duties imposed on them by the Health and Safety at Work Act 1974, i.e.

- To take responsibility for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
- To co-operate with their employer as far as is necessary to meet the requirement of the legislation.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare

These duties apply to all staff whenever and wherever they are engaged on Trust business.

DATA PROTECTION:

In line with national legislation, and the Trust's policies, you must process all personal data fairly and lawfully, for the specific purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.

The post holder must be familiar with and comply with the all Trust Policies on Data Protection, Confidentiality and Information Security and Access to Health Records and know how to deal with a request for personal information.

The post holder must be familiar with and comply with the Eight Data Protection Principles contained within the Data Protection Act 1998.

Personal Data must be:

- Processed fairly and lawfully
- Processed for specified purposes
- Adequate, relevant and not excessive
- Accurate and kept up-to-date
- Not kept for longer than necessary
- Processed in accordance with the rights of data subjects
- Protected by appropriate security
- Not transferred outside the EEA without adequate protection

CONFIDENTIALITY:

The Trust attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, personal data and other data held and processed by the Trust. All data should be treated as confidential and should only be disclosed on a need-to-know basis.

Some data may be especially sensitive and is the subject of a specific organisation policy, including information relating to the diagnosis, treatment and/or care of patients and individual staff records. Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data.

Due to the importance that the organisation attaches to confidentiality disciplinary action will be considered for any breach of confidentiality. All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.

All employees should be mindful of the six Caldicott principles when dealing with person identifiable information.

1. Justify the purposes of using confidential information
2. Only use it when absolutely necessary
3. Use the minimum that is required
4. Access should be on a strict need to know basis
5. Everyone must understand his or her responsibilities
6. Understand and comply with the law

If there is any doubt whether or not someone has legitimate access to information, always check before you disclose.

EQUALITY AND DIVERSITY:

All employees must comply with, and apply in their working lives, the Equality and Diversity Policy and must not unlawfully discriminate, either directly or indirectly, on the grounds of race or ethnicity, nationality, religion or belief, sex, marital or civil partnership status, sexual orientation, disability, gender reassignment, age, pregnancy/maternity or any other grounds. The Trust is committed to promoting equal opportunities to achieve equity of access, experience and outcomes and to recognising and valuing people's differences and each employee has an obligation to help achieve this. This applies to all activities as a service provider and as an employer.

INFECTION CONTROL:

All employees have a responsibility to protect themselves, as well as making all reasonable effort to reduce risk of infection in their working environment and to other people whether they are patients, other staff or visitors.

All staff have a duty to make themselves familiar with and comply with Infection Control Policies and Procedures, carry out duties required by legislation such as the Health Act 2008 (and subsequent legislation), and to attend mandatory training relating to infection control.

COUNTER FRAUD:

Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on **0800 028 40 60**.

The job description is not exhaustive and will be reviewed in the light of changing needs and organisational development. Any changes will be discussed with the post holder who may be required to carry out the duties appropriate to the grade and scope of the post.

SMOKING AT WORK:

The Trust has a "Smoke Free Policy", which applies to:

- All persons present in or on any of the Trust grounds and premises
- All persons travelling in Trust owned vehicles (including lease cars) whilst on official business.
- Privately owned vehicles parked on Trust grounds or when transporting Service Users, Visitors on official Trust business.
- When wearing an NHS uniform.

ELECTRONIC ROSTERING:

'Our Electronic Rostering system is key to ensuring staff are in the right place with the right skills at the right time, to ensure we carry out this responsibility effectively; all LPT staff must adhere to the rostering standards and guidelines set out in the Electronic Rostering Policy, pertaining to their role'.

PERSON SPECIFICATION

JOB TITLE: Nursing Associate

AFC REF NO:

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Application form	Interview	Test	Presentation
Demonstrates a commitment to the Trust's Values 1.1 Compassion 1.2 Trust 1.3 Respect 1.4 Integrity	 3 3 3 3		 X X X X		
Qualifications (Equivalent qualifications will be considered where their equivalency can be demonstrated) 2.1 Registered Nursing Associate on the NMC register 2.2 Nursing Associate Foundation Degree qualification 2.3 Level 2 / GCSE or equivalent English and maths or Functional Skills 2.4 Placement experience working within the 4 fields of nursing	 3 3 3 1	 X X X X			

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Application form	Interview	Test	Presentation
Knowledge and Skills					
3.1 Understands and acts in line with the NMC professional standards for practice contained with The Code and NMC Standards of Proficiency	3	X	X		
3.2 Understands the scope of the role of the Nursing Associate in the context of nursing and interdisciplinary team and the organisation and how the role may contribute to service development	3	X	X		
3.3 Knowledge of when to seek advice and escalate to the appropriate professional for expert help and advice;	3	X	X		
3.4 Ability to participate in reflective practice and understand the requirements for NMC Revalidation;	3	X	X		
3.5 Understands the importance of following procedures and treatment plans.	3	X	X		
3.6 Demonstrates knowledge of evidence based practice	3	X	X		
3.7 Ability to deliver patient centred care	3	X	X		
3.8 Ability to recognise when escalation to a registered professional is required (e.g. registered nurse / doctor)	3	X	X		
3.9 Ability to take part in reflective practice and clinical supervision activities;	3	X	X		
3.10 Ability to organise and prioritise own delegated	3	X	X		

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Application form	Interview	Test	Presentation
workload;					
3.11 Ability to deal with non-routine and unpredictable nature of workload and individual patient/ service user contact;	3	X	X		
3.12 Ability to communicate effectively (written, verbal and non- verbal communication) with patients/relatives and carers and all members of the multi-disciplinary team;	3	X	X		
3.13 Ability to develop effective and appropriate relationships with people, their families, carers and colleagues;	3	X	X		
3.14 Ability to support, supervise, assess and act as a role model to nursing associate students, other learners and health care support workers as required within the clinical setting.	3	X	X		
3.15 Effective verbal and written English language	3	X	X		
3.16 Understands revalidation	1		X		
3.17 Demonstrates knowledge of clinical governance and clinical effectiveness	1		X		
3.18 Demonstrates an understanding of current issues relating to the NHS	1		X		
Experience (both work and 'life' related)					
4.1 Experience of working in teams under appropriate supervision as part of the multi-disciplinary team.	3	X	X		

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Application form	Interview	Test	Presentation
4.2 Insight into how to evaluate own strengths and development needs, seeking advice where appropriate	3		X		
4.3 Evidence of receiving complex, sensitive information	3		X		
4.4 Evidence of additional responsibilities/interests e.g. link/champion roles	1		X		
Personal Attributes					
5.1 Professional at all times	3	X	X		
5.2 Motivated, enthusiastic and able to motivate others	3	X	X		
5.3 Calm and objective	3		X		
5.4 Approachable	3		X		
5.5 Good interpersonal skills	3		X		
5.6 Demonstrate willingness for ongoing learning	3	X	X		
5.7 Must demonstrate behaviours consistent with organisations values	3	X	X		
5.8 Evidence of additional responsibilities/interests e.g. link/champion roles IT skills	1	X	X		

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Application form	Interview	Test	Presentation
Standard Requirements					
Commitment to Equality & Valuing Diversity Principles	3	X	X		
Understanding of Confidentiality & Data Protection	3	X	X		
Understanding of the service users of the Trust (which could include lived experience of conditions the Trust deals with or of receiving services relevant to those the Trust provides)	3	X	X		
Mobility		You must demonstrate how you would meet the stated mobility requirement on your application form			
This will either be not applicable or own transport or suitable alternative. Dependence on public transport is not suitable for this role					
Ability to work full or part time;					
Ability to work flexibly and travel across sites / services					