



POST DETAILS

Job Title:	Nursing Associate	Band:	AfC Band 4
Main Location:	As advertised	Salary:	AfC Band 4 pa, pro rata
Reports to:	District Nursing Sister (Clinical Practice Teacher)/Community Nursing Sister	Accountable to:	Integrated Community Team Leader
Working Pattern:	As advertised	Job Type:	As advertised

Date: January 2019

KEY PURPOSE/SUMMARY

- The Nursing Associate has a breadth of knowledge across the lifespan and the four fields of nursing, providing holistic and person centred care and support for people of all ages and in a variety of settings. The Nursing Associate works independently under the supervision of Registered Nurses, working within the sphere of nursing and care and within all aspects of the nursing process.
- Nursing Associates are equipped with the knowledge, understanding, skills, attitudes and behaviours relevant to employment as a Nursing Associate. 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 for nursing Associates.
- The Nursing Associate will contribute to the health and wellbeing of our patients. Integral to this role is the ability to communicate effectively, with sensitivity and compassion and to manage relationships with people, making reasonable adjustments where necessary.
- The overriding purpose of the role of Nursing Associate is to support the provision of the highest quality patient care through personal actions and continuous improvement.
- The post holder will support the Registered Nurses within their team in ensuring the delivery of high quality patient care, upholding dignity, delivered with kindness and compassion.
- The post holder will provide and monitor the nursing care for a designated group of patients/clients during a care episode.
- They will actively contribute to an effective learning environment and support others in their learning.
- The post holder will promote a team nursing philosophy of care.



ORGANISATIONAL CHART/STRUCTURE

District Nursing Sister (Clinical Practice Teacher) / Community Nursing Sister

District Nurse / Community Nurse

Nursing Associate

Health Care Support Worker

KEY DUTIES TASKS AND RESPONSIBILITIES

Patient Care

- Act in the best interest of the patients and their family;
- Put people first and provide nursing care that is person centred, safe and compassionate;
- Act professionally at all times in line with the organisations values and behaviours;
- Use the knowledge and experience to make evidence based decisions and solve problems;
- Recognise and work within the limits of their competence as defined by the NMC standards of proficiency for Nursing Associates;
- Be able to identify own role boundaries;
- Be responsible for own actions and omissions and escalate concerns appropriately.
- Support patients 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 agenda, community development and in the reduction of health inequalities.
- Provide compassionate, safe and effective care and support to patients and service users in a range of care settings;
- Monitor the condition and health needs of people within their care on a continual basis in partnership with patients, families and carers and other health professionals;
- Contribute to ongoing assessment recognising when it is necessary to refer to others for reassessment within the boundaries of confidentiality;
- Communicate effectively and appropriately with colleagues, providing clear verbal, non-verbal, digital or written information and instructions when sharing information, delegating or handing over responsibility of care;
- Recognise and respond appropriately to a patient/ service user whose condition is deteriorating.
- Work within own competence.
- Improve the quality of care by contributing to the continuous monitoring of patient's/service users experience of care;
- Identify risks to safety or experience and take appropriate action, putting the best interests, needs and preferences of patient's/service user first.
- Contribute to the provision of care for patients/service user, including those with complex needs;
- Understand the roles of a range of professionals and carer from other organisations and settings who may be participating in the care of a patient/ service user and their family;
- Understand responsibilities in relation to communication and collaboration.



Strategy and Service Development

- Promote health and safety maintaining best practice in health, safety and security
- Share ideas with colleagues to improve care and suggest areas for innovation
- Participate in audit activities being undertaken in area of practice
- Contribute to the improvement of service by reflecting on own practice and supporting that of others
- Adhere to legislation, policies, procedures and guidelines both local and national Regularly attend workplace and staff engagement meetings and contribute positively to discussions about the improvement of care

Financial Resources/Management

- Exercise personal duty of care in the safe use and storage of equipment
- Be environmentally aware and prudent in use of resources and energy

Information Resources/Information Systems

- Develop skills to maintain professional standards of record keeping
- Follow all data protection guidance and policies
- Maintain confidentiality as outlined within data protection policies

Autonomy/Scope within Role

- Work under the supervision of a Registered Nurse;
- Accountable for own actions or omissions ensuring mindfulness of the NMC Code of Conduct for Nurses, Midwives and Nursing Associates;
- Identify the need for policy development and or amendment to existing policies to ensure safe and effective inter-professional clinical care delivery.

KEY RELATIONSHIPS

The post holder will demonstrate professional, well established and effective communication skills, both within and external to the organisation.

Key Working Relationships Internal:

Community Nursing Team – District Nurses,
Therapists,
Therapy Assistants,
Healthcare Assistants
Divisional Management Team
Ward team

Key Working Relationships External:

GPs
Other health providers



KEY VALUES: WORKING THE DCHS WAY

Our Vision

“To be the best provider of local health care and be a great place to work”

Our Values

- To get the basics right
- To act with compassion and respect
- To make a difference
- To value and develop teamwork

HEALTH AND SAFETY

In addition to the responsibilities of the Trust under Health and Safety legislation you are reminded of your responsibilities for health and safety at work under the Health and Safety At Work Act 1974 as amended and associated legislation. These include the duty to take reasonable care for the health and safety of yourself and of others in your work activities or omissions, and to co-operate with your employer in the discharge of its statutory duties.

You must adhere strictly to the policies and procedures on health and safety, and report all accidents, dangerous occurrences, unsafe practices or damage to your manager promptly using the Trust's incident reporting system.

You must make use of appropriate training, safety equipment, protective clothing and footwear and attend training.

EFFORT REQUIRED WITHIN THE ROLE AND WORKING ENVIRONMENT

The post holder will be expected to perform a degree of effort within the context of the role capturing elements of physical, mental and emotional demands.

Physical

- Have the ability to deliver care within the scope of own practice, knowledge & skills
- Have an awareness of own physical & well-being limitations
- Manual dexterity;
- Good hand/eye co-ordination;
- Work under the supervision of a Registered Nurse;
- Accountable for own actions or omissions ensuring mindfulness of the NMC Code of Conduct for Nurses, Midwives and Nursing Associates;
- Identify the need for policy development and or amendment to existing policies to ensure safe and effective inter-professional clinical care delivery.



Emotional

- Exposure to verbal aggression and confrontation;
- Exposed to bodily fluids on occasional basis.
- Exposure to potential risks
- Have an awareness of emotional intelligence of self & others
- Copes with staff, patients and relatives in distressing, challenging or emotional circumstances, which can be unpredictable in nature.

Mental

- Identify and understand lone worker policy and occasions when this needs identifying
- Good communication skills both verbal, non-verbal and written;
- Competent use of IT equipment

Working Environment

Clinical areas including;
Ward based
Patient Homes
Clinics
MiUs

JOB DESCRIPTION AGREEMENT:

Job Holder's Name and Signature:

Date:

Line Manager's Name and Signature:

Date:





PERSON SPECIFICATION

Is the criteria essential or desirable and how will it be assessed

Education, Qualifications and Training	Criteria Essential / Desirable	Assessment
Registered Nursing Associate on the NMC register; (*This is a level 5 Foundation degree specific to Nursing Associate practice)	E	A / C
Placement experience working within the 4 fields of nursing	E	A / I / R
Experience and Knowledge Required		
<ul style="list-style-type: none"> Understand the scope of the role of the Nursing Associate in the context of the team and the organisation, and how the role contributes to service development; 	E	A / I / R
<ul style="list-style-type: none"> Understands and acts in line with the NMC professional standards for practice contained within the code; 	E	A / I / R
<ul style="list-style-type: none"> Able to recognise own limitations in the context of the Nursing Associate role; 	E	A / I / R
<ul style="list-style-type: none"> Knowledge of when to seek advice and escalate to the appropriate professional for expert help and advice; 	E	A / I / R
<ul style="list-style-type: none"> Ability to participate in reflective practice and understand the requirements for NMC Revalidation; 	E	A / I / R
<ul style="list-style-type: none"> Understands the importance of following procedures and treatment plans. 	E	A / I / R
<ul style="list-style-type: none"> Experience of working in teams under appropriate supervision as part of the multi-disciplinary team. 	E	A / I / R
<ul style="list-style-type: none"> Insight into how to evaluate own strengths and development needs, seeking advice where appropriate 	E	A / I / R
<ul style="list-style-type: none"> Evidence of receiving complex, sensitive information 	E	A / I / R





Skills and Attributes

<ul style="list-style-type: none"> Ability to take part in reflective practice and clinical supervision activities; 	E	A / I / R
<ul style="list-style-type: none"> Ability to organise and prioritise own delegated workload; 	E	A / I / R
<ul style="list-style-type: none"> Ability to deal with non- routine and unpredictable nature of workload and individual patient/ service user contact; 	E	A / I / R
<ul style="list-style-type: none"> Ability to communicate effectively (written, verbal and non- verbal communication) with patients/relatives and carers and all members of the multi-disciplinary team; 	E	A / I / R
<ul style="list-style-type: none"> Ability to develop effective and appropriate relationships with people, their families, carers and colleagues; 	E	A / I / R
<ul style="list-style-type: none"> 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. 	E	A / I / R

Aptitude and Personal Qualities

<ul style="list-style-type: none"> Demonstrate willingness for ongoing learning 	E	A / I / R
<ul style="list-style-type: none"> Evidence of additional responsibilities/interests e.g. link/champion roles 	E	A / I / R
<ul style="list-style-type: none"> Computer literacy and ability to demonstrate IT skills e.g. email, PowerPoint, SystemOne 	E	A / I / R
<ul style="list-style-type: none"> Ability to work shifts to meet the needs of the service 	E	A / I / R
<ul style="list-style-type: none"> Ability to travel in own vehicle across a place 	E	A / I / R

E = Essential D = Desirable A = Application I = Interview T = Test C = Certificate R = Reference

