

JOB DESCRIPTION

1. Job Details							
Job Title:	Nurse Associate						
Band:	Band 4						
Reports to (Title):	Service Delivery Manager						
Directorate:							
Department/Ward :							
JD Number:	4976						
	<p style="text-align: center;"><u>Our Vision</u></p> <p style="text-align: center;">An NHS organisation that continually strives to improve the outcomes and experiences for the communities we serve</p> <p style="text-align: center;"><u>Our Values</u></p> <table style="width: 100%; border: none;"> <tr> <td style="background-color: #0056b3; color: white; padding: 5px;">Safe & effective</td> <td style="background-color: #800040; color: white; padding: 5px;">Kind & caring</td> <td style="background-color: #008000; color: white; padding: 5px;">Exceeding expectations</td> </tr> <tr> <td style="background-color: #e6f2ff; padding: 5px;">We will work collaboratively to prioritise the safety of all within our care environment.</td> <td style="background-color: #ffe6ff; padding: 5px;">We will act in the best interest of others at all times.</td> <td style="background-color: #e6ffe6; padding: 5px;">We always aim for excellence.</td> </tr> </table> <p style="text-align: center;"><u>Strategic Objectives</u></p> <ul style="list-style-type: none"> ❖ Create a culture of compassion, safety and quality ❖ Be in the top 25% for key performance indicators ❖ Proactively seek opportunities to develop our services ❖ To have an effective and well integrated health and care system ❖ Attract, retain and develop our staff, and improve employee engagement ❖ Maintain financial health – appropriate investment to patient services 	Safe & effective	Kind & caring	Exceeding expectations	We will work collaboratively to prioritise the safety of all within our care environment.	We will act in the best interest of others at all times.	We always aim for excellence.
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2. Job Summary							
<p>To provide effective, evidence based general and specific care for patients under the indirect supervision of a registered practitioner.</p> <p>To plan, organise and deliver compassionate person-centred care, and treat patients, service users, their families and their carers with consideration, dignity and the respect you would want for yourself or your family.</p> <p>To provide relevant forms of care with minimal supervision.</p> <p>To play an active part in the continuing development of the ward or department and contribute to the maintenance of an environment conducive to the delivery of high standards of patient care, by promoting good communication and relationships between staff, patients, relatives and visitors.</p>							
3. Main Duties & Responsibilities							
<p>To ensure safe and effective clinical practice</p> <ul style="list-style-type: none"> • Participate in the assessment (under supervision and after appropriate delegation from the registered practitioner) of patient care needs, planning, implementing and evaluating programmes of care in 							

accordance with the agreed policies and procedures of The Royal Wolverhampton NHS Trust.

- Administer prescribed medication and treatment in a timely manner, in accordance with Trust policies and Professional guidelines.
- Take responsibility for groups of patients as required, with minimal supervision from a registered practitioner.
- Deliver evidence based care, and promote the use of evidence based practice, referring to Nursing Clinical Practices accordingly.
- Liaise effectively with the multi-disciplinary team to ensure timely delivery of care and develop good working relationships.
- Practise within an ethical framework based upon respect for the well-being and safety of patients and clients.
- Maintain accurate and legible records of care and other documentation in accordance with Trust and professional standards.
- Take personal responsibility for actions and omissions, and recognise personal accountability.
- Report on treatment, care, and any concerns, promptly and effectively to registered practitioner to maintain effective communication channels.
- Report incidents and near misses promptly and appropriately and take effective action to minimise future risk.
- Practice in such a way that ensures efficient and effective use of resources
- Support individuals with all aspects of care including daily living, 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 e.g. blood pressure, temperature, respirations, pulse
- Undertake clinical tasks including venepuncture, cannulation, catheterisation ,ECGs
- Accurately record nutritional and fluid intake
- Recognise issues relating to safeguarding vulnerable children and adults and report any problems or raise concerns to the appropriate registered care professionals

To enhance the patients experience

- Communicate effectively with patients and relatives to promote patient/carer involvement, so that they can make informed choices and understand their treatment and planned care.
- Maintain a clean and safe environment for staff, patients and visitors ensuring compliance with legislation, policies and protocols including health and safety, healthcare associated infection prevention, clinical governance, including risk management and critical incident reporting and root cause analysis.
- Act as a positive health educator at all times and enable people to maintain the maximum level of independence, choice and control.

- Work within defined boundaries of practice.
- Ensure that everyone within the sphere of care is treated with dignity and humanity, understanding individual needs, showing compassion and sensitivity, and provide care in a way that respects all people equally. Assist people to maintain confidence and a positive self-esteem
- Demonstrate good understanding of principles of consent and ensure valid consent is obtained prior to undertaking nursing and care procedures
- Demonstrate good understanding of the Mental Capacity Act / Deprivation of Liberties and applies principles to everyday practice seeking advice / guidance from the Registered Nurse or registered care professional as required

To manage and develop the performance of the team and self.

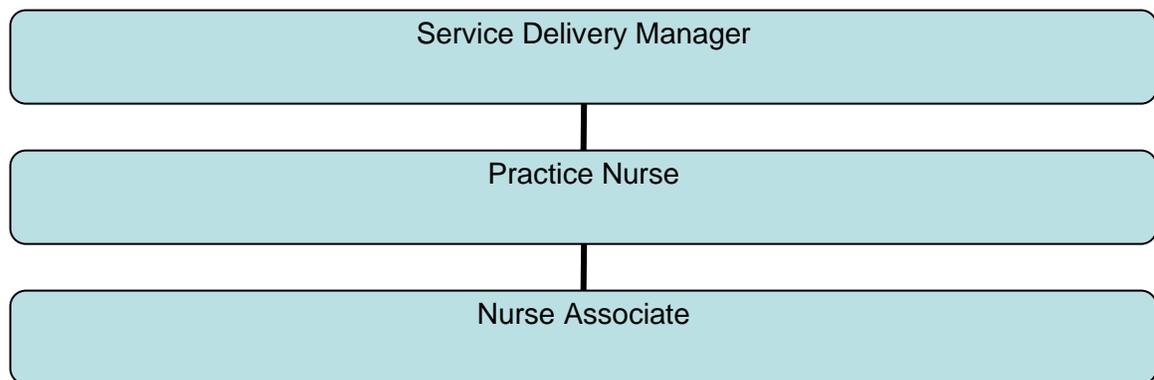
- Undertake Trust and local competencies as required.
- Attend such courses and training as required by the post including mandatory updates.
- Prioritise work and manage time effectively, recognising and seeking assistance as/when required.
- Recognise personal limitations and contribute to own personal and professional development.
- Support unregistered staff and students.
- Assist in the induction of new staff.
- Actively participate in own appraisal, to ensure on-going personal development.
- Act as a positive role model adhering to the expected standards of behaviour.
- Contribute to the creation and maintenance of a positive learning environment that ensures effective learning opportunities for staff and students including appropriate orientation and induction programmes, a range of clinical support strategies (mentoring, coaching, clinical supervision, action learning and peer review).
- Engage in reflective practice including management of self and reflection on own reactions, asking questions and reflecting on answers given
- Plan and manage competing demands of job role, study and placement activities
- Work in an effective and organised manner demonstrating excellent time management and organisational skills to effectively deliver person-centred care for an allocated group of individuals
- Ensure ability to manage electronic records system taking cognisance of the need to protect access (ID, passwords, swipe cards)

To ensure effective contribution to the delivery of the organisation's objectives.

- Adhere to and promote Trust and Directorate policies, procedures and guidelines.
- Participate in audits as required by the ward or department.

- Assist senior staff to monitor standards of care and contribute to maintaining quality.
- Undertake any other duties as may be requested to meet the needs of the service within the limitations of the band.
- Within clinical areas, ensure knowledge and implementation of the organisation's quality and safety agenda.
- Demonstrate by self and through designated service areas, compliance to the pledges of the NHS Constitution 2012 and local professional strategies.
- Work within the Nurse Associate parameters of practice
- Be responsible and accountable for own practice, working within limits of competence and within professional boundaries
- Raises any concerns to a registered care professional or appropriate person
- Promote a positive image of Nurse Associates internally and externally to the Trust.

4. Organisational Chart



This job description is not intended to be an exhaustive list of duties and it may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.

Infection Prevention

Maintain a current knowledge of infection prevention and control practices and policies through annual mandatory updates and role specific training.

Demonstrate a current knowledge of infection prevention and control practices through the delivery of clinical care and maintenance of a safe environment in accordance with infection prevention and control practices and policies. Take part in infection prevention initiatives in the local area. Challenge infection prevention practices, reporting breaches using relevant Trust policies as appropriate (e.g. incident reporting policy).

Equal Opportunities Policy

It is the aim of the Trust to ensure that no job application or employee receives less favourable treatment on grounds of sex, disability, age sexual orientation, race, colour, nationality or ethnic or national origins or is not placed at disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, the Trust has an Equal Opportunity Policy and it is for each employee to comply with and contribute to its success.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and associated legislation, to maintain a safe working environment for both staff and visitors, to observe obligations under organisational and departmental Health and Safety Policies, maintaining awareness of safe practices and assessment of risk.

Data Protection

If required to do so, to obtain, process and/or use information held on computerised or manual records in a fair and lawful way in line with the Data Protection Act 2000. To hold data only for specific purpose and not use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations, as instructed.

Customer Care

It is the aim of the hospital to provide patients and other service users with the best possible care and services. In order to meet this aim, all our staff are required at all times to put the patient and other service users first and do their utmost to meet their requests and needs courteously and efficiently. In order that staff understand the principles of customer care and the effects on their particular post and service, full training will be given.

Safeguarding

All employees have a responsibility to support the safety and well-being of children, young people and adults at risk of harm and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Safeguarding Children and Adults at Risk responsibilities. All employees are expected to comply with existing local Safeguarding policies and procedures, and Trust and Wolverhampton Safeguarding Children Board and Safeguarding Adults at Risk requirements.

Smoking Policy

The Trust provides a smoke-free work environment.

Confidentiality

The Trust is fully committed to encouraging its staff to freely contribute views on all aspects of health service activities, especially those on delivery of care and services to patients. However, you shall not, either during or after the end of your employment (however it is terminated), divulge to any unauthorised person confidential information relating to the Trust. This includes, but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Your obligations of confidentiality under this clause shall not prevent you from raising genuine concerns about healthcare, or a belief that criminal conduct, breach of a legal obligation, health and safety breaches or damage to the environment has been, is being, or is likely to be committed, or any information tending to show any of the above has been, is being, or is likely to be, deliberately concealed, provided that such disclosure is made in good faith and in accordance with the provisions of the Public Interest Disclosure Act 1998 and the Trust's Policy on Raising Concerns at Work-Whistle Blowing Policy, a copy of which is available from the Human Resources Department.

Development

The Trust is committed to supporting the development of all staff. All employees have a responsibility to participate in regular appraisal with their manager and identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manager to identify any learning and development needs in order to meet the agreed performance standards required of the post holder.

NHS Constitution

The Constitution establishes the principles and values of the NHS in England. It sets out rights to which patients, public and staff are entitled, and the pledges which the NHS is committed to achieve, together with responsibilities which the public, patients and staff owe to one another.

All NHS Bodies private and third sector providers supplying NHS services are required by law to take account of this Constitution in their decisions and actions.

A handbook accompanying the constitution may be found by going to [NHS Constitution for England - Publications - GOV.UK](#) that essentially provides further and more detailed explanation of each of the rights and pledges.

Criminal Records

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions.

AfC PERSON SPECIFICATION

This document describes the qualities required for a post-holder that are not captured by the JD.

SPECIFICATION	DESCRIPTION
<p>Qualifications <i>(This must include the level required to appoint to the post. Any requirement for registration should also be recorded here.)</i></p>	<ul style="list-style-type: none"> • Foundation Degree - Nurse Associate • NMC registration as Nurse Associate
<p>Experience/Skills <i>(Type and level of experience required to fulfil duties)</i></p>	<ul style="list-style-type: none"> • Has had recent experience within a care setting • Ability to work well in a team • Motivated and ability to motivate others • Desire for knowledge and awareness of own limitations • Ability to work safely under pressure and prioritise workload • Positive approach to problem solving • Suitability to work with adults/children at risk of abuse • Data input, collection, analysis. Use of databases • Standard keyboard skills and knowledge of a number of IT packages such as Word, PAS, and E-rostering etc.
<p>Communication Skills <i>(Indication type of communication and audience. E.g. face-to-face with patients, presentations to colleagues, etc.)</i></p>	<ul style="list-style-type: none"> • Ability to communicate with all members of the multidisciplinary team, relatives and patients • Ability to communicate empathetically with patients, relatives and or carers when discussing/explaining clinical conditions and potentially distressing and sensitive information such as breaking bad news • Good written and non-verbal skills • Good mediating skills • Evidence of good interpersonal skills • Understanding the ability to manage change
<p>Flexibility <i>(Note here any flexibilities required by the post. e.g. Shift Working required, New tasks may need to be undertaken frequently,)</i></p>	<ul style="list-style-type: none"> • Shift work required • Flexible approach to work, Bank Holidays, 'out of hours' and weekend working to meet the needs of the service

<p>Other <i>(Any other key issues not recorded elsewhere in JD or person spec.)</i></p>	<ul style="list-style-type: none"> • Frequent contact with bodily fluids when carrying out interventions and or treatments • Manual handling of patients for clinical interventions / personal care
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I understand and accept my accountabilities and responsibilities as outlined in this job description, person specification outline.

	Designation	Name	Signature	Date
Post Holder				