

Registered Nursing Associate

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A BETTER **CAREER** STARTS HERE

At Gloucestershire Hospitals NHS Foundation Trust, we take great pride in delivering high quality acute services and we understand just how precious life is.

People entrust their lives to our care every day and they have the right to expect the very best experience and outcomes. That's why our ambition and the pursuit of excellence is the foundation of everything we do.



Dear candidate,

I am delighted you are interested in a Registered Nursing Associate position here at Gloucestershire Hospitals NHS Foundation Trust.

We provide acute hospital services from two large district general hospitals, Cheltenham General Hospital and Gloucestershire Royal Hospital. Maternity Services are also provided at Stroud Maternity Hospital. We remain the major provider of secondary care services in the area and analysis shows that for Gloucestershire we are the leading acute healthcare provider by a significant margin.

At the very centre of our organisation is our dedicated nursing, midwifery and care staff, being part of the team here at Gloucestershire Hospitals NHS Foundation Trust is a huge privilege and if successful you will be joining over 2,000 nursing, midwifery and care colleagues each committed to delivering great experience and outcomes for our patients.

Here at Gloucestershire Hospitals NHS Foundation Trust, our patients are at the heart of everything we do, and pivotal to this are our nurses, midwives and care staff, whose dedication, expertise and kindness ensures that patients receive the very best care throughout their treatment. I wish you every success with your application to join this team.

Best wishes



Steve Hams,
Director of Quality and Chief Nurse

Job details

Job Title:	Registered Nursing Associate
Division	Various
Department:	Various
Responsible and accountable to:	Ward Manager
Band:	Band 4
Location:	Any site in the county of Gloucestershire.

Overview

The Nursing Associate will work as part of the multi professional team supporting Registered Nurses to deliver high quality, person-centred, compassionate care to patients. They will demonstrate the ability to work effectively as part of the team and provide support and guidance to less experienced staff and learners within the clinical environment as required.

Further information about the Registered Nursing Associate role can be found at:

<https://www.nmc.org.uk/standards/nursing-associates/>

<https://www.hee.nhs.uk/our-work/nursing-associates>

<https://www.healthcareers.nhs.uk/explore-roles/nursing/roles-nursing/nursing-associate>

Job purpose

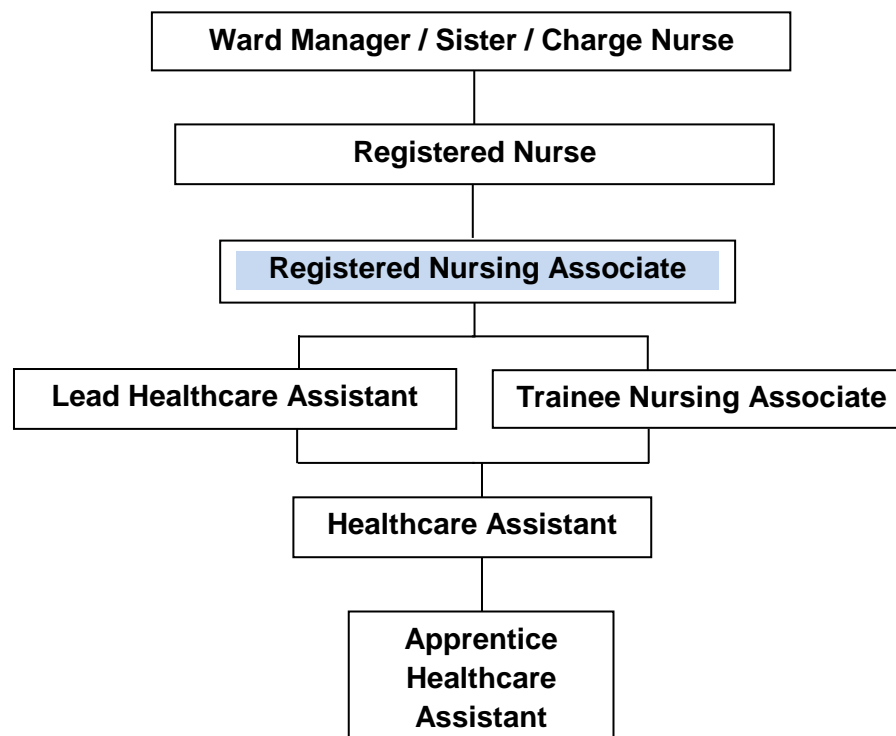
Within the role of a Registered Nursing Associate the post holder is required to:

- ▶ To assess, plan, implement, evaluate and provide high quality nursing care.
- ▶ To work effectively as a member of a multidisciplinary team.
- ▶ Communicate effectively with patients, carers, relatives and all members of the multidisciplinary team
- ▶ Maintain and develop high standards of care
- ▶ As part of a team manage caseloads of patients within defined clinical area.
- ▶ Take on responsibility for personal development and support the development and supervision of others by developing and maintaining specialist knowledge of day surgery practice
- ▶ Contribute towards the continuing development of professional nursing practice in the clinical area

- ▶ Conduct oneself in a professional manner and be a role model to less experienced/ non registered and new staff at all times
- ▶ Work proactively to ensure that every patient attendance meets the patient's expectations and needs with timely undertaking of procedure and effective communication with relatives, patients and carers.
- ▶ To supervise and teach junior members of staff and learners as required, and maintain own personal development with support.

This role requires the post holder to have completed the Nursing Associate apprenticeship standard.

Organisational Chart



Dimensions

- ▶ To work as a member of the ward / department team
- ▶ To work on a shift rota which is determined by service requirements but conforms to working time regulations
- ▶ No budgetary responsibility
- ▶ No direct management responsibility, but a requirement for collaborative working
- ▶ Regularly handles patients' valuables and money

Patient care

- ▶ Demonstrate and promote a patient and family centred style of clinical practice.
- ▶ As part of a team be responsible for the organisation of caseload and appropriately delegate to support workers or other staff members in order to ensure effective time management. To assist the team in the day to day running of the clinical area.
- ▶ To communicate with the Multi-Disciplinary Team (MDT) to aid effective patient care, which will include taking an active role in team meetings and specialist interest group meetings. Either working alone or as part of the multi-disciplinary team, to make recommendations for appropriate and timely discharge/transfer from hospital
- ▶ Respond to emergency situations with composure, maintaining patient safety and seeking immediate support, supporting the patient, family and other staff as required.
- ▶ To communicate effectively with patients and carers potentially complex, sensitive or distressing information; in order to provide patient centred care, to encourage self-management. Patients may have communication, perceptual or cognitive/understanding difficulties.
- ▶ To maintain clear, accurate and concise patient records in line with departmental and professional standards and include relevant outcome measures.
- ▶ Maintain patient dignity and confidentiality at all times

Professional practice

- ▶ Ensure clinical practice is evidence based or peer reviewed “best practice”
- ▶ Develop and maintain clinical skills and knowledge necessary to deliver and evidence based service.
- ▶ With supervision and assistance take on increased responsibility recognising own limitations, professional restrictions and seeking help appropriately
- ▶ Be competent in the use of all relevant Trust IT systems including the use of electronic patient record, email, and PACS.
- ▶ Maintain regular use of emails to keep abreast of information disseminated in the Trust
- ▶ Adhere to the NMC Code of Conduct at all times and operate within the NMC scope of professional practice.
- ▶ Demonstrate an awareness and understanding of Accountability, responsibility and Duty of Care and work towards the provision of support and education for less experienced and non-registered staff on the implications for practice.

Leadership and management

- ▶ Comply with Trust and Departmental policies and procedures e.g. Health and Safety at Work Act (1974), Manual Handling, clinical equipment competency, risk management, Data Protection Acts and patient confidentiality at all times. This will include demonstrating compliance with the terms of all safeguarding policies and processes relevant to the

safeguarding of adults and children in the care of GHNHSFT and to undergo regular mandatory training concerned with safeguarding matters.

- ▶ In conjunction with their manager, identify training needs of self, participating in clinical audit and quality projects which contribute to the departmental education programme.
- ▶ Report near misses and untoward incidents, complaints, clinical emergencies, injury or medicine administration errors as detailed in the departmental and Trust protocols. Assist lead staff in investigating incidents as required.
- ▶ Maintain and contribute to the development of standards of practice, conduct or decision making in conjunction with lead staff.
- ▶ Ensure a smart, professional image that enhances the public perception of the Trust and the professionalism of its staff is portrayed.

Education and training

- ▶ Be actively involved in and support departmental education programmes
- ▶ To consolidate and learn new skills and competencies to provide holistic care. To develop clinical reasoning and treatment techniques through the active participation in training and development. To consolidate knowledge and skills learned through this process with the direction of senior staff.
- ▶ To participate in the supervision, caseload monitoring and clinical education of student nurses and less experienced staff with support of senior staff, as required. Providing support, guidance, training, and assessing and evaluating competence, in order to fulfil clinical governance requirements and retain a skilled workforce.
- ▶ Develop the skills to supervise, mentor, support and educate less experienced and non-registered staff in the clinical practice setting.
- ▶ Undertake all mandatory training
- ▶ Demonstrate a commitment to research based practice and clinical excellence and play an active part in the introduction of research based change to improve patient centred care.

Improving quality and developing practice

- ▶ Comply with requirements to register with the NMC and identify own learning needs and ensuring own professional development is maintained by keeping up to date with practice developments.
- ▶ Work with senior staff undertaking audit and research projects, to further own and teams clinical practice within each rotation. To be involved in making recommendations for changes to practice and procedures for the relevant clinical area, and the implementation of these changes.
- ▶ Contribute to the Clinical Governance and Quality agenda by active participation in service initiatives, health and safety and risk management.
- ▶ Develop and share own clinical knowledge with other members of the wider clinical team both locally and nationally.
- ▶ Engage in clinical supervision in order to gain an appreciation of its value in clinical practice

- ▶ Identify own development needs, aligning these to service requirements and personal aspirations. Proactively develop and improve own practice using all available resources
- ▶ Understand and contribute to the development, implementation, monitoring and evaluation of policies/ protocols/ guidelines relevant to the specialist area.
- ▶ Openly question and challenge practice in a constructive way so that standards of patient care are continually evaluated and improved.

General conditions Confidentiality

In the course of your employment, you may have access to, see or hear confidential information concerning the medical or personal affairs of patients and or staff. Unless acting on the instruction of an authorised officer, on no account must such information be divulged or discussed except in the performance of normal duties. Breaches of confidence, including improper passing of registered computer data, will result in disciplinary action, which may lead to dismissal. You should be aware that regardless of any action taken by your employing authority, a breach of confidence could result in a civil action for damages.

In addition, records, including VDU screens and computer printouts of registered data must never be left in such a manner that unauthorised persons can obtain access to them. Written records must either be destroyed or retained in safe custody when no longer required, VDU screens should always be cleared when unattended.

Terms and Conditions of Service

The principle terms and conditions of your appointment will be those set out in the Agenda for Change national agreement as amended from time to time by the NHS Staff Council. These terms and conditions are set out in the NHS Terms and Conditions of Service Handbook, which is available on the Trust's intranet and NHS Employers web site.

Health and Safety

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers.

Data Quality

As part of your employment you may be required to record Patient Information (computerised or on paper). You have a responsibility to ensure that information is entered accurately, completely and consistently. It is particularly important that patients' demographic details are kept up to date. Problems should be reported to your Manager.

No Smoking Policy

Gloucestershire Hospitals NHS Foundation Trust operates a no smoking policy. Smoking is not permitted anywhere within the buildings and grounds of all Trust sites. These restrictions include all areas up to the boundaries of all sites.

Job Share

As part of its commitment to Equal Opportunities in employment, Gloucestershire Hospitals NHS

Foundation Trust has a policy on Job Sharing. Under this policy all posts, unless exempted, are open to Job Share.

NB

This job description is not intended to form part of the contract of employment or to be a complete list of duties and responsibilities, but is a good guide for information to the job. It will be periodically reviewed in the light of developing work requirements in the department. The officer in the post will be expected to contribute to that review.

Job description agreement

Job holder's signature:	Date: DD / MM / YYYY
Head of department signature:	Date: DD / MM / YYYY

Person specification: Registered Nursing Associate

Key to terms: E: Essential, D: Desirable. *How is it assessed?* I: Interview, A: Application

Qualifications

Active Nursing Associate registration with the Nursing and Midwifery Council	E	A
Nursing Associate Foundation degree qualification.	E	A
Evidence of ongoing professional development through maintenance of professional portfolio and registration revalidation	E	A
Completion of the Care Certificate	E	A

Experience

Experience (through placement or employment) of working in an acute clinical environment	E	A/I
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Knowledge, Skills, Abilities

Able to prioritise own workload and that of others as appropriate	E	A
Able to provide a portfolio of learning in relation to knowledge & experience acquired whilst completing Trainee Nursing Associate programme.	E	I
Excellent presentational, communication and interpersonal skills	E	I
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.	E	I
Understands and acts in line with the NMC Standards of proficiency for Nursing Associates (2018) and the NMC Code of Practice.	E	I
Demonstrates knowledge of when to seek advice and escalate to the appropriate professional for support and advice.	E	I
Able to competently and safely administer medication according to Trust policy.	E	I
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.	D	I
Able to work effectively as a team player under appropriate supervision, and as part of a multi-disciplinary team and understand the importance of following procedures and care plans.	D	I
Able to identify limitations of own competency and undertake Continuous Professional Development to maintain competencies and skills including all mandatory training.	E	I
Able to take part in reflective practice and understands and complies with the requirements for NMC revalidation.	E	I
Demonstrates knowledge of clinical audit and improvement methodology.	E	I
Able to deal with non-routine and unpredictable nature of the workload and individual patient contact.	E	I
Basic IT skills with knowledge of Trak care, Electronic Patient Records and related E-services.	E	I

Qualities

Enthusiastic and self-aware	E	I
Creative and Flexible	E	I
Resilient under pressure	E	
Team focused	E	I
Reliable, Adaptable and Dependable	E	I