

Job Description

Job Ref:	20-154
Job Title:	Registered Nursing Associate
AfC Pay Band:	Band 4
Clinical Unit / Division	DAS
Department:	Michelham / Hailsham Ward
Accountable to:	Head of Nursing
Reports to:	Matron

Job dimensions & responsibility for resources	
Budgetary & Purchasing, Income generation	None
Staff	None
Information Systems	Careful use of Trust systems both manual and electronic, to ensure accuracy of data. Store and share information in accordance with department protocols, Trust Information Governance Policy and Data Protection Legislation Specialist systems: N/A
Job purpose	<p>The role of the Nursing Associate is to work with the multi professional team and the Registered Nurse to assess, plan, organise and deliver clinical care in line with service and patient needs, as agreed with supervising clinicians.</p> <p>The nursing associate has a breadth of knowledge across the lifespan and across the 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 leadership of registered nurses, working within the sphere of nursing care and within all aspects of the nursing process (Health Education England 2018)</p> <p>Nursing associates are equipped with the knowledge, understanding, skills, attitudes and behaviours relevant to employment as a nursing associate and will work to a nationally recognised Nursing and Midwifery Councils code of conduct (NMC) and must meet the NMC</p>

	standards of proficiency.
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Communications and Working Relationships		
With Whom:	Frequency:	Purpose:
Patients / clients	Daily / as required	To carry out treatment / care plans.
Manager / Supervisor / Nurse in Charge	Daily / Weekly / ongoing / or as required	Management supervision, work planning, advice and support.
Multi-Disciplinary Team	Daily / ongoing / as required	Share information / To carry out treatment / care plans.
Heads of Nursing	As required	To maintain standards of care / clinical and professional advice and support
Relatives / Visitors	Daily / ongoing / as required	Discuss patient issues / reassurance / support
Site Managers	Daily / as required	To facilitate transfers and discharges in a timely fashion
House Keepers	Daily / as required	Ongoing Dietary needs of the patients/Ward cleaning

<p>Key Duties and Responsibilities</p> <ul style="list-style-type: none"> • To be responsible for providing the appropriate evidence based care of an allocated group of patients. • Be an accountable professional who is responsible for their actions, working in line with NMC Standards of Proficiency for Nurse Associate (2018) (Annexe B) and also the NMC Code of Professional Standards of Practice and Behaviour. • Recognise and work within the limits of their competency. • To work as part of a multidisciplinary team using resources efficiently • To deliver quality care to patients and to work effectively within the nursing team. • To be competent in carrying out a variety of clinical procedures. <p>Clinical Duties</p> <ul style="list-style-type: none"> • Work as part of a designated clinical team delivering care that focuses on the direct needs of the individual and their family/carers. • Support people to improve and maintain their mental, physical, behavioural health and wellbeing, promoting health and preventing ill health. • Develop understanding of all elements of the nursing process and assist the registered nurse in the ongoing assessment, planning, management and evaluation of care. • To recognise changes in patients' condition which require the intervention of others and understand when to refer to the supervising registered nurse and other senior colleagues for reassessment of patient care. • To work in collaboration with others to ensure the safe and timely discharge of patients with the aim of avoiding readmission. • To perform procedures as detailed within the NMC Standards for Proficiency for Nurse Associate (2018) (Annexe B) to meet the nursing needs of the patients in their care.

- To work within the NMC code of Professional Standards of Practice and Behaviour, and within policies, procedures and guidelines of East Sussex Healthcare NHS Trust.
- To have a willingness to undertake additional skills and training dependant on department requirements.
- To ensure that high standards of nursing care are provided and maintained.
- To act and raise concerns when standards are not being maintained following local policy and procedures.
- To act as an advocate for the patient and their family, including promoting and protecting their interests, privacy and rights, equality and inclusion.
- To be involved in Trust initiatives to improve patient safety and care.

Professional Responsibilities

- Have demonstrated the proficiency to administer medications and undertake medicines management training as required.
- To be aware of and adhere to the NMC and Trust Policies relating to the control and administration of drugs.
- To ensure that high standards of nursing care are given and maintained and to act when standards are not being maintained.
- To work within the NMC Code of Professional Standards of Practice and Behaviour, and within policies, procedures and guidelines of East Sussex Healthcare NHS Trust.
- To participate in regular staff meetings.
- To be flexible to work within areas or departments to meet the demands of changing service needs.
- To provide supervision and preceptorship to newly qualified staff, students, new starters and trainees, encouraging an effective learning environment.
- To provide support and supervision to Health Care Support Workers and other support staff to promote their learning and development within role.
- To receive delegated duties from the supervising RN and senior colleagues, accepting those that fall within their individual competency level, adhering to the NMC Delegation and Accountability tool (NMC Code 2018)
- To delegate appropriately to other team members, including Health Care Support Workers, students, trainees and other support staff adhering to the NMC Delegation and Accountability tool (NMC Code 2018); recognising and working within the limits of their competence
- To take responsibility for own continuing professional development and performance, including identifying own development needs and maintain own portfolio in accordance with the NMC revalidation requirements.

Management Responsibilities

- To communicate with the nurse in charge and collect data in order to participate in the smooth running and organisation of the department.
- To support senior and junior colleagues and peers in their roles and be resilient to manage change.
- To support Line Manager, Sister/nurse in charge in risk assessment and minimisation of risk. Ensuring incidents and near misses are reported using the Trust Datix system.
- To manage verbal complaints, inform Line Manager, Sister/nurse in charge and refer as necessary.
- To participate in the investigation of incidents/complaints as required.
- To establish and maintain effective communication, both verbal and written and relationships with multi-disciplinary team.
- To recognise and manage areas of conflict, preventing where possible, reporting to Line Manager, Sister/nurse in charge as necessary.

Patient Safety & Quality of Care

- Participate in research programmes utilising agreed research findings to enhance the patient and carer experience.
- Actively participate in benchmarking clinical practice along with other areas.
- Contribute to and participate in programmes of Audit, including utilisation of results in practice.
- Support Line Manager with friendly and family testing and other aspects of patient experience work.
- Respond to safeguarding concerns, reporting to senior staff and colleagues as necessary whilst adhering to Trust policy and procedures

Financial Responsibilities

- To assist in the promotion and encouragement of innovative thinking in the current climate to ensure the best use of resources.
- To use and safeguard equipment in a competent manner and ensure it is maintained in good working order.
- To be flexible in working pattern to help meet the needs of the service.
- To support the Line Manager in the management of the budget and resources.

Professional Development

- Participate in regular supervision.
- Attend all mandatory training.
- Participate annually identifying, developing and agreeing your own development plan with your Line Manager using the Trust Appraisal process.
- Comply with all Trust policies, procedures and protocols.
- Carry out duties with due regard to the Trust's Equal Opportunity Policy.
- Seek advice and support from Line Manager whenever necessary.
- Maintain professional conduct including appearance at all times.
- Ensure maintenance of Professional Registration.

General Duties & Responsibilities Applicable To All Job Descriptions

- To be familiar with and adhere to the policies and procedures of the Trust.
- Behave and act at all times in accordance with the Trust Values, of Working Together, Respect and Compassion, Engagement and Involvement and Improvement and Development
- To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- To participate fully in the performance and development review (appraisal) process and undertake Continuing Professional Development as required.
- To participate in surveys and audits as necessary in order to enable the Trust to meet its statutory requirements.
- To be aware of the Trust's emergency planning processes and follow such processes as necessary, in the event of an unexpected incident.
- This job description is not exhaustive. Staff may be required to undertake any other duties at the request of the line manager, which are commensurate with the band, including project work, internal job rotation and absence cover.

Working Environment:					
Driving (depending on role)	X	Lifting		Verbal aggression	
Use of PC/VDU	X	Physical support of patients	X	Physical aggression	
Bending/kneeling	X	Outdoor working		Breaking unwelcome news to others	X
Pushing/pulling		Lone working (depending on role)	X	Providing professional emotional support	X
Climbing/heights		Chemicals/fumes		Dealing with traumatic situations	X
Repetitive movement		Contact with bodily fluids	X	Involvement with abuse cases	X
Prolonged walking/running		Infectious materials	X	Care of the terminally ill	X
Controlled restraint		Noise/smells		Care of mentally ill & challenging patients	X
Manual labour		Waste/dirt		Long periods of concentration i.e. hours	X
Food handling	X	Night working	X	Working in confined spaces (e.g. roof spaces)	

Statement

1. This job description will be agreed between the jobholder and the manager to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.
2. The information being handled by employees of East Sussex Healthcare NHS Trust is strictly confidential. Failure to respect the confidential nature of this information will be regarded as a serious breach of regulations, which will result in action under the Disciplinary Procedure, including possible dismissal. This includes holding discussions with colleagues concerning patients in situations where the conversation may be overheard. It is the employee's personal responsibility to comply with the Data Protection Act.
3. It is the employee's responsibility to ensure all records (computerised or manual) are accurate and up to date, and that errors are corrected or notified as appropriate.
4. It is the manager's role to monitor and assure the quality of any data collected or recorded by or in his/her area of responsibility.
5. Employees must take reasonable care, and be aware of the responsibilities placed on them under the Health & Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.
6. All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to. In addition to supporting the trusts commitment to preventing and controlling healthcare associated infections (HAI).
7. All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000.
8. In addition to any specific responsibility for risk management outlined in the main body of this job description, all employees must ensure they are aware of the key responsibilities applicable in relation to risk management as identified in the Trust's Risk Management Strategy.
9. All staff will note the Trust's responsibilities under the Civil Contingencies Act 2004, and NHS Major Incident Plans Guidance (DoH 1998 and 2004)
10. All employees are responsible for ensuring they attend the relevant mandatory training as identified in the Trust's Education Strategy and as agreed with their manager/supervisor.
11. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.
12. For posts which involve contact with patients, it is required that the postholder receives satisfactory clearance from the Disclosure and Barring Service.

Person Specification

Job Title: Registered Nursing Associate		Grade: Band 4	
Department:		Date: August 2020	
*Assessed by: A= Application I= Interview R= References T= Testing C = Certificate			
Minimum Criteria	*	Desirable Criteria	*
Qualifications <ul style="list-style-type: none">Foundation Degree in Health & Social CareNMC Registration as a Nursing AssociateFully Completed Care CertificateGCSE Grade A-C English & Maths or EquivalentEvidence of continuing professional development	A/C A/C A/C A/C A/I/C	<ul style="list-style-type: none">Have completed training or study in areas relevant to the role applied for, or be willing to undertake, for example: venepuncture, urethral catheterisation, leg ulcer dressings (depending on area of practice)	A
Experience <ul style="list-style-type: none">Experience relevant to area of practice applied forExperience of working with patients & families from a range of cultures & backgroundsExperience of self-directed working and working as part of a teamEvidence of good written and verbal communication skills	A/I A/I A/I A/I	<ul style="list-style-type: none">Have experience in more than one area of practiceOther health care related experience	A A
Skills / Knowledge / Abilities <ul style="list-style-type: none">Understanding of the scope of the RNA role within the multi-disciplinary team, the organisation & how the role contributes to service delivery and developmentRelevant knowledge related to sphere of practice and best guidance for care of patients and carersAbility to communicate with patients, carers and health & social care providersFriendly and approachableAble to relate to people at all levelsFlexible approach	A/I A/I A/I/R A/I/R A/I/R A/I/R	<ul style="list-style-type: none">Venepuncture and cannulation/extended roles and/or skills relevant to the work area or be willing to undertakeUnderstanding of research and audit processes	A/C A/I

<ul style="list-style-type: none"> • Able to keep information confidential • Able to work under pressure, to use own initiative to prioritise/plan work tasks • Good organisational skills 	A/R A/I/R A/I/R		
Other <ul style="list-style-type: none"> • Acts in line with the NMC code of professional standards • Understands the NMC requirement for revalidation • Flexibility to meet the needs of service • Ability to use NHS IT systems • DBS & Occupational Health clearance • Evidence that personal behaviour reflects Trust Values 	A/I/R A/I A/I A/I R/T A/I	<ul style="list-style-type: none"> • Hold full current driving licence 	A

Managers Signature

Date

Postholders Signature

Date