

## HERTFORDSHIRE PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

### JOB DESCRIPTION

**Job Title:** Nursing Associate  
**Grade/Band:** Band 4  
**Department:** Older Adults  
**Responsible to:** Charge Nurse/Team Leader  
**Accountable to:** Matron  
**Base:** Trustwide

#### Hertfordshire Partnerships University Foundation Trust

- Hertfordshire Partnership University NHS Foundation Trust (HPFT) is an exceptional organisation with big ambitions, our aim is to be the leading provider of mental health and specialist learning disability services in the country.
- With a workforce of c. 3,000 and an annual income of c. £200m, the Trust is organised across three Strategic Business Units and provides integrated health and social care services through a large network of community and inpatient settings, serving diverse communities across Hertfordshire, Norfolk, North Essex and Buckinghamshire. As a university trust, HPFT continues to develop strong links with the University of Hertfordshire providing excellent learning and development opportunities, as well as strengthening our clinical research capability.
- Whilst it is a challenging period for the NHS, there has never been a more exciting time to join HPFT. Building on the CQC Outstanding, we are on our “Good to Great” journey as we continue to innovate, improve, transform and ultimately deliver the very highest standards of care to the service users and communities that we serve.



#### Our Services

We provide mental health and social care services - including Adults of Working Age, Older Adults, Children and Adolescents and Specialist Learning Disabilities services.

The Trust works in close partnership with Hertfordshire County Council and also with other NHS organisations to promote and support mental health in the community. We also provide specialist learning disability services in Norfolk and Essex.

The Trust provides:

- Community Services including local teams for mental health
- Acute and Rehabilitation Services including inpatient services and crisis team
- Specialist Services such as mental health services for older people, eating disorders, and our mother and baby unit
- Learning Disability and Forensic Services

## Our Mission

We help people of all ages live their lives to their full potential by supporting them to keep mentally and physically well.

Everything we do is aimed at providing consistently high quality, joined up care, support and treatment that:

- Empowers individuals to manage their mental and physical wellbeing
- Keeps people safe from avoidable harm
- Is effective and ensures the very best clinical and individual recovery outcomes
- Provides the best possible experience

## Our Vision

Our conversations with service users, carers, staff, commissioners and the wider communities we serve have informed a simple but ambitious vision:

***“Delivering great care, achieving great outcomes - together”***

We will achieve our vision by:

- Putting the people who need our care, support and treatment at the heart of everything we do - always
- Consistently achieving the outcomes that matter to the individuals who use our services, and their families and carers, by working in partnership with them and others who support them
- Providing the very best experience of joined-up care in line with what service users and carers have told us makes ‘Great Care’

## Values and Behaviours

Our values and behaviours have been developed by over 800 service users, carers and members of staff. They describe how we aim to be with service users, carers and each other. By living our values we will deliver our ambition to be a leading provider for everyone we work with.

	we are...	you feel...
Our Values	<b>Welcoming</b>	✔ Valued as an individual
	<b>Kind</b>	✔ Cared for
	<b>Positive</b>	✔ Supported and included
	<b>Respectful</b>	✔ Listened to and heard
	<b>Professional</b>	✔ Safe and confident

### Our values set the tone for:

- The way we plan and make decisions
- The way we behave with service users and each other.
- The kind of colleagues we recruit
- The way we induct, appraise and develop our staff

## **Job Summary:**

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 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 and will work to a nationally recognised code of conduct.

All staff should comply with the Trust's Anti-Discriminatory Statement, Employee Charter, Trust Policies and Procedures, Code of Conduct and Equality and Diversity.

## **Below to be completed**

### **Key Relationships:**

All staff within the multi-disciplinary team and all departments Trust-wide as appropriate to the care of patients

### **Duties and Responsibilities:**

The following criteria identify the core components of the roles, responsibilities and accountabilities of nursing associates. They identify what nursing associates can contribute to the health and wellbeing of patients and service users, and apply across all health and care settings. Integral to all of these is the ability to communicate effectively, with sensitivity and compassion, and to manage relationships with people, making reasonable adjustments where necessary. Where further, more specific requirements are required, these should be developed by the employer for inclusion in the job specification.

#### **1. Being an accountable professional**

- act in the best interests of the people they care for
- put people first and provide nursing care that is person centred, safe and compassionate
- act professionally at all times
- use knowledge and experience to make evidence based decisions and solve problems
- recognise and work within the limits of their competence
- be responsible for their actions

#### **2. Promoting health and preventing ill health**

- support people to improve and maintain their mental, physical, behavioural health and wellbeing
- active involvement in the prevention of and protection against disease and ill health
- engage in public health, community development, and in the reduction of health inequalities

#### **3. Provide and monitor care**

- provide compassionate, safe and effective care and support to people in a range of care settings
- monitor the condition and health needs of people within their care on a continual basis in partnership with people, families, and carers

- contribute to ongoing assessment recognising when it is necessary to refer to others for reassessment
- communicate effectively with colleagues, providing clear verbal, digital or written information and instructions when sharing information delegating or handing over responsibility for care
- recognise and report any situations, behaviours or errors that could result in poor care outcomes

#### **4. Working in teams**

- play an active role as members of interdisciplinary teams
- collaborate and communicate effectively with nurses, a range of other health and care professionals and lay carers

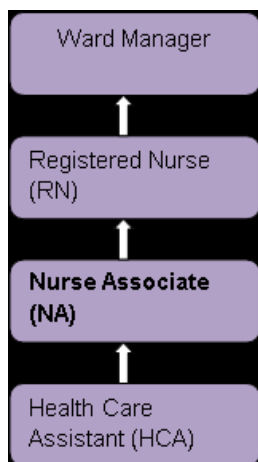
#### **5. Improving safety and quality of care**

- improve the quality of care by contributing to the continuous monitoring of people's experience of care
- identify risks to safety or experience and take appropriate action, putting the best interests, needs and preferences of people first

#### **6. Contributing to integrated care**

- contribute to the provision of care for people, including those with complex needs

### **Clinical Responsibility**



### **Leadership and Staff Management Responsibility**

- To demonstrate a willingness to positively engage in change management
- To act as a role model to the MDT, service users, carers and staff
- In consultation with the Band 5 /6 Nurse and Team Leader, to set and review performance objectives for Health Care Assistants and other staff where appropriate. This will include supporting staff in their ongoing personal development
- To be a Practice Supervisor to first and second year student nurses and first year Trainee Nursing Associates, if required
- To participate in the induction and training of others.
- To provide a person centred/recovery oriented approach integrated within the care planning approach, which optimises integration into community life.

## **FINANCIAL RESPONSIBILITY**

To assist the Band 5 /6 Nurse and Team Leader in the effective use of resources at all times

## **Service Development and Improvement**

- To comply with the Trust's requirement in attending all relevant mandatory training
- To actively participate in quality and safety improvement initiatives
- To advise senior management on current issues and new developments with the service area field
- To participate in the training of 1st and second year student nurses, their assessments and placement evaluation in accordance with the NMC and university requirements
- To maintain evidence of continuing professional nurse development
- To support both the Practice supervision of first and second year student nurses and preceptorship of newly registered nursing associates
- To develop and maintain own professional profile

## **Communications**

- To act at all times in safeguarding the integrity, confidentiality and availability of sensitive information relating to both service users and staff
- To demonstrate excellent interpersonal skills
- To communicate effectively, using a variety of methods, with members of the Multi-Disciplinary Team, service users, carers and other agencies involved in the service users' care
- To chair meetings effectively, when required
- To maintain appropriate therapeutic boundaries with service users
- To ensure effective and collaborative working with staff from other provider and commissioning organisations
- Bridge the gap between primary care and secondary care services, to enable better communication and better access to health care for people with learning disabilities/mental health needs

## **Other Additional Information:**

**The following statement forms part of all job descriptions:**

### **Knowledge and Skills Framework:**

The post holder will be expected to meet the requirements of the NHS Knowledge and Skills Framework (KSF) appropriate outline for the post.

*Approved outlines are available on the HPT e-ksf local library*

## **Health and Safety**

The post holder has a duty of care to themselves and to others with whom they come into contact in the course of their work as laid down in the Health and Safety at Work Act 1974 and any subsequent amendment or legislation.

### **Infection Control**

All Trust staff will:

Act as a role model and champion for the highest standard of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.

Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.

Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

### **Equality and Diversity**

Hertfordshire Partnership University NHS Foundation Trust is committed to providing an environment where all staff, service users and carers enjoy equality of access, provision, opportunity and outcomes.

The Trust works to eliminate all forms of discrimination and recognise that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

Providing equality of opportunity means understanding and appreciating the diversity of our staff, service users & carers and ensuring a supportive environment free from harassment. As a result Hertfordshire Partnership University NHS Foundation Trust actively encourages its staff to challenge discrimination and promote equality of opportunity for all.

### **Confidentiality**

All staff must be aware of the Data Protection Act 1984, and its subsequent amendments, which is now in force. This means that protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the Trust and the individual may be prosecuted.

### **Standards of Business Conduct and Conflicts of Interest**

The Trust has adopted a Standards of Conduct Policy, which reflects NHS Management Executive Guidelines. It is the responsibility of all staff to ensure that they act as a role model, by upholding the principle of a leading mental Trust. Staff should be informing their line manager if they are working for any other organisation to ensure that this Trust complies with the Working Time Regulations.

### **Information and Records Management**

The post holder must be competent in using IT and have the relevant skills to carry out the activities required for the post.

To comply with the Data Protection Act 1998, Freedom of Information Act 2000 and Department of Health Code of Confidentiality in line with Trust procedures.

To adhere to the Trust's policies on records management including creation, use, storing and retention and disposal of records.

Adhere to the Trust's Corporate Identity (using the standard templates – available on Trustspace).

### **Safeguarding Adults and Children**

The Trust is committed to ensuring adults and children are protected and come to no harm from abuse. All employees have a responsibility to be aware of national and local policies, their individual responsibilities with regards to the protection and safeguarding of both adults and children, and must adhere to them at all times.

### **Organisational Change**

As services develop and change, the post holder may be required to undertake other responsibilities within the Trust.

### **Flexible Working**

The Trust believes that its staff members are its most valuable asset and is committed to attracting and retaining the very best, and utilising all the talent and experience available. The Trust recognises the importance of helping its employees balance their work and home life by offering flexible working arrangements that enable them to balance their working life with other priorities, including parental and other caring responsibilities, life-long learning, charity work, leisure activities and other interests.

### **Health and Safety**

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

### **Review:**

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post holder.

## PERSON SPECIFICATION

*The person specification must detail the level at which a person should have reached before you recruit them. You should use the dimensions and levels for the second gateway subset of the relevant KSF outline to assist with developing the person specification.*

**Successful candidates MUST have the potential to achieve the knowledge and skills requirements of their second gateway.**

**Job Title:** Nursing Associate

**Department:**  
Learning disability  
and Forensic

Job related criteria	Essential	Desirable
<b>Qualifications:</b> (Academic, professional and vocational)	<ul style="list-style-type: none"> <li>Registered Nursing Associate on the NMC register</li> <li>Educated to a minimum level 5 Foundation degree level specific to nursing associate practice</li> <li>GCSEs Grade A-C in Maths and English or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>QCF in Care/Health and Social Care Level 2/3 or equivalent experience</li> <li>Care certificate (? Should be essential)</li> </ul>
<b>Previous experience</b> (Nature and level)		<ul style="list-style-type: none"> <li>Previous experience of working within a health/care setting</li> </ul>
<b>Evidence of Particular:</b> <ul style="list-style-type: none"> <li>Knowledge</li> <li>Skills</li> <li>Aptitudes</li> </ul>	<ul style="list-style-type: none"> <li>Excellent interpersonal and communication skills</li> <li>IT skills appropriate to the role</li> <li>Ability to work well in a team</li> <li>Ability to work on own initiative</li> <li>Ability to organise and prioritise own workload</li> <li>Able to recognise own limitations in the context of the nursing associate role</li> <li>Knowledge of when to seek advice and refer to a registered health or care professional</li> <li>Ability to participate in reflective practice and clinical supervision activities</li> </ul>	
<b>Specific Requirements</b>	<ul style="list-style-type: none"> <li>Understanding of the scope of the role of the Nursing Associate in context of the team and the organisation, and how the role contributes to service development</li> <li>understand the roles of a range of</li> </ul>	



	<p>professionals and carers from other organisations and settings who may be participating in the care of a person and their family</p> <ul style="list-style-type: none"> <li>• understand responsibilities in relation to communication and collaboration.</li> </ul>	
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## ORGANISATIONAL VISION AND VALUES

### Our values

Welcoming Kind Positive Respectful Professional

