

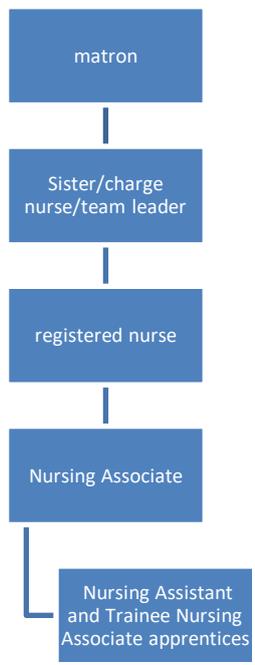
**JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Nursing Associate</b>	
<b>DIVISION:</b>		
<b>SALARY BAND:</b>	<b>Band 4</b>	
<b>RESPONSIBLE TO:</b>	<b>Band 7 Sister/Charge Nurse/ Team Leader</b>	
<b>ACCOUNTABLE TO:</b>	<b>Matron</b>	
<b>HOURS PER WEEK:</b>	<b>37.5</b>	
<b>MANAGES:</b>	<b>Directly:</b>	
	<b>Indirectly:</b>	

**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 knowledge relevant to employment as a nursing associate and will work to a nationally recognised code of conduct.

**Organisational Chart:**



Date of the JD review:

## MAIN DUTIES AND RESPONSIBILITIES

### Royal Free World Class Values

The post holder will offer World Class Care to service users, staff, colleagues, clients and patients alike so that everyone at the Royal Free can feel:

- **welcome** all of the time ● confident because we are clearly **communicating**
- **respected** and cared for ● **reassured** that they are always in safe hands

### 1. CLINICAL RESPONSIBILITIES

- Maintain a professional behaviour at all times and promote a positive image of Royal Free London NHS Foundation Trust at all times, in line with World Class Care values.
- To prioritise and manage own workload
- To monitor the condition and health needs of people within their care on a continual basis in partnership with people, families and carers
- to contribute to ongoing assessment, recognising when it is necessary to refer to others for reassessment
- to 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
- To undertake all nursing procedures in accordance with Trust policies and ensure that these procedures and policies are understood and adhered to by all staff, within own management responsibility
- the nursing associate is able to safely demonstrate and maintain competence of the following procedures:
  - use manual techniques and devices to take, record and interpret vital signs including temperature, pulse, respiration, pulse oximetry
  - safe administration of medicines via oral, topical and inhalation,
  - safe administration of injections using subcutaneous and intramuscular routes
  - administration of medicines via the enteral route
  - administer enemas and suppositories
  - undertake routine venepuncture and ECG
  - Measure and interpret blood glucose levels etc
- To establish effective working relations with all members of the multi-disciplinary team to promote good communication and a multi-disciplinary approach to patient care.

- j. To supervise unqualified staff, to ensure that they have the knowledge, skills and resources to carry out delegated aspects of care.

## **2. RESPONSIBILITY FOR PATIENTS**

- a. To act in the best interests of the people they care for
- b. To be responsible for their actions
- c. Use knowledge and experience to make evidence based decisions and solve problems
- d. Recognise and work within the limits of their competence
- e. Put people first and provide nursing care that is person-centred, safe and compassionate
- f. To liaise with the registered nurses regarding the plans of care for the patient and to provide and monitor this care contributing to the ongoing assessment and evaluation
- g. Improve the quality of care by contributing to the continuous monitoring of people's experience of care
- h. To identify risks to safety or experience and take appropriate action, putting the best interests, needs and preferences of people first,
- i. To ensure high standards of care are given to all patients, monitoring this through spot checks and clinical quality indicators outcome measures
- j. To ensure that all patients are cared for in a clean and well-maintained clinical area, ensuring that all staff are aware that they are directly responsible
- k. To support people to improve and maintain their mental, physical and behavioural health and wellbeing

## **3. RESPONSIBILITY FOR POLICY AND SERVICE DEVELOPMENT**

- a. In collaboration with the Senior Sister/Charge Nurse, audit agreed clinical guidelines of practice, policies and benchmarks within area of clinical responsibility
- b. Ensure that all staff act in accordance with Trust policies such as Infection Prevention and Control, Confidentiality, Health & Safety and Equal Opportunities
- c. To contribute to the development of, and implementation of, local and trust wide policies, procedures, guidelines and protocols
- d. To be aware of the research process and current trends.

- e. To recognise concerns about levels of care or incidents involving patients escalating to the Matron/Senior Sister and reporting via the Trust's incident reporting system
- f. Participate in data collection to support audit activity and contribute to the implementation of quality improvement strategies.

#### **4. RESPONSIBILITY FOR FINANCIAL AND PHYSICAL RESOURCES**

- a. Takes an active role in the ward environment needs, being alert to possible sources of cross-infection, maintaining safe and clear walkways and bed areas, ensure fire exits remain clear and equipment and supplies are stored correctly
- b. To be responsible for ensuring confidentiality and safekeeping of patient records
- c. Accountable for efficient and economical use of ward supplies
- d. Have an awareness of cost implications and assist in the management of resources within the clinical area e.g. equipment, supplies

#### **5. RESPONSIBILITY FOR LEADING AND MANAGING**

- a. Take an active role in the induction and orientation of new staff to the area
- b. To support, supervise and develop new Nursing Assistants, Trainee Nursing Associates and other learners
- c. Demonstrates effective time management and prioritisation of workload in collaboration with the nurse in charge.
- d. Demonstrates effective supervision skills by providing clear instructions and explanations when supervising others
- e. Clear instructions and checking understanding when delegating care responsibilities to others
- f. Providing constructive feedback and encouragement in relation to care delivered by others
- g. To support the Registered Nurse and other healthcare professionals in assessment, planning, delivery and evaluation of high quality, evidence-based person-centred care
- h. To act professionally at all times and portray a positive image of nursing and the ward at all times
- i. To be able to work unsupervised

## 6. RESPONSIBILITY FOR INFORMATION RESOURCES

- a. To be responsible for ensuring confidentiality and safekeeping of patient records.
- b. To be able to use Word documents, email and internet and have a willingness to develop computer skills
- c. To submit statistical information as required

## 7. RESPONSIBILITY FOR RESEARCH AND DEVELOPMENT

- a. To participate in research within the department as requested
- b. To provide evidence based person-centred care by looking at what research has shown to be most effective.

## GENERAL RESPONSIBILITIES

### Infection Control

Infection control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trust's Infection Prevention and Control policies and procedures and the Health Act (2006) Code of Practice for the prevention and control healthcare associated infections and make every effort to maintain high standards of infection control at all times thereby reducing the risk of Healthcare Associated infections.

It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the Trust's policies and procedures which reflect the statutory requirements of the Hygiene Code.

- To work in close collaboration with the Infection Control Team.
- To ensure that monitoring of clinical practice is undertaken at the agreed frequency.
- To ensure that the ward environments are cleaned and maintained to the highest standards; ensuring that shortfalls are rectified, or escalate as necessary.
- To ensure that all relevant monitoring data and issues are provided to the Directorate's Governance structures.
- To ensure that all staff are released to attend infection control-related educational sessions and staff with specialist roles, e.g. link practitioners, are released to undertake their duties.

### Health and Safety at Work

The post holder is required to:

- Take reasonable care for the health and safety of himself/herself and other persons who may be affected by their actions or omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

### Confidentiality & Data Protection

The post holder has a responsibility to comply with the Data Protection Act 1998 and maintain confidentiality of staff, patients and Trust business.

If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal.

Employees are expected to comply with all Trust policies and procedures and to work in accordance of the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g. HISS induction, organising refresher sessions for staff when necessary.)

### **Conflict of Interest**

The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, to gain or benefit themselves, their family or friends.

### **Equality and Diversity**

The Trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job related needs of all staff working in the Trust are recognised. The Trust aims to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the Trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

### **Vulnerable Groups**

- To carry out responsibilities in such a way as to minimise risk of harm to children, young people and vulnerable adults and to promote their welfare in accordance with the Children Act 2004, Working Together to Safeguard Children (2006) and No Secrets guidance (DH 2000).
- To demonstrate an understanding of and adhere to the trust's child protection policies.

### **Smoke Free**

The Trust implements a Smoke Free policy that applies to all staff. Staff are not allowed to smoke while wearing a recognisable Trust uniform or visible trust identification badge, and not allowed to smoke anywhere on hospital grounds. Staff are not allowed to take additional breaks in order to smoke. They may smoke during designated breaks but only out of uniform and off site. Staff contravening this policy may be subject to disciplinary procedures.

### **Standards of dress**

All staff are expected to abide by the Trust's guidance on standards of dress.

This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and may therefore be amended in consultation with the post holder.

**PERSON SPECIFICATION**  
**POST TITLE: Nursing Associate**

		<b>Essential (E) Desirable (D)</b>	<b>Assessed through: App Form (A) Interview (I)</b>
<b>Royal Free World Class Values</b>	<ul style="list-style-type: none"> <li>Demonstrable ability to meet the Trust Values positively  <b>welcoming</b> actively  <b>respectful</b> clearly  <b>communicating</b> visibly  <b>reassuring</b></li> </ul>	<ul style="list-style-type: none"> <li>E</li> </ul>	<ul style="list-style-type: none"> <li>A / I</li> </ul>
<b>Education &amp; professional Qualifications</b>	<ul style="list-style-type: none"> <li>Registered Nursing Associate on the NMC register</li> <li>Nursing Associate foundation degree qualification</li> <li>GCSE Grade A-C in Maths and English or skills level 2 Maths &amp; English or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>E</li> </ul>	<ul style="list-style-type: none"> <li>A</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working as part of a multi-disciplinary team</li> <li>Insight into how to evaluate own strengths and development needs, seeking advice where appropriate</li> <li>Experience of providing and receiving complex, sensitive information</li> </ul>	<ul style="list-style-type: none"> <li>E</li> </ul>	<ul style="list-style-type: none"> <li>A/I</li> </ul>
<b>Skills and aptitudes</b>	<ul style="list-style-type: none"> <li>Ability to organize and prioritise own delegated workload</li> <li>Able to undertake the clinical skills outlined in the Job description</li> <li>Ability to deal with non- routine and unpredictable nature of workload and individual patient contact</li> <li>Ability to communicate effectively (written, verbal and non-verbal communication) with patients/ relatives and carers and all members of the multi-disciplinary team.</li> <li>Ability to develop effective and appropriate relationships with</li> </ul>	<ul style="list-style-type: none"> <li>E</li> <li>E</li> <li>E</li> <li>E</li> </ul>	<ul style="list-style-type: none"> <li>A/I</li> <li>A/I</li> <li>A / I</li> <li>I</li> <li>A / I</li> </ul>

	<p>people their families, carers and colleagues</p> <ul style="list-style-type: none"> <li>• Ability to support, supervise, assess and act as a role model to trainee nursing associates, nursing assistants as required within the clinical setting.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• A / I</li> </ul>
<b>Personal Qualities &amp; attributes</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills- written and verbal</li> <li>• Excellent time management skills</li> </ul>	<ul style="list-style-type: none"> <li>• E /</li> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• A / I</li> <li>• A / I</li> <li>• I</li> </ul>
<b>Others</b>	<ul style="list-style-type: none"> <li>• Understanding of the scope of the role of the Nursing Associate in context of the nursing and interdisciplinary team and the organization, and how the role may contribute to service development</li> <li>• Understands and acts in line with the NMC professional standards for practice contained within The Code</li> <li>• Knowledge of when to seek advice and escalate to the appropriate professional expert help and advice</li> <li>• Understand requirements for NMC professional Revalidation</li> <li>• Understanding of the importance of following procedures and treatment plans</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• A/I</li> </ul>