

Job Description

Job Title:	Nursing Associate
Job Band:	4
Department:	Community Nursing, Medicine & Integrated Care Division
Responsible to:	Team Leader

Why join The Dudley Group?

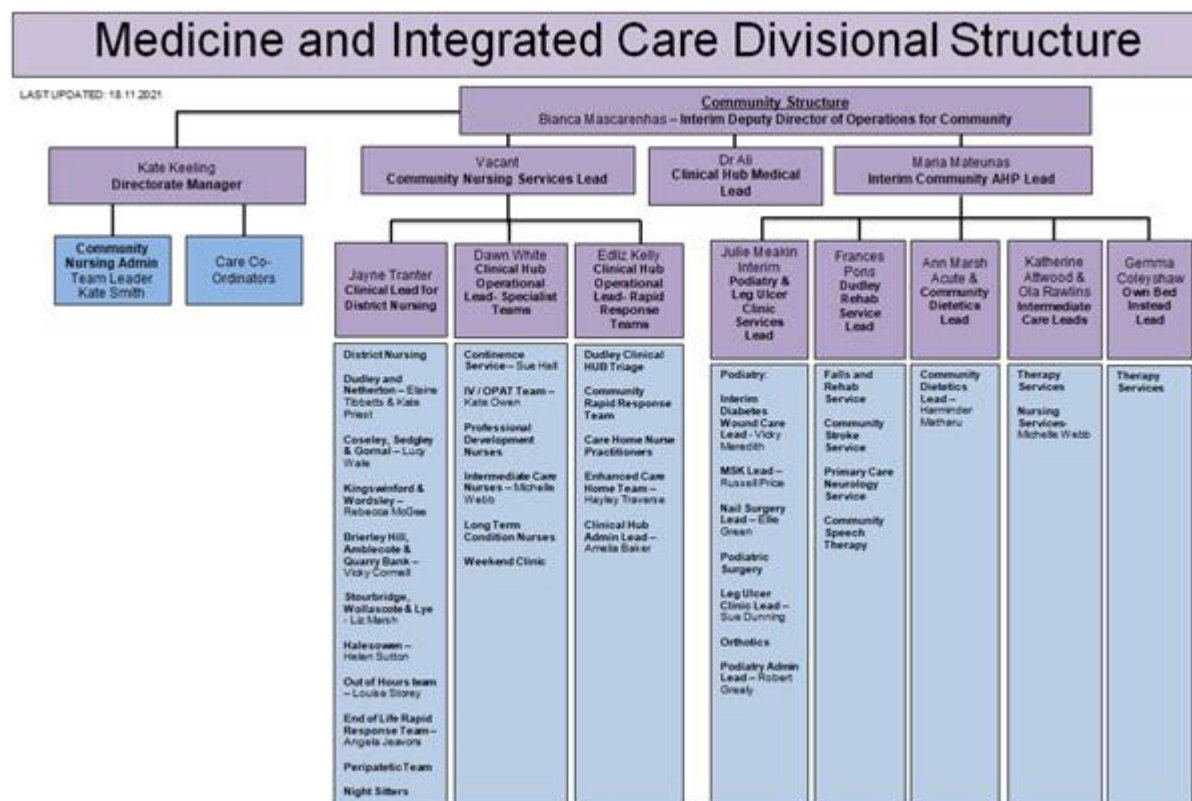
Here at the Dudley Group our patients and staff are at the heart of all that we do to offer a high-quality patient experience in a caring and supportive environment that aligns with our vision of providing safe, caring, and effective services because people matter.



Job Summary

The post holder will be responsible for the ongoing assessment of care needs and the development and implementation and evaluation of care under supervision of a registered nurse.

Structure Chart



Principal Duties & Responsibilities

- Working within the primary care setting as a member of the Health Care Team, participating in activities, which address the health needs of the general practice caseload.
- Developing and maintaining effective communication networks with other health professionals, statutory and voluntary agencies, within MDT / ICT model of care.
- Attending and participating in staff meetings, case conferences and other meetings as directed.
- Accurately and timely recording of all care given to the patients and report any changes in the patient's condition to the general practitioner or other members of the health / social care team.



5. Providing and maintaining a high standard of skilled nursing care for patients in their homes, using a nursing model of care and within own scope of practice and legislation.
6. Ability to communicate sensitive and/or complex information to patients / parents / carer's.
7. To identify the multiple needs of the patient, family / carer giving counsel and advise appropriate to the situation.
8. Having the ability to obtain a comprehensive holistic assessment and interpret the information to make a justifiable care plan in partnership with the individual or group.
9. Teaching nursing procedures to relatives / carer's so that the care of the patients may be continuous over 24 hours, and give guidance in carrying out all treatments.
10. Evaluating the effectiveness of programs of care.
11. Ensuring the changing needs of individuals and groups are identified timely and adjustments to programs of care are made.
12. Undertaking specific health promotional activities with individual patients.
13. Providing health education to all patients/ carer's to include care and safety of drugs, equipment and prevention of accidents.
14. Actively involving the patient, relatives and carers in the planning and implementation of any proposed program of intervention.
15. Following Trust guidelines in all suspected and confirmed emotional, sexual and physical abuse

Professional Development

1. To maintain own professional development within statutory requirements for the NMC to include maintaining and improving knowledge and expertise in current nursing development and practice, attending courses, study days etc.
2. To promote the nursing profession as a career



Personal Responsibilities

1. To maintain standards of organisational conduct e.g. correct wearing of uniform, punctuality etc..
2. To work effectively within a team and assist in maintaining a good working atmosphere.
3. To present a positive attitude and demonstrate a commitment to the Trust.
4. Keep up to date with changes in Trust Policies and procedures, also to comply with these in carrying out duties, in particular:-
 - Cardiac arrest
 - Health & Safety at work
 - Fire
 - Major emergency
 - Disciplinary procedure
 - Sickness and absence
5. Your personal responsibilities as defined in the Health & Safety at Work Act.
6. To attend Mandatory Training Lectures relating to Lifting & Handling, Fire and Basic Life Support annually and any others identified.
7. To maintain current registration with the NMC and to comply with standards set by them.

Organisational Values

The post holder will:

Care: You will listen, be respectful and treat others with compassion and kindness.

Respect: You will behave with respect to everyone you meet and encourage an inclusive culture where we respect the contribution everyone makes.

Responsibility: You will take responsibility for yourself and your team.

There may also be a requirement to undertake other similar duties as part of this post to provide a quality service. These will be consistent with the level of responsibilities outlined above.

This job description may be reviewed from time to time considering developments and may be amended in consultation with the post holder.



Location

The Trust provides services from different sites. You may be expected to work at any of the Trust locations. These include Russells Hall Hospital, Dudley Guest Hospital and Corbett Hospital as well as various community-based sites across the borough.

Code of Conduct

It is expected that all staff would be able to show that they live our trust values in their work and that they will deliver the essential behaviours in their role.

Staff are expected to adhere to Trust policies and procedures which establish standards of good practice as well as follow any codes of conduct which are relevant to their own profession.

Equality, Diversity, and Inclusion

All Trust staff have a responsibility to embrace the diverse cultures of both our staff and the communities that we serve, and as such, all staff should ensure that equality, diversity, and inclusion are embedded in their work philosophy and reflected in their behaviour. Equality, Diversity, and inclusion are pivotal to the values and vision of the Dudley Group so that they shape everything that you do every single day.

Safeguarding Children and Adults

All Trust staff have a responsibility to ensure the safeguarding of children, young people, and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults policies and procedures and inter-agency guidance as showed in the Trust's Safeguarding policies and procedures.

Improvement Practice

The trust has a long-term commitment to its continuous quality improvement programme; "Dudley Improvement Practice." As part of your role, you will be asked to take part in improvement activity relevant to your post.

No Smoking

The Trust is a completely Smoke Free Organisation and all premises will be considered No Smoking Zones.

Health and Safety

The Trust has a duty of care to employees and will ensure that, as far as is practical, adequate training, facilities and arrangements for risk avoidance are in place.

It is the individual employee's responsibility, however, to manage their own health and wellbeing.



All Trust employees must follow relevant Health and Safety legislation and the Trust's policies relating to Health & Safety and Risk Management.

Prepared by:	Jayne Tranter
Date:	July 2021



CARE

A CARING, KIND AND COMPASSIONATE PLACE: We will support people to have joy in work and to treat each other with compassion and kindness.



RESPECT

A PLACE WHERE COLLEAGUES RESPECT ONE ANOTHER: We will behave with respect towards everyone we meet to encourage an inclusive culture where we all believe in and live by our Trust values.



RESPONSIBILITY

A WORKFORCE FOR NOW AND THE FUTURE: Making Dudley the place people want to be and stay because everyone has a role to play and takes responsibility for themselves and their teams.