

Job Description

Job Details:

Job Title:	Nursing Associate
Band:	Band 4
Location:	Endoscopy NNUH & QI
Department:	
Managerially Accountable to:	Senior Sisters
Professionally Accountable to:	Lead Nurse Endoscopy

Job Purpose:

To provide and monitor safe, person centred care to a designated group of patients, service users and families in a range of care settings under the direction of a registered nurse, without direct supervision in line with an agreed plan of care

To support the registered nurse by contributing to integrated care of on-going assessment and care planning for patients

To promote health and prevent ill health in patients and service users and contribute to integrated care

To monitor the condition and health needs of patients on a continual basis in partnership with colleagues, families and carers, referring to others for reassessment, when required

The nursing associate will actively contribute to an effective learning environment and support others in their learning

Nursing associates will adhere to the Nursing and Midwifery Code of conduct for nurses, midwives and nursing associates (NMC, 2018) and work within their scope of practice following the professional standards of practice and behaviours for nurses, midwives and nursing associates and the standards of proficiency.

To be accountable for own actions and omissions

To improve safety and quality of care by monitoring patient outcomes and reporting concerns to a registered nurse.

To support the delivery of a high quality, safe and compassionate healthcare service, all staff are expected to act as a role model to others in all aspects of their work and consistently demonstrate NNUH's 'PRIDE' values of People focused, Respect, Integrity, Dedication and Excellence and demonstrate behaviours that support and encourage an inclusive culture.

Overview of Essential Responsibilities:

The Nursing & Midwifery Council's '*Standards of proficiency for nursing associates* (2018) identifies six platforms for the core components of the roles, responsibilities and accountabilities of nursing associates. These platforms identify what nursing associates can contribute to the health and wellbeing of patients and service users, and apply across all health and care settings. Central to the provision of high quality person-centred care is the ability to communicate effectively, with sensitivity and compassion, and to manage relationships with people, making reasonable adjustments where necessary.

The nursing associate will:

Be an accountable professional:

1. Uphold The Code of Conduct (NMC) and the reputation of the profession.
2. Work within the NMC code of professional practice adhering to policies, procedures and guidelines of The Norfolk and Norwich University NHS University Foundation Trusts.
3. Take responsibility for own continuing professional development and performance, identifying own developmental and revalidation requirements, ensuring that all mandatory and statutory training is completed.
4. Uphold the Trust's values and behaviours, maintaining the public's confidence and excellent experience of care.
5. Use knowledge and experience to make evidence-based decisions and solve problems.
6. Have a willingness to undertake additional skills and training dependant on department requirements.
7. Undertake the Trust preceptorship programme.
8. Engage in reflective practice, including management of self and reflection on own reactions, asking questions and reflecting on answers given.
9. Recognise and work within the limits of own competence.
10. Support people to improve and maintain their physical, mental, behavioural health and wellbeing.
11. Be actively involved in the prevention of and protection against disease and ill health and the promotion of wellbeing.
12. Maintain an understanding of caring for individuals with particular conditions for example dementia, mental illness, learning disabilities.

13. Provide holistic, compassionate, safe and effective care and support to patients, their families and service users in a range of care settings under the direction of a registered nurse, without direct supervision in line with an agreed plan of care.
14. Develop understanding of all elements of the nursing process and be able to assist the registered nurse in the ongoing assessment, planning, management and evaluation of care.
15. Actively engage with individuals, their families and/or carers and contribute to risk assessments and care planning, by establishing their needs, wishes, preferences and choices and incorporate these into care planning.
16. Perform and record clinical observations including blood pressure, temperature, respirations, and pulse, escalating changes in a patient's condition to a medical professional or the critical care outreach team as appropriate.
17. When appropriate, undertake enhanced clinical tasks
18. Accurately record nutritional and fluid intake referring to other allied healthcare professionals as required.
19. Ensure the privacy, dignity and safety of individuals is maintained at all times.
20. Demonstrate the ability to recognise changing priorities seeking advice and guidance from the registered nurse or other registered care professionals as appropriate.
21. Ensures that high standards of nursing care are given and maintained acting on and raising concerns when standards are not being maintained according to local policy and procedures.
22. Demonstrates proficiency in administration of medications according to local policy and procedure and in line with the NMC Standards of Proficiency.
23. Works as a member of the multi-professional team providing clinical care to patients in hospital settings supported by the registered nurse or registered health care professional.
24. Works in collaboration with others to ensure the safe and timely discharge of patients with the aim of avoiding readmission.
25. Carries out specific delegated clinical and care tasks and responsibilities to a high standard and competency, under the direction and supervision of a registered nurse or other registered health care professionals.
26. Where appropriate, work without direct supervision, at times delivering care independently in line with the individual's defined plan of care, within

designated parameters of practice of the nursing associate role, accessing clinical and care advice when needed.

27. After preparation, act as a supervisor to newly qualified staff and students, new starters and trainee nursing associates encouraging an effective learning environment.
28. After preparation, act as an assessor for trainee nursing associates
29. Provide support and supervision to healthcare assistants to promote their learning and development within their role.
30. Communicates effectively across a wide range of channels and with a wide range of individuals, the public, health and social care professionals, maintaining the focus of communication on delivering and improving health and care services.
31. Contributes to team success and challenges others constructively.
32. Communicates effectively with colleagues, providing clear verbal, digital or written information and instructions when sharing information, delegating or handing over responsibility for care.
33. Records all care delivered appropriately and in accordance with NMC standards.
34. Communicates effectively across a wide range of channels and with a wide range of individuals, the public, health and social care professionals, maintaining the focus of communication on delivering and improving health and care services
35. Demonstrates inter-personal skills that promote clarity, compassion, empathy, respect and trust
36. Contributes to team success and challenge others constructively.
37. Communicates with individuals, carers and other visitors in a courteous and helpful manner, whilst being mindful that there may be barriers to understanding.
38. Reports to appropriate registered health care professionals information received from individuals, carers and members of the team.
39. Ensures all patient related information is treated sensitively and adhere to the principals of confidentiality at all times.
40. Reports any accidents or incidents and raise any concerns as per organisational policy.

41. Ensures clear, concise, accurate and legible records and all communication is maintained in relation to care delivered adhering to local and national guidance
42. Ensures ability to manage electronic records system taking cognisance of need to protecting access at all times (ID, passwords, swipe cards)
43. Recognises changes in a patients' condition which require the intervention of others and understands when to refer to the supervising registered nurse and other senior colleagues for reassessment of patient.
44. Is involved in Trust initiatives to improve patient safety and care including participating in audits and quality assurance visits.
45. Reports any accidents or incidents and raise concerns according to organisational policy.
46. Ensures clear, concise, accurate and legible records and all communication is maintained in relation to care delivered adhering to local and national guidance.
47. Ensure all patient related information is treated sensitively adheres to the principals of confidentiality at all times.
48. Improves the quality of care by contributing to the continuous monitoring of people's experience of care.
49. Identifies risks to safety or experience and takes appropriate action, putting the best interests, needs and preferences of people first.
50. Reports/escalates any safety, safeguarding or risk concerns to the appropriate member of staff and ensures that action is taken post reporting.
51. Is responsible for preventing and controlling infections within the Trust, ensuring both personal and team compliance with all relevant policies, especially hand hygiene, the Trust uniform and MRSA screening policies.
52. Acts as an advocate for the patients and the family, including promoting and promoting and protecting their interests, privacy, rights and inclusion.
53. Works flexibly within areas or departments to meet the demands of changing service needs.
54. Contributes to the provision for care for people, including those with complex needs.
55. Understands the roles of a range of professionals and carers from other organisations and settings who may be participating in the care of a person and their family.
56. Exercises personal responsibility and work independently within defined parameters of practice, taking the initiative in a variety of situations and

performing a range of clinical and care skills consistent with the role, responsibilities and professional values of an apprentice nursing associate.

57. Exercises judgment in assessing patient condition, comfort and wellbeing using analysis of a range of possible factors.
58. Ensures that only those activities for which competence has been achieved are undertaken without supervision and that recognition is given to the impact and consequences of practising outside capability.
59. Applies critical analytical skills in research/audit/service improvement context, working within an ethical framework.
60. Contributes effectively to audit, development of evidence based practice and innovation in the delivery of health and care.
61. Adheres to ethical, legal, governance and quality assurance frameworks that pertain to research development and innovation.
62. Uses frequent moderate effort when undertaking carrying out the manual handling of individuals and equipment in line with organisational guidelines.
63. Uses skills of manual dexterity and manipulation of clinical instruments and equipment.
64. Uses a combination of standing, walking, bending and stretching throughout the shift.

Line Management/Financial Management Responsibilities:

1. Exercises personal duty of care in the safe use and storage of equipment
2. Is environmentally aware and prudent in use of resources and energy
3. Acts in ways which support equality and value diversity
4. Demonstrates own duties to new or less experienced staff
5. Supports development of less experienced staff and students
6. Develops skills to maintain professional standards of record keeping
7. Follows all information governance guidance and policies
8. Maintains confidentiality as outlined within data protection policies
9. Works to standard operating procedures with registered care professionals available for reference

10. Works within the organisational policy, procedures and guidelines
11. Works within the Apprentice Nursing Associate parameters of practice
12. Is responsible and accountable for own practice, working within limits of competence and within professional boundaries
13. Raises any concerns to a registered care professional or appropriate person

Specific Additional Responsibilities:

1. To perform venepuncture/cannulation of patients. Doctors will flush the cannula before use.
2. Check Blood products/blood with a Registered Nurse.
3. Assist for Diagnostic / therapeutic Endoscopy procedures under the direction of the endoscopist and inject via endoscopic needle the EMR mixture under the direction of the endoscopist where necessary once deemed competent
4. Check Controlled Drugs and IV antibiotics with a registered Nurse.
5. Administer Enemas to patients as directed and supervise by a Registered Nurse.
6. Carry out on-call duties under the direction of a Registered Nurse.
7. To undertake discharge of patients post endoscopic procedures once deemed competent, using the discharged competency document.
8. Can take handover for sedated and non sedated patients in recovery under the supervision of the registered nurse when competency has been completed and documented.
9. Responsible for the care of the patient during endoscopic procedures and carry out clear and precise handover to recovery staff with completed integrated patient care pathway.
10. To perform anticoagulation test for patients prior to their procedure once deemed competent and training has been completed using Coagucheck. The result should be recorded on the patient integrated care pathway and escalated to the Registered nurse if the result is outside of normal limits.

11. Keep up to date with Endoscopy competencies and maintain a JETS workforce portfolio as per JAG requirements for nursing.

Functional Requirements			
Direct face to face patient contact	Yes	Blood/body fluid exposure	Yes
Managing a team who hold professional registrations	No	Prevention and management of aggression	No
Exposure prone procedures (EPP)	Yes	Crouching/stooping or kneeling	Yes
Manual handling	Yes	Frequent hand washing/wearing gloves	Yes
Night working/shift work	No	Chemical sensitisers	Yes
VDU user	No	Noise	No
Driving patients	No	Other (please state)	No

Job Specification:

	Means of Assessment	
	Essential/ Desirable	Application Form/ Interview/Test/Ref
Qualifications/training and professional development		
Registered nursing associate on the NMC register	Essential	AF
Nursing associate foundation degree qualification	Essential	AF
Experience		
Some experience of working within a health / care setting	Essential	AF/I
Some experience of working in teams under appropriate supervision as part of the multi-disciplinary team	Essential	AF/I
Skills, abilities and knowledge		
Ability to work effectively as a team player under appropriate supervision, and as part of a multi-disciplinary team	Essential	AF/I
Insight into how to evaluate own strengths and development needs, seeking advice where appropriate	Essential	AF/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	Essential	AF/I
Evidence of time management skills and ability to prioritise	Essential	AF/I
Intermediate IT skills	Essential	AF/I
Ability to communicate with members of the public and health and care providers	Essential	AF/I
Courteous, respectful and helpful at all times	Essential	AF/I
Ability to deal with non-routine and unpredictable nature of the workload and individual patient contact	Essential	AF/I
Ability to move between sites working across health and social care as required by the needs of the development programme	Essential	AF/I
Ability to work on own initiative	Essential	AF/I
Ability to take part in reflective practice and clinical supervision activities	Essential	AF/I
Knowledge of when to seek advice and refer to a registered care professional	Essential	AF/I
Understanding of the importance of the promotion of health and wellbeing (Making Every Contact Count)	Essential	AF/I
Attitude, aptitude		
Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence	E	AF/I
Demonstrates understanding and commitment to Equality, Diversity and Inclusion	E	AF/I

Reasonable adjustments can be considered to support disabled candidates in respect of the requirements of this role.

For information regarding general terms and conditions of employment please ask your line manager or Human Resources.

This job description indicates currently the main responsibilities of the post. It is not a complete list and may be amended and developed as necessary in consultation with the manager and post holder. We would aim to reach agreement on any changes, but if agreement is not possible, the Trust reserves the right to make changes to this job description.

Job Description

Job Details:

Job Title:	Assistant Practitioner (Nursing)
Band:	Band 4
Location:	Norfolk & Norwich University Hospital
Department:	Endoscopy
Managerially Accountable to:	Ward/Department Sister/Charge Nurse
Professionally Accountable to:	Service Manager/Operational Manager/ Assistant Director of Nursing

Job Purpose:

The Assistant Practitioner will function as part of the Multidisciplinary Team within the ward/department, to provide a seamless service to patients under the remote supervision of a Registered Nurse/Practitioner.

The post holder will continue to develop and undertake a range of delegated tasks and delegated authority and will report to a Registered Practitioner. The Assistant Practitioner will provide a high standard of general/specific care for an identified client group and will be proficient and competent to work across professional disciplines.

The post holder will be able to deliver elements of health and social care and undertake clinical work in domains that have previously only been within the remit of registered professionals. He or she would also have the underpinning knowledge

and assessed level of competence to undertake such as role – locally assessed following academic instruction. It is anticipated that this role will continue to develop through the acquisition of further skills, knowledge and competencies to be determined within the clinical teams, with focus on clients need.

To support the delivery of a high quality, safe and compassionate healthcare service, all staff are expected to act as a role model to others in all aspects of their work and consistently demonstrate NNUH's 'PRIDE' values of People focused, Respect, Integrity, Dedication and Excellence and demonstrate behaviours that support and encourage an inclusive culture.

Overview of Essential Responsibilities:

1. Deliver clinical and therapeutic care to patients as required within set protocols and within the scope of the Assistant Practitioner remit.
2. Perform patient assessment under remote supervision and after appropriate delegation from the Registered Practitioner
3. Plan and deliver high standards of individualised personal care in accordance with Essence of Care benchmarks and Trust policies
4. To communicate effectively at all times within the team, with other health care professionals and with the patient, family, carers and all visitors

Clinical

1. Accurately and responsibly carry out the instructions of the registered members of the multidisciplinary team who are professionally accountable for the delivery of care.
2. Under the delegation of the Registered Practitioner to undertake clinical skills as generally agreed to be appropriate for the role and for which competency has been assessed e.g. wound care, second checking of approved medications, removal of wound sutures.
3. Coordinate and undertake the safe admission, transfer and discharge of patients as delegated by the Registered Practitioner. Assist in effective and timely discharge planning.
4. Assist patients in maintaining their personal hygiene, grooming and dressing needs with specific concern for their religious, cultural and personal preference ensuring dignity and privacy at all times.

5. Ensure the appropriate nutritional intake of all patients with due consideration to dietary and cultural needs.
6. Assist and support patients with elimination as required. To maintain accurate fluid balance and elimination records
7. Utilise clinical knowledge and skills in the prevention of pressure area damage. To utilise appropriate risk assessment tools and prescribed pressure-relieving equipment appropriately as per Trust guidelines
8. Understand and attend to the psychological/spiritual needs of the patient, partners, carers and significant others.
9. To be aware of specific physical, psychological, social, cultural and spiritual needs of the dying patient and to implement appropriate management strategies in a timely manner as directed by registered staff
10. Undertake non-invasive physiological measurements ensuring documentation is accurate legible and completed promptly, reporting perceived abnormalities to the Registered Practitioner
11. Assist in the preparation of patients and equipment for treatment, investigations or procedures as directed by the Registered Practitioner.
12. Support and care for the patient pre, peri and post-procedure as directed by the Registered Practitioner.
13. Chaperone/escort appropriate patients to other clinical departments as directed by the Registered Practitioner.
14. Respond appropriately in the event of an emergency, accurately and promptly carry out the instructions of the multidisciplinary team
15. Adhere to Trust infection control procedures demonstrating an understanding of cross infection.
16. Clean and check all equipment in the clinical area following completion of patient examination in accordance with guidelines for each piece of equipment.
17. Support relatives under the direction and guidance of the Registered Practitioner.

18. Report all care that has been given to patients within the multidisciplinary team and document accurately maintaining confidentiality.
19. Report to registered staff any patient that gives cause for concern or any observed changes in a patient's clinical condition.
20. Be aware of and adhere to all Trust policies/procedures/nursing guidelines when undertaking any activities.

Communication

1. Ensure compliance with Trust policies and procedures regarding confidentiality of data and data security
2. Communicate effectively within the multidisciplinary team and other departments to ensure that patient care is well planned and co-ordinated.
3. Welcome patients, visitors and relatives to the clinical area, providing assistance, support and information where required, being aware of barriers to effective communication.
4. Demonstrate a variety of communication skills with patients who may have communication difficulties, e.g. confusion, dementia or other linguistic issues.
5. Answer the telephone in a polite courteous manner and pass on enquiries to the Registered Practitioner where necessary, maintaining confidentiality at all times.
6. Handover the care of patients, when appropriate, under the supervision of a qualified member of the multidisciplinary team maintaining confidentiality at all times.
7. Maintain clear, concise and legible documentation in respect of personal care delivery and clinical activity adhering to standards in accordance with Trust policies and guidelines.
8. Report incidents, accidents and complaints to the Senior Nurse on duty.
9. Use the Hospital information support system and other computer systems.

Management

1. Assist in the management of patient case load as required and as directed by the Registered Practitioner.
2. Take all reasonable steps to ensure the safe keeping of patient's property in accordance with Trust policy.
3. Ensure equipment and resources are used appropriately, efficiently and economically.
4. Participate in clinical audits as directed by the Registered Practitioner.

Professional/Educational Development

1. Demonstrate excellent customer care by treating individuals equitably with courtesy, dignity and respect at all times.
2. Act as a role model by upholding and implementing good practice in the workplace, always ensuring the highest standards of evidence-based care.
3. Contribute to and participate in the development of a culture that is committed to innovation and quality improvement.
4. Recognise and be able to respond appropriately to challenging behaviour.
5. Recognise both your own and others level of clinical competence, responsibility and accountability to ensure safe practice and to take appropriate action when issues are outside your own sphere of competence.
6. Maintain up to date knowledge of changes in policies and procedures relevant to the post.
7. Perform the role of link worker to help deliver for example 'Tissue viability or infection control'
8. Ensure attendance at mandatory training sessions specific to job role i.e. health

and safety, infection control, resuscitation, blood glucose monitoring and bi annual attendance at manual handling.

9. Continuously develop own clinical skills, knowledge and competence under guidance of the Registered Practitioner
10. Reflect on own practice to identify future personal developments and where appropriate provide information for others to assist their personal development.
11. Participate in own or others appraisal and training as required to meet individual and service needs.
12. Supervise, support and delegate appropriately to new and non-registered staff under the direction of the Registered Practitioner.
13. To complete the core competencies within one year of appointment and to be evidenced prior to appraisal (if not already completed).
14. Under the **direct** supervision of the Registered Practitioner to further develop specific clinical competencies as approved for that area through Trust processes e.g. Protocol approval, New Ways of Working Group approval e.g. venesection, male catheterisation.

Functional Requirements			
Direct face to face patient contact	Yes	Blood/body fluid exposure	Yes
Managing a team who hold professional registrations	No	Prevention and management of aggression	No
Exposure prone procedures (EPP)	Yes	Crouching/stooping or kneeling	Yes
Manual handling	Yes	Frequent hand washing/wearing gloves	Yes
Night working/shift work	No	Chemical sensitisers	Yes
VDU user	No	Noise	No
Driving patients	No	Other (please state)	No

Job Specification:

		Means of Assessment
	Essential/ Desirable	Application Form/ Interview/Test/Ref
Qualifications/training and professional development Foundation degree in Health Studies (Science) or academic equivalent; e.g. Diploma in Higher Education Apprenticeship in Health and Social Care or Health (which includes NVQ level 3) Mentorship qualification/training; e.g. A1 Willingness to further develop knowledge and skills and to commit to updating of academic and/or vocational portfolio	E D D E	A/I A/I A/I I
Experience Significant experience of working within a healthcare environment	E	A

Skills, abilities and knowledge		
Understanding of the role and requirements of the Assistant Practitioner role within (specific area)	E	A/I
Basic understanding of common conditions relating to (specific specialty)	E	A/I
Understanding of and adherence to boundaries of practice and professional conduct	E	A/I
Excellent interpersonal and communication skills	E	I
Ability and commitment to complete studies at higher education level including self-directed learning	E	I
Basic IT ability, e.g. understanding of e-mail and use of Word	E	A/I
Ability to work well in a team and independently	E	A/I
Highly motivated and able to use initiative	E	A/I
Ability to organise and prioritise workload	E	A/I
Able to recognise own limitations in the context of the work role undertaken.	E	A/I
Attitude, aptitude		
Committed to delivering high standards of patient care	E	A/I
	E	A/I
Ability to relate well with patients/clients/relatives/visitors and colleagues within the multi-disciplinary team	E	A/I
	E	A/I
Has a calm & caring nature	E	A/I
Flexible and adaptable to changing needs of the service	E	I
	E	A/I

	E	A/I
Positive attitude		
Ability to act as an effective role model		
Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence		
Demonstrates understanding and commitment to Equality, Diversity and Inclusion		

Reasonable adjustments can be considered to support disabled candidates in respect of the requirements of this role.

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