

# JOB DESCRIPTION



**Hull University  
Teaching Hospitals**  
NHS Trust

## Trainee Nursing Associate (Level 5 Apprenticeship)

<b>TITLE:</b>	Trainee Nursing Associate (full time, 37.5 hours/per week)
<b>DEPARTMENT:</b>	Across the Trust
<b>BAND:</b>	Band 3
<b>ACCOUNTABLE TO:</b>	Senior Matron
<b>APPRENTICE STATUS:</b>	The Trainee Nursing Associate (TNA) requires post holders to undertake the Level 5 Nursing Associate (NMC 2018) Apprenticeship Standard with the University of Hull. Further details about the standard can be found <a href="#">here</a>
<b>BASE:</b>	Castle Hill Hospital / Hull Royal Infirmary
<b>REPORTS TO:</b>	Senior Sister/Charge Nurse
<b>PROFESSIONALLY ACCOUNTABLE TO:</b>	Senior Sister/Charge Nurse

### JOB SUMMARY:

This is a developmental role. The trainee will work towards progression into the post of Registered Nursing Associate through successful completion of the Nursing Associate training programme which includes the attainment of a level 5 Foundation Degree equivalent qualification, upon successful completion application for entry to the NMC Nursing & Midwifery Register for Nursing Associates. They will develop and maintain knowledge, skills and competencies related to the role of Nursing Associate within the service and through completion of the Nursing Associate training programme which includes working in care settings and delivery of person-centred care.

The Nursing Associate training programme combines and integrates both academic and work-based learning through close collaboration between employers and education providers. A trainee Nursing Associate will be based, as an employee, in their host organisation, in a specific setting, but will experience working in alternative settings and providers in order that they gain a wide appreciation of many health and care contexts and are able to fulfil all the requirements of the programme.

At the end of the programme, the trainee Nursing Associate will be 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.

- a) The training programme emphasizes the role that trainee Nursing Associates can play in patient care, approaches towards health and well-being and the ways in which they actively contribute to the delivery of holistic care. Holistic care being the person-centred approach which considers, and equally values<sup>1</sup>, physical, psychological and public health needs, learning disabilities, social, economic, spiritual and other factors in the assessing, planning and delivery of care.
- b) The overall outcome from the training programme is a Nursing Associate that is fit to practice in the widest range of settings as well as being equipped with the specific knowledge, skills and capabilities required for the context in which they have trained and are employed.

(<sup>1</sup> Parity of esteem i.e. valuing mental health equally with physical health and social care and community settings equally with hospitals)

## **DUTIES AND RESPONSIBILITIES**

The following are examples of the duties the trainee may undertake. Training and support will be provided;

- Deliver high quality, compassionate care under the direction of a Registered Nurse (or other registered care professional dependent on setting) with a focus on promoting health and independence
- Have proficient attitudes and behaviours compatible with NHS Values
- Work as part of a designated clinical and care team delivering care that focuses on the direct needs of the individual
- Carry 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 care professionals dependent on setting
- Work with a (assessor/practice supervisor) Practice Assessor or Practice Supervisor to take responsibility for developing own clinical competence, leadership and reflective practice skills within the workplace, while on placements and through attending the Nursing Associate Training Programme
- Provide feedback to assist in the evaluation of the Nursing Associate programme
- Develop by the end of the Nursing Associate Training Programme the ability to work without direct supervision, at times delivering care independently in line with the individual's defined plan of care, within the parameters of practice of the Nursing Associate role, accessing clinical and care advice when needed

## **Knowledge, training and experience**

- See person specification for qualifications/equivalent experience
- Develop knowledge of the scope of practice of the Nursing Associate role within different care settings
- Develop and improve practical and theoretical knowledge, competence and skills throughout the Nursing Associate Training Programme and maintain all evidence required
- Contribute towards developing a culture of learning and innovation, developing high quality learning environments
- Progress and achieve on the Level 5 Nursing Associate (NMC 2018) Apprenticeship Standard
- Maintain all statutory and mandatory learning requirements

## Clinical Responsibilities

The following list is indicative as tasks and responsibilities will vary depending on the care setting the trainee Nursing Associate is working in.

The trainee will:

- Develop understanding of all elements of the nursing process and be able to assist the registered nurse in the on-going assessment, planning, management and evaluation of care
- Support individuals with all aspects of care including daily living, providing person-centred care and promoting health and independence through awareness raising and care navigation to other professionals as appropriate
- Perform and record clinical observations including blood pressure, temperature, respirations, pulse, oxygen saturation levels
- Undertake clinical tasks including cannulation, venepuncture, ECGs, medicines management
- Accurately record nutritional and fluid intake
- Ensure the privacy, dignity and safety of individuals is maintained at all times
- Demonstrate the ability to recognise changing priorities seeking advice and guidance from the Registered Nurse or other registered care professionals as appropriate
- Report back and share information with the registered nurses on the condition, behaviour, activity and responses of individuals
- Recognise issues relating to safeguarding vulnerable children and adults and report any problems or raise concerns to the appropriate registered care professionals
- Assist in the assessment of and contribute to the management of risk across several areas within the environment where care is being administered
- Assist in the implementation of appropriate action to meet the specific physical, emotional and psychological, social, cultural and spiritual needs of individuals and carers
- Assist in the delivery of complex care as prescribed by the registered nurse
- Develop understanding of caring for individuals with particular conditions for example dementia, cancer, mental illness, learning disabilities
- Develop skills in relation to coaching/teaching individuals/carers/other staff
- Assist with the implementation and monitoring of clinical standards and outcomes
- Develop a working knowledge of other providers' resources and referral systems to ensure individual's needs are met, within parameters of practice
- Engage in reflective practice including management of self and reflection on own reactions, asking questions and reflecting on answers given
- Demonstrate good understanding of principles of consent and ensure valid consent is obtained prior to undertaking nursing and care procedures
- Demonstrate good understanding of the Mental Capacity Act / Deprivation of Liberties and applies principles to everyday practice seeking advice / guidance from the Registered Nurse or registered care professional as required

## **Policy & Service Development**

The trainee will:

- Promote health and safety maintaining best practice in health, safety and security
- Share ideas with colleagues to improve care and suggest areas for innovation
- Participate in audit activities being undertaken in area of practice
- Contribute to the improvement of service by reflecting on own practice and supporting that of others
- Adhere to legislation, policies, procedures and guidelines both local and national Regularly attend workplace and staff engagement meetings and contribute positively to discussions about the improvement of care

## **Planning & Organisation**

The trainee will:

- Plan and manage competing demands of job role, study and placement activities
- Work in an effective and organised manner demonstrating excellent time management and organisational skills to effectively deliver person-centred care for an allocated group of individuals
- Deliver effective care following treatment plans determined by the Registered Nurse or registered care professional and provide feedback on progress against the plans

## **Communication & Relationships**

The trainee will:

- Communicate 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
- Demonstrate those inter-personal skills that promote clarity, compassion, empathy, respect and trust
- Contribute to team success and challenge others constructively
- Communicate with individuals, carers and other visitors in a courteous and helpful manner, whilst being mindful that there may be barriers to understanding
- Report to appropriate registered care professional information received from the individuals, carers and members of the team
- Ensure all patient related information is treated sensitively and adhere to the principals of confidentiality at all times
- Report any accidents or incidents and raise any concerns as per organisational policy, utilising the organisations' incident management system.
- Ensure clear, concise, accurate and legible records and all communication is maintained in relation to care delivered adhering to local and national guidance
- Ensure ability to manage electronic records system taking cognisance of need to protect access (ID, passwords, swipe cards)

## **Analytical & Judgement**

The trainee will:

- Exercise 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 a trainee Nursing Associate
- Exercise judgment in assessing patient condition, comfort and wellbeing using analysis of a range of possible factors
- Ensure 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

### **Physical Skills**

The trainee will:

- Use frequent moderate effort when undertaking carrying out the manual handling of individuals and equipment in line with organisational guidelines
- Use skills of manual dexterity and manipulation of clinical instruments and equipment
- Use a combination of standing, walking bending and stretching throughout the shift

### **Finance & Physical Resource**

The trainee will:

- Exercise personal duty of care in the safe use and storage of equipment
- Be environmentally aware and prudent in use of resources and energy

### **Human Resources, teaching and learning**

The trainee will:

- Act in ways which support equality and value diversity
- Demonstrate own duties to new or less experienced staff
- Support development of less experienced staff and students
- Be proactive in seeking opportunities to develop own knowledge and skills, achieving clinical competencies and Foundation Degree / Level 5 qualification within agreed timeframes. Seeks support / guidance in timely manner if any difficulties are encountered
- Work in partnership with manager to develop and deliver on Specific, Measurable, Achievable, Relevant and Time-bound (SMART) objectives at annual appraisal and personal development planning meeting
- Take responsibility for organising and attending statutory / mandatory updates in accordance with organisational requirements
- Act as an excellent role model by upholding and implementing good practice in the workplace. Recognising and either directly challenging or seeks support to challenge any poor practice observed
- Participate in an Appraisal, objective setting and personal development
- Be aware of, and follow, the Trust values and behaviours

### **Effort & Environment (inc. mental & emotional effort)**

The trainee will:

- Frequently use concentration and experience work patterns which are unpredictable with regular interruptions, some requiring immediate response
- Maintain a professional approach while working in challenging, distressing situations or dealing with challenging behaviour
- Support individuals, their families and carers when faced with difficult and distressing news and life changing diagnoses
- Dependent on care setting, have frequent exposure to highly unpleasant working conditions e.g. dealing with uncontained body fluids and difficult aggressive behaviour.
- Have exposure to VDU screen
- Travel and work between sites (Hull Royal Infirmary, and Castle Hill Hospital, Cottingham) as the post requires

### **Freedom to Act**

The trainee will:

- Work to standard operating procedures with registered care professionals available for reference
- Work within the organisational policy, procedures and guidelines
- Work within the trainee Nursing Associate parameters of practice
- Be responsible and accountable for own practice, working within limits of competence and within professional boundaries
- Raises any concerns to a registered care professional or appropriate person

### **SAFEGUARDING**

The Trust has a duty and is committed to safeguarding all service users and provide additional measures for adults and children who are less able to protect themselves from harm or abuse. As an employee you have an individual responsibility to contribute to the detection, reporting and prevention of abuse to safeguard those in our care (Section 11 Children's Act, 2004, Human rights Act 1998, Equality Act 2010 Mental Capacity Act 2005 Care Act 2014) and are accountable to ensure that you know how to respond when you are concerned for the safety of a child, young person or adult at risk. The Trust will assist you in this process by providing training, guidance and advice. There are corporate safeguarding teams who can be contacted for advice, support and safeguarding supervision. All concerns must be reported as per Trust Safeguarding Policies which are available on the Trust Intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role

### **HEALTH AND SAFETY**

- In addition to the Trust's overall responsibility for your health and safety you have a personal responsibility for your own health and safety. As such you are required to inform your line manager of

any safety issues that you identify, that could affect you or others in the work place. You must so-operate with management and colleagues at all times in achieving safer work processes and work places, particularly where it can impact on others.

- As a Trust employee you will be trained in the correct use of any equipment provided to improve safety and health within the Trust. You are required to use equipment when necessary and as instructed which will include checking the equipment is safe to use, prior to its use and must report any defects immediately to your line manager.
- You are responsible for the implementation and adherence to Trust safety policies and procedures for areas within your remit.
- You are required to ensure suitable and sufficient risk assessments are completed for all areas within your remit. The controls identified must be evaluated and implemented where necessary.
- You are required to review all risk assessments periodically and particularly when staff and/or equipment changes, monitoring the effectiveness of any control measure implemented.
- You are to ensure suitable and sufficient equipment if provides to sustain the health and safety of staff, patients and visitor to areas within your remit.

***This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the Trainee Nursing Associate post. It may be subject to change in the light of developing organisational and service needs, and wherever possible will follow consultation with the post holder.***



**HULL UNIVERSITY TEACHING HOSPITALS NHS TRUST**

**PERSON SPECIFICATION**

**TRAINEE NURSING ASSOCIATE – LEVEL 5 APPRENTICESHIP**

REQUIREMENTS	ESSENTIAL <i>The minimum requirements we will be shortlisting you against</i>	DESIRABLE	HOW ASSESSED
<b>Education/ Qualifications</b>	<p>A minimum of Level 2 in Numeracy and Literacy (e.g Grade C - 4/5 or above in GCSE Maths and English)</p> <p>Must not already hold a qualification that accredits similar skills or knowledge at level 5 or above (i.e. previous foundation degree or higher in Health/Care)</p> <p>You must not be in any form of formal government-funded education.</p> <p>Completion of Care Certificate (internal candidates only)</p>	<p>QCF Framework Level 3 in Health/Care or equivalent</p> <p>Study Skills (Level 4/5)</p> <p>Level 3 in Health/Health and social care related subject</p> <p>Completion of Care Certificate</p>	<p>Application Form</p> <p>Assessment Centre</p> <p>Interview</p> <p>Certificates</p>
<b>Knowledge, Training &amp; Experience</b>	<p>Evidence of working in a healthcare environment and experience of working as part of a team</p> <p>Ability to work on own initiative when/where appropriate</p> <p>Commit to undertake and achieve the Trainee Nurse Associate Level 5 Apprenticeship (including the End Point Assessment)</p> <p>Understanding of the importance of promotion of health and wellbeing (Making Every Contact Count)</p> <p>Knowledge of when to seek advice and refer to registered care professionals</p> <p>Understanding of the scope of the role of nursing associate in context of the team and the organisation and how the role will contribute to service development</p>	<p>Understanding of evidence based practice</p> <p>Evidence of recent learning</p> <p>Understanding of HUTH's core values</p> <p>Evidence of involvement in support/development of less experienced staff</p> <p>Basic working knowledge of IT applications, e.g. Microsoft Word, Excel, and Outlook</p>	<p>Application Form</p> <p>Interview/References</p> <p>Assessment Centre</p> <p>Certificates/Learning Record</p>
<b>Skills</b>	<p>Able to communicate with members of the public and health and care providers</p> <p>Courteous, respectful and helpful at all times</p> <p>High level of accuracy and attention to detail</p> <p>Must maintain confidentiality at all times</p>	<p>Able to make simple decisions, in line with policies and procedures, e.g., prioritisation of work,</p> <p>Evidence of working effectively to deadlines</p> <p>Ability to work</p>	<p>Application Form</p> <p>Interview/References</p> <p>Assessment Centre</p>



	<p>Ability to deal with non-routine and unpredictable nature of the workload and individual patient contact</p> <p>Ability to work on own initiative and to work well in a team (under appropriate supervision and as part of a MDT team)</p> <p>Ability to take part in reflective practice and clinical supervision activities</p> <p>Insight in how to evaluate own strengths and development needs, seeking advice when appropriate</p> <p>Time management skills and ability to prioritise</p>	unsupervised for short periods of time	
<b>Other Requirements</b>	<p>Internal candidates should have full support of HUTH</p> <p>Required to develop new skills</p> <p>Able to work across Trust sites to meet the requirement of the post</p>	Support of line manager in area currently working	<p>Application Form</p> <p>Interview/References</p> <p>Assessment Centre</p>