



**NHS**

**University  
Hospitals Sussex**  
NHS Foundation Trust



# Job Description and Person Specification

# Job Description

<b>Job Title</b>	Nursing Associate
<b>Band</b>	4
<b>Hours</b>	Full and Part time Hours
<b>Department</b>	Level 9a West Ward
<b>Division</b>	Surgery
<b>Location / Hospital Site</b>	RSCH
<b>Responsible to</b>	Ward Manager
<b>Accountable to</b>	Ward Manager, Matron
<b>DBS Level</b>	Enhanced
<b>DBS Barring</b>	Children and Adults'
<b>DBS Workforce</b>	Children and Adults'

## Role Summary

The Nursing associate will have successfully completed the Nursing Associate training programme which includes attainment of a level 5 Foundation Degree equivalent qualification. They will have developed and will be expected to 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 nurse associate will:

- 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.
- Take responsibility for developing own clinical competence, leadership and reflective practice skills within the workplace.

They will provide general/specific care as identified below for a delegated patient group under the indirect supervision of a registered practitioner. They will be expected to be proficient and complete and maintain local competencies relevant to clinical area.

## Key Working Relationships

Ward Manager, Matron, Head of Nursing, Consultants and Junior Medical Staff, Nursing Staff, Clinical Nurse Specialists, Allied Health Professionals, Administrative and Clerical Support Staff, Professional and Technical staff

## Main Duties and Responsibilities

Specific duties and responsibilities are subject to specific training, adhering to protocols / policies and formal assessment of competency.

- Develop an 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 as per NEWS2 and Trust policy and escalating as appropriate.
- Administer oral medications safely and in a timely manner following successful completion of the medications administration competency (excluding controlled drugs). Undertake clinical tasks including venepuncture, cannulation,, ECGs, tracheostomy care etc.
- Accurately record nutritional and fluid intake.
- Ensure the privacy and dignity and safety of individuals is maintained at all times.
- Demonstrated the ability to recognise changing priorities. Seeking advice from the registered nurse or other registered care professional as appropriate.
- Report back and share information with the registered nurses on the condition, behaviour, activity and response of individuals.
- Recognise issues relating to safeguarding vulnerable adults and children and report any problems or 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, psychological, social, cultural and spiritual needs of individuals and carers.
- Assist in the delivery of complex care as prescribed by the registered nurse.
- Develop an understanding of caring for individuals with particular conditions specific to your area of practice.
- Develop skills in relation to coaching / teaching and delegating to individuals / carers / other staff 16. Assist in 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.
- Engage in reflective practice including management of self and reflection on own reactions, asking questions and reflecting on answers given.
- Demonstrate a good understanding of principles of consent and ensure valid consent is obtained prior to undertaking nursing and care procedures.
  - Demonstrate a 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.
    - Ensure the safe custody of patients' valuables and property.

## Communication

- 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.
- Ensure clear, concise, accurate and legible records and all communication is maintained in relation to care delivered adhering to local and national guidance.

## People Management and Development

- 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

## Learning and Development

- Contribute towards developing a culture of learning and innovation, developing high quality learning environments.
- Develop and improve practical and theoretical knowledge, competence and skills in line with the Pre-Registration Nurse role.
- Be proactive in seeking opportunities to develop own knowledge and skills, achieving clinical competencies and requirements for NMC registration if appropriate, 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 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.
- 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 Pre-Registration Nurse.
- 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.
- Attend mandatory training updates as required.

- Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.
- Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- Identify own learning needs and jointly plan training requirements with your line manager
- Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service.

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and the organisation.

## Mission and values

The mission of University Hospitals Sussex – what we are striving to achieve – is to provide:

***‘excellent care every time’***

All our efforts to do this put the interests of our patients first and foremost, and are underpinned by our values:

- Compassion
- Communication
- Teamwork
- Respect
- Professionalism
- Inclusion

These values were selected by our staff, patients and public when we were talking about the merger and the sort of organisation we want University Hospitals Sussex to be.

Our mission and values are extremely important to us and we expect everyone who works at University Hospitals Sussex in any capacity to share and uphold them.

## Patient First

- Patient First is our Trust-wide approach to improving the quality of care for patients and to build and embed a culture where staff can be confident that their views matter and will be heard.
- The aim is to empower all staff to lead change, raise issues, concerns, identify and implement areas for improvement within the workplace and find solutions collectively as part of a team.
- Staff will be equipped with skills to identify improvement opportunities and supported to see those through
- It encourages all staff to be innovative and drive forward quality improvement and positive changes in their areas.
- The philosophy behind this is centred on:



- Standardisation, system redesign and the improvement of patient pathways to eliminate error and waste and improve quality
- The patient being at the heart of every element of change
- Embedding cultural change across the organisation, where everyone is passionate about delivering exceptional quality every time and “where better never stops”.
- Continuous improvement of our services through small steps of change
- Constantly testing the patient pathway to see how we can develop
- Encouraging frontline staff to lead the redesign processes
- Equal voices for all
- Engagement of staff is a big factor in job performance.
- Good engagement leads to improved quality, mortality and safety measures

## Safeguarding Children and vulnerable adults

UHSussex is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults, and families in their care. Staff are required to comply with Trust policies on Safeguarding and to undertake the appropriate level of mandatory in-service training in this area.

## Equality, Diversity and Inclusion

Inclusion and respect are core values at UHSussex, and we are committed to diversity and equality. This means treating colleagues and patients with professionalism, ensuring everyone feels welcome and included, valuing different backgrounds and experiences, and challenging inequalities. Having all our staff feel safe, supported, included and valued will lead to better care and outcomes for our patients – our True North Objective."

All staff have a duty to report any behaviours which contravene this to their managers.

## Workplace and Environmental Factors

<b>Physical</b>	Working long day, nights and weekends 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
<b>Emotional</b>	Ability to work under pressure/stress tolerance Support individuals, their families and carers when faced with unwelcome news and life changing diagnose
<b>Mental</b>	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
<b>Working Conditions</b>	Busy ward environment Have frequent exposure to highly unpleasant working conditions e.g. dealing with uncontained body fluids and difficult aggressive behaviour.

### Person Specification

Requirements	Level required	How assessed	Level required	How assessed
	Essential		Desirable	
<b>Professional Registration</b>	Hold a valid NMC registration on the Nursing Associate Register	(AF)	Awaiting a valid NMC	(AF)
<b>Experience/ Qualifications</b>	Successful completion of the Nursing Associate Apprenticeship Standard which includes attainment of a regulated level 5 qualification such as a Foundation Degree or Level 5 Diploma of Higher Education delivered by an institution approved by the Nursing and Midwifery Council to provide preregistration nursing education	(AF)	Evidence of recent relevant CPD	(AF)
<b>Skills</b>	Basic computer skills. Able to communicate using verbal and written skills. Knowledge of Nursing Associate role Understanding of Accountability and Responsibilities Ability to use initiative Ability to calculate complex drug dosage Evidence of having undertaken own development to improve understanding of equalities issues	(AF) (I)		(AF) (I)

<b>People Management and Development</b>	Demonstrate kind, caring and compassionate behaviours in line with Trust Values.	<b>(AF) (I)</b>	Evidence of training and awareness in equality and diversity. To undertake supervisory role of students and new members of staff	<b>(AF) (I)</b>
<b>Specific Requirements</b>	Ability to work under pressure / stress tolerance. AF and I Personal qualities and attributes e.g. team Willingness to be flexible Ability to work in unpleasant conditions (manage body fluids)	<b>(AF) (I)</b>		
<b>Equality, Diversity, and Inclusion</b>	Demonstrate an understanding of the importance of EDI within a Healthcare setting	<b>I</b>		
<b>Freedom to Act</b>	Work within the organisational policy, procedures and guidelines. Be responsible and accountable for own practice, working within limits of competence and within professional boundaries. Raises any concerns to the nurse in charge or appropriate person.	<b>(AF) (I)</b>		

