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**JOB DESCRIPTION**

**JOB TITLE** Nursing Associate

**GRADE/BAND** Band 4

**LOCATION** Various wards and cross site working

**RESPONSIBLE TO** Senior Sister/Charge Nurse/Team Leader

**ACCOUNTABLE TO** Ward Sister/Charge Nurse/ Matron

**JOB PURPOSE**

The Nursing Associate will:

* Be responsible for delivering high quality, patient centered, 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
* Be an accountable professional
* Work as part of a designated clinical and care team delivering care that focuses on the direct needs of the individual
* Carry out specific clinical and care tasks and responsibilities to a high standard and competency, under the direction of a registered nurse or other registered care professionals dependent on setting
* Have 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

1. **Professional**

* To contribute to departmental and implement Trust wide/departmental policies, procedures and guidelines. Or partake in feedback (depends on grade and role)
* Maintain a professional appearance in line with the Trust dress code
* Uphold the Trust’s values and behaviours (available on the Trust web site) and behave in a manner fitting with the responsible position of the post holder, maintaining the public confidence and excellent experience of care
* Maintain professional and courteous working relationships with staff and respect the equality and diversity of each and every person he/she comes into contact with in the course of his/her business
* Uphold the privacy and dignity of the patient and respect the equality of patients at all time

**2 Key Responsibilities**

**Knowledge, training and experience**

* See person specification for qualifications/equivalent experience
* Work within clearly defined accountability frameworks and boundaries of limitation to provide the best possible care in collaboration with colleagues, patients and their carers
* Develop and improve practical and theoretical knowledge, competence and skills throughout the Nursing Associate Role and maintain all evidence required
* Contribute towards developing a culture of learning and innovation, developing high quality learning environments
* 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 inter-personal skills that promote clarity, compassion, empathy, respect and trust
* Contribute to team success and challenge others constructively
* Report to appropriate registered care professional information received from the individuals, carers and members of the team
* Ensure all patient related information and are treated sensitively, adhering 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 are made and that all communication is maintained in relation to care delivery adhering to local and national guidance
* Ensure ability to manage electronic records system taking cognisance of need to protect access (ID, passwords, swipe cards)
  + 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 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

**Clinical responsibilities – Individual’s care**

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

The Nursing Associate 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

Provide and monitor 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
* Be prepared to undertake additional skills once competent including but not exhaustive; cannulation, venepuncture, ECGs as per training and competency
* 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, 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
* 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
* Administer medicines safety and in a timely manner; (NB nursing associates will only administer medicines, if suitably trained and competent, in settings where it is deemed appropriate and where this is guided by organisational medicines management policies)

**3 Resources and Finance**

The Nursing Associate will:

* Ensure the proper use of the Trust’s resources such as stationery, telephone usage, photocopying and other consumables in the course of business, ensuring minimal waste and minimal cost
* Exercise personal duty of care in the safe use and storage of equipment

**4 Organisational Responsibilities**

All staff at The Mid Yorkshire Teaching NHS Trust have the responsibility for safeguarding adults, young people, children and unborns. This includes all employees:

* Having an understanding of relevant safeguarding policies, including the Mental Capacity Act policy
* Attending all mandatory safeguarding training in accordance with their role
* Having a responsibility to recognise and act upon any safeguarding/child protection concerns

The Nursing Associate will:

* Maintain the confidentiality of the Trust in respect of patient and staff information obtained at all times, and use such information only as authorised for specific purposes. Report any concerns about the use of such information to the senior manager.
* Act in ways which support equality and value diversity
* Demonstrate own duties to new or less experienced staff
* Support development of junior staff and students
* Develop skills to maintain professional standards of record keeping
* Follow all information governance guidance and policies

**5 Personal Responsibilities**

The Nursing Associate will:

* Be responsible for taking reasonable care with regard to himself/herself as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post-holder in accordance with the Trust’s policies on Health and Safety at Work.
* Report any accident, untoward incident or loss relating to staff, patients or visitors according to Trust policies.
* Undertake in-service training relevant to the post.
  + Comply with Trust Policies and Procedures.
* Work to standard operating procedures with registered care professionals available for reference
* Work within the organisational policy, procedures and guidelines
* Work within the 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

**6 Area of work**

The Nursing Associate will:

* Will be required to undertake training events at any site across the trust
* May be required to work on other wards/ department within the Trust at short notice to cover unplanned sickness or to cover planned sickness or annual leave on other wards/departments
* 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
* Dependent on care setting, have frequent exposure to highly unpleasant working conditions e.g. dealing with uncontained body fluids and difficult aggressive behaviour.

**7 Staff Development, Training and Education**

The Nursing Associate will:

* Be required to undertake mandatory training and is responsible for keeping this training up to date
* Have an appraisal of performance each year and will be responsible for agreeing a development plan in line with the Trust’s (KSF) Knowledge & Skill Framework, in agreement with their manager or immediate supervisor. The development plan will be reviewed each year
* Be proactive in seeking opportunities to develop own knowledge and skills, achieving clinical competencies 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
* 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
* The Trust will provide assistance and agreed development to enable the post holder to achieve their objectives and standards in line with the development plan
* If the post holder feels he/she is not achieving their objective as agreed in the development plan they will bring it to the attention of their supervisor or manager at the earliest opportunity

**8 Health and Safety**

The Nursing Associate will:

* Work in accordance with Health and Safety regulations at all time
* Report any incidents of breaches of Health and Safety and report any dangerous acts or omissions that are seen in the course of duty that compromise the Health and Safety of staff or patients using the Trust Health and Safety policy
* Comply with audit recommendations and risk assessment recommendations to make the workplace and work practice safer
* Assist when required to do so, in any risk assessment activity undertaken.
* Promote health and safety maintaining best practice in health, safety and security
* Share ideas with colleagues to improve care and suggest areas for innovation
* Contribute to the improvement of service by reflecting on own practice and supporting that of others
* Regularly attend workplace and staff engagement meetings and contribute positively to discussions about the improvement of care
* 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 unwelcome news and life changing diagnoses
* Have exposure to VDU screen

**TERMS AND CONDITIONS OF SERVICE**

The post holder will be required to work at any location where the Trust provides services.

All professional and managerial staff are required to work in accordance with their particular Code of Conduct. Failure to do so may result in disciplinary action (please refer to disciplinary policy for further information).

In carrying out their duties the post holder must promote equality of opportunity and take every opportunity to eliminate discrimination.

The post holder is required to keep confidential all information and documentation relating to either a patient, a member of staff or Directorate’s business, which he/she comes into contact with.  All staff are expected to respect the requirements of the Data Protection Act 1998, as this incorporates the need for a high standard of data quality, confidentiality and information security.

The Trust adopts a “bare below the elbow policy”. The trust expects that all staff adhere to the policy in the clinical areas and settings where health care is provided e.g. the patient’s own home. The policy statement is accessible on the intranet and defines the clinical area. Individuals can expect to be challenged if they are observed not to be adhering to the policy statement.

The post holder is responsible for taking reasonable care with regard to him/her as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post holder in accordance with the Trust’s policies or Health and Safety at Work.

These duties and responsibilities are neither exclusive nor exhaustive and management reserve the right to require staff to undertake other duties and responsibilities consistent with the grade of the post in consultation with the

post holder.

This job description is an outline of the duties and conditions of the post and may be subject to change in detail or emphasis in the light of future developments.

##### Continuing Professional Development

The post holder will be expected to undertake ongoing personal, professional and management development in line with the responsibilities of the post.

# Smoke Free Policy

The Mid Yorkshire Teaching NHS Trust has a Smoke Free Policy

Smoking is not permitted:

1. Inside any building owned or used by or in areas used by Mid Yorkshire Teaching NHS Trust staff in buildings shared with other organisations
2. In the grounds and car parks of premises of The Mid Yorkshire Teaching NHS Trust
3. In the entrances of any The Mid Yorkshire Teaching NHS Trust buildings
4. In the immediate areas outside The Mid Yorkshire Teaching NHS Trust
5. In vehicles owned or leased by The Mid Yorkshire Teaching NHS Trust

Staff are not permitted to smoke whilst in uniform and / or wearing a staff badge in areas where they can be seen by the public.

A copy of the full policy is available.

In the unlikely event of a member of staff not respecting the policy, their line manager will attempt to resolve the situation informally, in the first instance. Repeated breaches of the policy may result in disciplinary procedures being instigated.

Any member of staff wishing to stop smoking can contact the Stop Smoking Service.

**WYAAT**

Mid Yorkshire Teaching NHS Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care.  By working for Mid Yorkshire Teaching NHS Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership’s ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.

**PERSON SPECIFICATION**

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| **POST TITLE: Nursing Associate B4 POST REF NO. LOCATION: Trustwide** | | | |
| **Attributes** | **Essential** | **Desirable** | **How Identified** |
| **Qualifications** | * Foundation Level Degree: Nursing Associate Qualification * NMC Registered Nursing Associate   Foundation Degree   * Completion of End Point Assessment for applicants who have undertaken an apprenticeship route * GCSE Grade A-C English and Maths or   Level 2 in Maths and English   * When English is spoken as a second language, must have an IELTS score of 7.0 * Evidence of continuing professional development * Completion of end point assessment if undertaken NA training as an apprentice | * Essential induction training and experience * Care Certificate * 5 GCSEs Grade A-C to include Maths and English * Level 3 Health related qualification | * Application Form * Interview |
| **Experience** | * Be able to demonstrate ability to work in the area for which an application is made * Good experience of working in a teams * Experience of with the public demonstrating good customer care skills * Experience of health coaching and promoting independent living | * Previous experience of working within an Acute health / care setting * Evidence of involvement in support / development of less experienced staff | * Application Form * Interview |
| **Knowledge and Awareness** | * Insight into how to evaluate own strengths and development needs, seeking advice where appropriate * 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 * Knowledge of when to seek advice and refer to a registered care professional * Understanding of the importance of the promotion of health and wellbeing (Making Every Contact Count) * Awareness of own limitations. | * Understanding of evidence based practice * Completion of an HCA development programme * Understanding of basic physiology, e.g., normal vital signs, fluid balance, nutritional requirements etc. * Evidence of recent work-based learning or self-directed learning | * Application Form * Interview |
| **Skills and Abilities** | * Ability to work effectively as a team player under appropriate supervision, and as part of a multi-disciplinary team * Effective communication skills (verbal and written) and good interpersonal skills. * Evidence of time management skills and ability to prioritise * Intermediate IT skills * Ability to communicate with members of the public and health and care providers * Ability to deal with non-routine and unpredictable nature of the workload and individual patient contact * Ability to move between sites working across health and social care as required by the needs of the development programme * Ability to work on own initiative * Ability to take part in reflective practice and clinical supervision activities |  | * Application Form * Interview |
| **Personal Attributes** | * Courteous, respectful and helpful at all times * Positive and caring attitude * Enthusiastic * Passionate about delivering safe care * Reliable * Trustworthy * Adaptable |  | * Application Form * Interview |