

FOI_1620_2023-24 – FOI Request concerning Trust Policy of Nurse Associates

Under the Freedom of Information Act, I would like to request the following information:

- 1. Your trust policy (or policies) that state the scope of nursing associates, nurse associates and trainee nursing associates.**

Please be advised that Solent NHS Trust do not have separate policies, as those are included in the below job descriptions.



Nurse Associate
Band 4 JD PS.docx



BAND 5 Nurse
JD.docx



Band 4 JD - Nursing
Associate.docx

Job Description

Position Details		
Title: Nurse Associate	Band: 4	Hours per week:
Accountable to:	Service:	Base:
Purpose of the Position		
<p>The Nurse Associate will work as an active member of the Integrated Care team and will provide high quality, efficient and effective service to patients.</p> <p>The post holder will assume responsibility for delegated aspects of healthcare delivery, working within a scope of practice under the direction/supervision of a registered practitioner. They will work within relevant legal and ethical frameworks and in accordance with organisational protocols and policies.</p> <p>The Nurse Associate will be proficient, knowledgeable and competent. Educated to Foundation Degree level, or equivalent, they will continue to develop in their role through the acquisition of further skills, knowledge and competences, to be determined by the needs of patients, the service and the team.</p> <p>The Nurse Associate will be involved in the delivery of healthcare with the level of knowledge, skill and competence beyond that of a traditional healthcare assistant/support worker.</p> <p>Working under indirect supervision, the postholder will have responsibility for delivering nursing care to patients within a defined caseload.</p>		
Service Description:		
<p>DESCRIPTION OF SERVICE:</p> <ul style="list-style-type: none"> Identified patient/client group for the role Area of speciality clinical practice and setting that care will primarily be delivered in. Key points of integration and collaboration with other teams; services or providers The anticipated outcomes of care/intervention 		

Main Duties and Responsibilities

Clinical and Professional
<ul style="list-style-type: none"> Use up to date knowledge and evidence to assess, plan, deliver and evaluate care, communicate findings, influence changes and promote health and best practice. Nursing Associates must make person centred, evidence-based judgements in partnership with others involved in the care process to ensure high quality care. Accurately undertake risk assessments using approved documents and assessment tools. Use agreed patient protocols, standard operating procedures and clinical guidelines which reference actions in accordance with the outcome of risk assessment



- Plan and organise own workload and that of others, delegating appropriately and monitor the effectiveness of any care delivered. That this is delivered collaboratively with people, patients, families, carers and the multi-disciplinary team
- Work independently within own level of competency to undertake specific interventions and treatments, whilst recognising their own limits and appropriately request supervision of the Registered Practitioner to ensure the delivery of safe, high quality care
- Achieve and maintain competence in identified mandatory training, develop and maintain clinical competencies, skills and knowledge which relate to the area of clinical practice
- Deliver and coordinate clinical and therapeutic care to a caseload of patients as delegated by the Registered Nurse
- Ensure that all interventions are person centred; delivered compassionately and with dignity
- Respond to patients', relative and carers' concerns as they arise and take remedial action as required and escalate appropriately
- Be aware of and take appropriate action in regard of clinical deterioration of patient, clinical and non-clinical emergencies, internal and major incidents which affect service continuity
- Monitor the condition and health needs of patients within their care on a continual basis in partnership with others including families and carers
- Contribute to ongoing assessment and recognise when it is necessary to refer to others for reassessment

Communication

- Deal empathetically with sensitive information, to include discussing patients changing condition with patient and/or carer
- Experience of providing and receiving complex, sensitive information where there maybe barriers to understanding
- Communicate information e.g. test results

Knowledge, Education and Training

See person specification for qualifications/equivalent experience.

- Demonstrate knowledge of the scope of practice of the Nursing Associate role within different care settings
- Identify personal development needs that ensure acquisition of knowledge, skills and competency to undertake the care and treatment responsibilities assigned
- Carry out Continuing Professional Development by seeking to develop and improve practical and theoretical knowledge, competence and skills
- Maintaining Nursing & Midwifery Council registration by adhering to all requirements regarding Standards, Proficiencies and the revalidation process
- Develop skills in providing instruction, learning opportunities, work experience and training staff and students from other units/disciplines/schools/colleges and training schemes as required for the role
- Is proactive in seeking opportunities to develop own knowledge and skills
- To participate in self-appraisal and performance reviews
- Completes personal objectives and required competencies within agreed timeframes
- Seeks support / guidance in timely manner if any difficulties are encountered
- Works 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
- Takes responsibility for organising and attending statutory / mandatory updates in accordance with organisational requirements
- Acts as an excellent role model by upholding and implementing good practice in the workplace
- Recognises and either directly challenges or seeks support to challenge any poor practice observed



Honesty



Everyone counts



Accountable



Respectful



Teamwork

- To apply acquired skills and knowledge of practice relevant to post and clinical area
- To review and reflect on own practice through effective use of professional and clinical supervision in line with Solent NHS policies and procedures
- To work within the professional, local and national guidance applicable to the clinical role being undertaken
- To assist with staff induction, formal assessment and on-going development of Band 2/3 staff through the supervisory and appraisal process.
- To supervise and line manage band 2/3 staff and undertake the on-going supervision of the routine work of others
- Take responsibility for the training of others and may be required to deliver training

Administration and Management

- Participate in staff meetings, case conferences and other meetings/working parties as required.
- Participate in the collection of data for audit, survey, research, management and planning projects.
- Complete and submit statistics including performance indicators and returns at the required time.
- Keep an accurate record on SystemOne that reflects daily work and mileage as appropriate.
- Maintain legible, accurate and contemporaneous records that are dated and signed both in hand-held records and on the electronic patient record.
- Have an awareness of the costs of resources and ensuring they are used effectively and efficiently.

Quality and Service Improvement

- Identifies situations of clinical risk and takes appropriate action to ensure a safe environment for patients/clients/families and staff.
- Contributes to evidence-based nursing practice in speciality areas.
- Demonstrates commitment to quality improvements, risk management and resource utilisation participating in monitoring and evaluation activities including audit and research activities
- Provides input into clinical standards/protocols and policies and undertakes clinical audits as required.
- Evaluates the effectiveness, efficiency and safety of clinical practice contributing to service improvement initiatives.
- Participates in the implementation of nursing models of care appropriate to patient/client population needs.
- Contributes to and participates in Solent NHS policy development providing own expertise where relevant and feedback on proposed policies based on relevant experience and expertise where applicable.
- Participates in case review and debriefing activities as required.
- Participates in group/unit discussions that review current practice.
- Contributes to the development of programmes of care/care packages providing specialist advice where relevant.
- Promote patient and public involvement in activities designed to inform service improvement
- Actively participate in clinical audit and service improvement activity to improve patient care and patient outcomes (privacy, dignity and duty of candour).
- Fully adheres to the Solent NHS trust Integrated Clinical and Safeguarding Supervision policy along with Safeguarding Children and adult policies, and information sharing protocols to ensure the health and well-being of children and adults at risk.
- Familiarity with the requirements of the Mental Capacity Act and maintains MCA mandatory training.

Health and Safety, Security and Equality



Honesty



Everyone counts



Accountable



Respectful



Teamwork

- Works in accordance with the relevant Health and Safety Trust policies, procedures, and guidelines.
- Contribute to development of service.
- Attends organisational mandatory training as required by the Trust and relevant to your role.
- Actively participates in and enables others to carry out risk assessments within the working environment.
- Ensures self and colleagues are trained and competent to use equipment safely.
- Ensures incident reporting is expedited promptly and appropriate action plans completed.
- Identifies potential health, safety and security issues and collaborates with others to promote and maintain an environment that supports infection prevention and control policies and procedures.
- Supports and promotes a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of the Solent NHS Trust's Equal Opportunities Policy.
- Promotes a culture which respects and values diversity, and support patients, visitors and staff in exercising their rights.
- Ensures care within areas of practice and adheres to the 5 principles of the Mental Capacity Act Code of Practice (2005).
- Recognises and reports behaviour which undermines equality and diversity in accordance with organisational policies and current legislation.

Limits of Authority

- May not dismiss or suspend staff under the disciplinary procedures.
- May not take annual leave without prior agreement of the manager

General Requirements

- Ensure they and where appropriate their staff:
 - adhere to trust policies and procedures at all times,
 - comply with trust standing orders, standing financial instructions, policies, procedures and guidelines,
 - follow any policies and procedures in relation to infection, prevention and control
 - are aware of their responsibilities in relation to safeguarding children, and vulnerable adults, and the specific responsibilities placed on individuals who care for such clients/patients
 - take all reasonable steps to manage and promote a safe and healthy working environment which is free from discrimination,
 - comply with the trust policy on confidentiality, and the Data Protection Act 2018 as amended, relating to information held manually or on computerised systems,
 - respect the confidentiality and privacy of clients and staff at all times,
 - maintain a constant awareness of health, welfare and safety issues affecting colleagues, patients, visitors and themselves, reporting any accidents or fault in line with trust policy,
 - fully participate in health and safety training,
 - participate in personal training, development, appraisal, and attend all relevant training courses as required.
 - comply with the professional body code of conduct



Honesty



Everyone counts



Accountable



Respectful



Teamwork

- This job description seeks to outline the key duties and responsibilities of the post; it is not a definitive document and does not form part of the main statement of Terms and Conditions. The job description will be reviewed during the annual appraisal process.
- The post holder may, with their agreement, which should not reasonably be withheld, be required to undertake other duties as required, which fall within the grading of this post, to meet the needs of this new and developing service.
- Individuals who are required to hold a professional registration in order to practice must continue to be a member of their professional body throughout the lifespan of this job description. Such individuals will be required to notify the Trust immediately if their professional body limits or changes the terms of their registration.
- This job description will be reviewed yearly as part of the annual individual appraisal, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the post holder.



Honesty



Everyone counts



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Teamwork

PERSON SPECIFICATION

Post: Nurse Associate Band 4

Requirement <i>Where a specific requirement is identified, Solent NHS Trust will consider relevant skills and experience obtained via an alternative route (where the identified standard can be met) and/or where the standard can be met with reasonable adjustments i.e., appropriate access, equipment and/or software.</i>	Essential	Desirable	Met
Criteria 1: Qualifications			
GCSE in Maths and English at grade A – C/4-9 or alternatively Functional Skills in Maths and English at Level 2	x		
NVQ Level 3 (Diploma)	x		
Foundation Degree in Health and Social Care and holds the specified competencies of the Band 4 Associate Practitioner Post Note that some staff may hold the NVQ Level 4 Diploma (with the Level 4-5 Apprenticeship also relevant from 2018)	x		
Criteria 2: Experience			
Work without direct supervision	x		
Practical experience in a health care setting	x		
Experience of working independently in community healthcare setting	x		
Criteria 3: Skills			
Excellent communication skills, written and verbal	x		
Ability to work in patient's homes and other care settings without direct supervision	x		
Able to develop and sustain relationships across professional boundaries	x		
Ability to work as part of a team and promote team working	x		
Self-motivated, self-starter, able to organise a large and varied work programme	x		
Numerate	x		
Literate in English	x		
Being flexible and adaptable at work in order to meet competing priorities	x		
There is a frequent requirement to sitting standing in restricted positions, there may be a requirement use lifting equipment, moving patients	x		
There is a requirement to for concentration when carrying out patient assents and delivering patient care	x		
There is an occasional requirement to deal with distressing emotional circumstances	x		
Able to deal with unpleasant working conditions e.g. body fluids	x		
Evidence of time management skills and ability to prioritise.	x		
Criteria 4: Knowledge			
Risk Management	x		
Knowledge of local health needs strategies, local policies and procedures including safeguarding	x		



Honesty



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Teamwork

Requirement <i>Where a specific requirement is identified, Solent NHS Trust will consider relevant skills and experience obtained via an alternative route (where the identified standard can be met) and/or where the standard can be met with reasonable adjustments i.e., appropriate access, equipment and/or software.</i>	Essential	Desirable	Met
Commits to maintaining personal development and meeting requirements of revalidation	x		
Ability to deal with non-routine and unpredictable nature of the workload and individual patient contact	x		
Knowledge of National agendas and the effect on practice e.g. NSFs including Chronic Disease Management and the Public Health Agenda	x		
Criteria 5: Values			
Is able to follow and demonstrate our Solent HEART values. You can find these on our website: https://www.solent.nhs.uk/about-us/our-values/	x		
Criteria 6: Equality			
An understanding of the principles of equal opportunities as it relates to staff and patients and able to demonstrate personal commitment to challenging discrimination and promoting equalities. An understanding of equality within the workforce and how it can impact on this post.	x		
Criteria 7: Other			
The role requires Enhanced/Standard DBS (please specify)	X		
The role requires the post holder to sign up to the Automatic Renewal DBS service	x		
Is able to work legally in the UK	x		
Is able to work with children and vulnerable adults	x		
Ability to travel for meetings across a range of sites in Southampton/Portsmouth/Hampshire.	x		
For posts which require a professional registration, postholders hold a valid up to date registration with their professional body.	x		
For posts where postholders are required to drive as part of their role they hold a valid full driving licence which enables them to drive in the UK	x		



Honesty



Everyone counts



Accountable



Respectful



Teamwork

Job Description

Position Details		
Title: Nurse	Band: 5	Hours per week:
Accountable to:	Service:	Base:
Purpose of the Position		
<ul style="list-style-type: none"> To meet the needs of patients and their families to achieve improved health outcomes and promote health and wellbeing while demonstrating care, compassion, competence, communication, courage, and commitment. Care is based on comprehensive assessment, ensures continuity and is patient/client centred, culturally sensitive and evidence-based and which promotes independence. To develop and maintain a culture of service improvement which promotes quality and safety and striving to do better. This is in line with the requirements set out in the NMC code which require all registered nurses to: Prioritise people; Practice effectively; Preserve safety; Promote professionalism and trust. 		
Service Description:		
<p>Please note that this section is to be added by the service and must be approved by the relevant Senior Nurse:</p> <p>Please also ensure that the following information is recorded in this section:</p> <ul style="list-style-type: none"> Identified patient/client group for the role Area of speciality clinical practice and setting that care will primarily be delivered in. Key points of integration and collaboration with other teams; services or providers The anticipated outcomes of care/intervention 		

Main Duties and Responsibilities

Clinical and Professional
<ul style="list-style-type: none"> Assess patients /clients, plan develop/implement/evaluate programmes of care and carry out nursing procedures. Provides direct nursing care for patient/clients to achieve best health outcomes. Ensures use of nursing knowledge and skills to assess, plan, implement and evaluate patients/clients/family/ health needs as well as actively promote health and wellbeing. Evaluate clinical outcomes and reports variance to clinical pathway, protocols, or best practice guidelines. Contributes to effective discharge planning and/or referral processes to health care providers and support agencies to meet identified health needs. Applies diagnostic reasoning and professional judgement to nursing practice issues/decisions.



Honesty



Everyone counts



Accountable



Respectful



Teamwork

- Manage care of patients/clients on a day to day basis and when required manage care of all patients/clients in the absence of senior colleagues.
- Fosters inquiry and critical thinking amongst colleagues to advance nursing practice and patient/client care to ensure the provision of positive patient/client outcomes and person-centred care.
- Accurately documents assessments of patients/client's health status, diagnosis and response to nursing and other interventions and treatments on the Trust Clinical Records System.
- Effectively manage the clinical care and clinical area through the implementation of clearly defined policies and procedures
- Educate and provides information to patients/clients/family to improve knowledge of disease/illness, self-management prevention of complications and promotion of recovery.
- Identifies when a child may be at risk and knows how to refer to the local multi- agency safeguarding hub (MASH) when appropriate.
- Identifies when a vulnerable adult may be at risk and knows how to refer to the local authority adult safeguarding service.
- Role models culturally safe nursing practice and able to report poor practice when observed.
- Practices in accordance with legal, ethical, culturally safe, and professional standards including the Code of practice.

Communication

- Provides and receives complex, sensitive information to patients/relatives and colleagues and with empathy, persuasion and reassurance and ensure information is clearly understood, where there maybe barriers to understanding
- Ensures effective collaboration and communication with multidisciplinary team, patients, carers, family and significant others, always seeking consent of the client in doing so and in co-ordinating care and fostering effective working relationships to achieve best health outcomes
- Actively listens, drawing out information and checks understanding.
- Empathises with others and considers their needs and feelings.
- Expresses information effectively and accurately, both orally and in writing, adjusting language and style to recipients and considers their frame of reference.
- Accurately records patient information, progress and current status ensuring changes in patient/clients' condition are shared with the multi-disciplinary team in a timely manner.
- Ensures patient confidentiality is always maintained.
- Promotes Solent NHS as a centre of excellence for nursing practice through effective communication both internally and externally.

Knowledge, Education, Training



Honesty



Everyone counts



Accountable



Respectful



Teamwork

- Pro-actively participates in own performance development and review to identify learning needs and take necessary steps in order to reach personal/professional objectives.
- Attends educational opportunities relevant to nursing role and scope of practice.
- Provide day to day clinical supervision of junior colleagues and students including safeguarding supervision when appropriate.
- Participates in peer review/feedback and actively contributes to the provision of an effective learning environment.
- Actively participate in the induction of new staff in accordance with Trust policy and when required act as a 'buddy', assessor/supervisor and resource person within your team.
- Be personally accountable for actions and omissions in your practice and have the ability to justify decisions taken.
- Provide opportunities for junior colleagues to assess their work and to provide them with clear, sensitive, and appropriate feedback that will help them improve and develop.
Actively participates in student placements and staff training within
- Maintains and develops own clinical expertise and knowledge in speciality evidence-based nursing practice and personal portfolio to demonstrate fitness to practice in line with expectations for revalidation.
- Actively participate in clinical and management supervision.
- the organisation.

Quality and Service Improvement

- Identifies situations of clinical risk and takes appropriate action to ensure a safe environment for patients/clients/families and staff.
- Contributes to evidence-based nursing practice in speciality areas.
- Demonstrates commitment to quality improvements, risk management and resource utilisation participating in monitoring and evaluation activities including audit and research activities
- Provides input into clinical standards/protocols and policies and undertakes clinical audits as required.
- Evaluates the effectiveness, efficiency and safety of clinical practice contributing to service improvement initiatives.
- Participates in the implementation of nursing models of care appropriate to patient/client population needs.
- Contributes to and participates in Solent NHS policy development providing own expertise where relevant and feedback on proposed policies based on relevant experience and expertise where applicable.
- Participates in case review and debriefing activities as required.
- Participates in group/unit discussions that review current practice.
- Contributes to the development of programmes of care/care packages providing specialist advice where relevant.
- Promote patient and public involvement in activities designed to inform service improvement
- Actively participate in clinical audit and service improvement activity to improve patient care and patient outcomes (privacy, dignity and duty of candour).
- Fully adheres to the Solent NHS trust Integrated Clinical and Safeguarding Supervision policy along with Safeguarding Children and adult policies, and information sharing protocols to ensure the health and well-being of children and adults at risk.



Honesty



Everyone counts



Accountable



Respectful



Teamwork

- Familiarity with the requirements of the Mental Capacity Act and maintains MCA mandatory training.

Health and Safety, Security and Equality

- Works in accordance with the relevant Health and Safety Trust policies, procedures, and guidelines.
- Contribute to development of service.
- Attends organisational mandatory training as required by the Trust and relevant to your role.
- Actively participates in and enables others to carry out risk assessments within the working environment.
- Ensures self and colleagues are trained and competent to use equipment safely.
- Ensures incident reporting is expedited promptly and appropriate action plans completed.
- Identifies potential health, safety and security issues and collaborates with others to promote and maintain an environment that supports infection prevention and control policies and procedures.
- Supports and promotes a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of the Solent NHS Trust's Equal Opportunities Policy.
- Promotes a culture which respects and values diversity, and support patients, visitors and staff in exercising their rights.
- Ensures care within areas of practice and adheres to the 5 principles of the Mental Capacity Act Code of Practice (2005).
- Recognises and reports behaviour which undermines equality and diversity in accordance with organisational policies and current legislation.

Limits of Authority

- May not dismiss or suspend staff under the disciplinary procedures.
- May not take annual leave without prior agreement of the manager

General Requirements

General Requirements

- Ensure they and where appropriate their staff:
 - adhere to trust policies and procedures at all times,
 - comply with trust standing orders, standing financial instructions, policies, procedures and guidelines,
 - follow any policies and procedures in relation to infection, prevention and control
 - are aware of their responsibilities in relation to safeguarding children, and vulnerable adults, and the specific responsibilities placed on individuals who care for such clients/patients
 - take all reasonable steps to manage and promote a safe and healthy working environment which is free from discrimination,
 - comply with the trust policy on confidentiality, and the Data Protection Act 2018 as amended, relating to information held manually or on computerised systems,
 - respect the confidentiality and privacy of clients and staff at all times,



Honesty



Everyone counts



Accountable



Respectful



Teamwork

- maintain a constant awareness of health, welfare and safety issues affecting colleagues, patients, visitors and themselves, reporting any accidents or fault in line with trust policy,
 - fully participate in health and safety training,
 - participate in personal training, development, appraisal, and attend all relevant training courses as required.
 - comply with the professional body code of conduct
-
- This job description seeks to outline the key duties and responsibilities of the post; it is not a definitive document and does not form part of the main statement of Terms and Conditions. The job description will be reviewed during the annual appraisal process.
 - The post holder may, with their agreement, which should not reasonably be withheld, be required to undertake other duties as required, which fall within the grading of this post, to meet the needs of this new and developing service.
 - Individuals who are required to hold a professional registration in order to practice must continue to be a member of their professional body throughout the lifespan of this job description. Such individuals will be required to notify the Trust immediately if their professional body limits or changes the terms of their registration.
 - This job description will be reviewed yearly as part of the annual individual appraisal, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the post holder.



Honesty



Everyone counts



Accountable



Respectful



Teamwork

PERSON SPECIFICATION

Post: Band 5 Nurse

<i>Where a specific requirement is identified, Solent NHS Trust will consider relevant skills and experience obtained via an alternative route (where the identified standard can be met) and/or where the standard can be met with reasonable adjustments i.e., appropriate access, equipment and/or software.</i>	Essential	Desirable	Met
Criteria 1: Qualifications			
BSc Nursing or RN currently registered with NMC	x		
Practice assessor/supervisor	x		
Teaching Qualification, e.g. ENB 998 or equivalent		x	
Criteria 2: Experience			
Experienced in developing care plans	x		
Experienced in developing and delivering care and clinical interventions to patients	x		
Experience of MDT working	x		
Experience of teaching, training and / or supervision	x		
Evidence of recent CPD	x		
Evidence of developing policy, guidelines contributing to management of resources	x		
Criteria 3: Skills			
Clinically competent at Band 5 level	x		
Excellent communication skills, written and verbal	x		
Ability to prioritise workload and work autonomously, instruct and direct others; work is managed, not supervised	x		
Problem solving skills	x		
Patient Advocacy skills	x		
Manual Handling skills	x		
Able to deal with frequent emotional or distressing circumstances	x		
Ability to work in unpleasant working conditions, ie bodily fluids	x		
Teaching, supervision and assessing skills	x		
Dexterity required for intravenous and intramuscular injections, inserting catheters, setting up syringe drivers, removal of sutures, wound management	x		
Using judgement when evaluating patients' condition/progress	x		
Ability to work as part of a team and support development of others	x		
Ability to adapt to changes in the work situation			



Honesty



Everyone counts



Accountable



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Teamwork

Where a specific requirement is identified, Solent NHS Trust will consider relevant skills and experience obtained via an alternative route (where the identified standard can be met) and/or where the standard can be met with reasonable adjustments i.e., appropriate access, equipment and/or software.	Essential	Desirable	Met
Criteria 4: Knowledge			
Understanding of the health needs of people in their care and health promotion	x		
Understanding of a range of clinical approaches	x		
Awareness of research and evidence-based practice relevant to clinical area	x		
Articulate and knowledgeable of current professional nursing issues	x		
Criteria 5: Values			
Is able to follow and demonstrate our Solent HEART values. You can find these on our website: https://www.solent.nhs.uk/about-us/our-values/	x		
Criteria 6: Equality			
Be able to demonstrate and understanding of the principles of equality, diversity, and inclusion and how they apply to staff and patients in a healthcare setting. Able to demonstrate personal commitment to challenging discrimination and promoting equalities, at an appropriate level for the post	x		
Criteria 7: Other			
The role requires Enhanced/Standard DBS (please specify)	x		
The role requires the post holder to sign up to the Automatic Renewal DBS service	x		
Is able to work legally in the UK	x		
Is able to work with children and vulnerable adults	x		
Ability to travel for meetings across a range of sites in Southampton/Portsmouth/Hampshire as required for role.	x		
For posts which require a professional registration, postholders hold a valid up to date registration with their professional body.	x		
For posts where postholders are required to drive as part of their role they hold a valid full driving licence which enables them to drive in the UK	x		



Honesty



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Accountable



Respectful



Teamwork

AGENDA FOR CHANGE: JOB DESCRIPTION

Post title:	Nursing Associate
Directorate/department:	
Agenda for Change band:	Band 4
Accountable to:	Band 7 service manager
Accountable for:	N/A
Main purpose:	<p>The Registered Nursing Associate will work as part of the nursing workforce, supporting Registered Nurses to deliver high quality, person-centred, compassionate care to patients.</p> <p>They will deliver planned care to a group of patients working within the standards of proficiency outlined by the Nursing and Midwifery Council and in accordance with Trust policies and protocols.</p> <p>They will demonstrate the ability to work effectively as part of a team and provide support / guidance to less experienced staff / learners within the clinical environment as needed.</p>
Key working relationships:	Registered nurses, , Admin & Clerical staff, Therapy staff, Medical staff, Pharmacy staff
General duties:	<p>Registered Nursing Associates must work in accordance with the Nursing and Midwifery Council (NMC) Standards of Proficiency for Nursing Associates (2018). This document outlines six platforms; being an accountable practitioner; promoting health and preventing ill health; providing and monitoring care; working in teams; improving safety and quality and contributing to integrated care.</p> <p>You will undertake the following duties, referring to a Registered Nurse when required. Nursing Associates are personally accountable for their practice and recognising their professional limitations.</p> <p>ASSESSMENT OF CARE</p> <ul style="list-style-type: none"> • Receive patients and their relatives in a calm, courteous and reassuring manner, providing appropriate information and support. • Recognise and acknowledge personal beliefs and wishes of patients. • Communicate with individuals in ways which are appropriate to them and take account of their needs and requests. • Recognise potential safeguarding issues and escalate concerns as per Trust policy. • Obtain, pass on and record information relating to all aspects of care accurately and in a timely manner. • Participate in patient assessment e.g. initial information gathering from the

AGENDA FOR CHANGE: JOB DESCRIPTION

JOB DESCRIPTION

patient related to physical conditions and social situation.

- To be involved in risk assessment of patients as appropriate, including falls, acuity, nutrition, pressure ulcer prevention, infection control and manual handling.
- Collect and record data onto organisational IT systems as required.

PLANNING OF CARE

- Formulate in conjunction with a Registered Nurse a plan of care for the patient.
- Handover care of patients both formally and informally.
- In conjunction with a Registered Nurse amend care plans accordingly for patients.
- Make referrals to clinical specialists as appropriate and within scope of practice.
- Undertake discharge planning, in conjunction with the multidisciplinary team, patients and relatives and ensure the appropriate discharge of patients.

DELIVERY OF CARE

- Respect and maintain the patient's privacy and dignity at all times.
- Ensure accurate and timely recording of all observations and report any abnormal findings to a Registered Nurse.
- Assist with dietary and fluid intake and monitor and record as appropriate.
- Assist patients to meet hygiene and elimination needs, providing support as required.
- Recognise situations where emotional and spiritual support are required and offer appropriate intervention, referring to the multidisciplinary team as needed e.g. chaplaincy etc.
- Provide patient and families with information on health promotion to support them in making choices for healthy living.
- Escalate concerns in relation to the patient's clinical condition and care to the Registered Nurse in charge and multiprofessional team, including use of early warning score as appropriate, within scope of practice.
- Instigate appropriate action in an emergency situation, as per current organisation's policy.
- Collect any requested specimens and send to the appropriate department, documenting in the patient's notes.
- Ensure adherence to manual handling and infection control policies.
- Ensure that all equipment is in good working order and ready for immediate use. Report any faults as per organisational process.
- Administer medications as per organisation's policy having completed the appropriate competency assessment and adhering to any national and professional guidance.

AGENDA FOR CHANGE: JOB DESCRIPTION

JOB DESCRIPTION

EVALUATION OF CARE

- Document all care given and any other patient contact in nursing notes in a comprehensive and concise manner, adhering to the NMC guidelines for records and record keeping.
- Represent a caseload of patients and engage with MDT where appropriate.
- Accurately collect and record data in a timely way to support patient care and discharge planning.
- Analyse patient data to identify and implement patient care needs.
- Participate in research, audit and quality improvement initiatives delegated by the service manager and appropriate to role and scope of practice.

CLINICAL SKILLS

- Achieve the competencies as set out in the NMC framework and organisational policies and procedures

SUPERVISION AND DEVELOPMENT OF OTHER STAFF

- May supervise HCAs; assist and support the development, training and assessment of healthcare assistants and other learners, within scope of practice.
- To be involved in induction of any new staff to the clinical service, as relevant to the area e.g. healthcare assistants, ward clerks, receptionists, porters, students and Registered Nurses.
- After the completion of appropriate training, act as practice supervisor in line with the NMC standards.

DEVELOPMENT OF SELF

- Maintain and improve the knowledge and skills required to perform all agreed health care activities competently through appropriate continuing personal development (CPD) as agreed through appraisal and recorded on the personal development plan (PDP).
- Retain your professional registration, ensuring timely completion of revalidation as per NMC requirements and payment of annual subscriptions.

PRINCIPLES OF CONDUCT

- Adhere to the NMC Code of Conduct 'Code: Professional Standards of Practice and Behaviour for nurses, midwives and nursing associates'
- Recognise direct and indirect discrimination and ensure that discriminatory behaviour from any source is responded to in an appropriate manner.
- Work within the organisation's policies to maintain confidentiality of verbal and written information obtained in the course of duty and ensure that any disclosure is consistent with statutory requirements and organisation's policy.
- Comply with organisation's Health & Safety and Control of Infection policies, to contribute to the safety and security of individuals and their belongings and to ensure that hazards associated with treatment, infection risks or spillages are communicated to appropriate persons and/or dealt with as soon as possible.
- Adhere to all organisational/Trust and Divisional/Care Group Policies and Procedures at all times.

AGENDA FOR CHANGE: JOB DESCRIPTION

IMPORTANT ADDITIONAL INFORMATION RELATING TO YOUR EMPLOYMENT

Duty of care	<p>You are responsible for ensuring that the patient, family and carers are at the centre of everything you do.</p> <p>Be open, honest, and willing to acknowledge when something has gone wrong. Make timely apologies and take action to report incidents, including near misses; to ensure that as an organisation we learn.</p> <p>You should continuously seek to reduce harm by speaking up to managers and leaders if you believe that a lack of skills, knowledge, or resources place patients at a risk of harm or if your concerns are not being listened to. Managers and leaders must listen to others when they raise concerns and take action.</p> <p>Wholeheartedly commit to learning about safety, continually striving to improve excellent care. Develop your own ability to detect and correct defects.</p>
NHS standards of business conduct and professional registration	<p>All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.</p> <p>All clinical professionally regulated staff must abide by the codes of conduct issued by their respective regulatory bodies (e.g. NMC, GMC, HCPC) and ensure that they maintain updated registration as required by the role.</p>
Living our values every day	All staff are expected to strive to follow their organisation's values
Health and safety:	Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare
Infection prevention and decontamination of equipment:	All staff are reminded of their responsibility to adhere to their organisations and departmental infection prevention policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients.
Child protection/safeguarding	All staff providing services to patients and children are reminded of their responsibility to adhere to organisational and departmental child protection and safeguarding policies including employment checks.
Confidentiality	<p>All employees are reminded of the need to treat all information, particularly clinical and management information, as confidential.</p> <p>Any employee who wilfully disregards their organisation and departmental policies may be liable to serious disciplinary action including dismissal.</p> <p>This job description will be reviewed yearly as part of the annual appraisal, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the postholder.</p>
Mental Capacity Act 2005	All Staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of training required will be specified to members of staff and is dependent on their role. It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual's best interest when providing care. This helps to ensure ongoing adherence to our legal obligations and ensuring we put the needs of our patients first.

AGENDA FOR CHANGE: JOB DESCRIPTION

Sustainability	Staff are reminded of their responsibility to take care of the resources used whilst at work. These include careful use of energy and water; for example, ensuring unnecessary equipment is turned off when not in use. Waste needs to be segregated properly. Organisational policies and strategies for sustainability should be followed whilst undertaking daily duties. We encourage staff to be involved with sustainability at work, through participation in the Green Guardians network.
Last updated	24 April 2024

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