

JOB DESCRIPTION

Oxford Health NHS FT

Oxford Health is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Job Title:	Nursing Associate
Band:	4
Responsible to:	<i>The person to whom the Job Holder directly reports on a regular basis, this would normally be the line manager.</i>
Responsible for:	<i>This would normally be direct reports</i>
Accountable to:	<i>This would normally be the head of department or service</i>
Place of work:	<i>As designated</i>
Hours:	37.5

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JOB PURPOSE

Oxford Health is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

The nursing associate has a breadth of knowledge across the fields of nursing, providing holistic and person-centred care and support for people of all ages and in a variety of settings. The nursing associate works independently under the leadership of registered nurses, working within the sphere of nursing and care and within all aspects of the nursing process.

Nursing associates are 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 (Nursing and Midwifery Council 2015).

The role will assist the registered staff (Band 5 and above) to deliver a wide range of nursing interventions including the treatment of multiple chronic conditions, learning disability and social vulnerability. It requires strong all-round capability, insights and adaptability in physical and mental health, as well as organisational, communication and inter-personal skills.

DUTIES AND RESPONSIBILITIES

- Assessment and planning of delegated care
- Monitoring of long-term conditions and well-being of service users including escalation of interventions when necessary
- Assist with the implementation and monitoring of clinical care and monitor outcomes
- Administering of Medication in accordance with regulatory guidelines for Nursing Associates
- Undertake onward referrals to appropriate services and community based care support
- Assist in specific therapeutic relations to meet the physical, emotional and psychological, social, cultural and spiritual needs of individuals and carers.

The following criteria reflect the core components of the broader role, responsibilities and accountabilities of nursing associates. These criteria identify attributes nursing associates can contribute to the health and wellbeing of patients and service users, and apply across all health and care settings. Integral to all of these is the ability to communicate effectively, with empathy and compassion, and to manage relationships with people, making reasonable adjustments where necessary.

Promoting health and preventing ill health:

- Empathise with, and support people to improve and maintain their mental and physical health and wellbeing
- Pro-actively prevent and protect against disease and ill health
- Engage in public health, community development, and in the reduction of health inequalities.

Provide and monitor care:

- Provide compassionate, effective care and support to people in a range of care settings
- Monitor the condition and health needs of people on a continual basis in partnership with people, families, and carers
- Contribute to ongoing assessment recognising when it is necessary to refer to others for reassessment
- Communicate effectively with colleagues, service users and carers providing clear verbal, digital or written information and instructions when sharing information, delegating or handing over responsibility for care
- Recognise and report any incidents that could result in poor care outcomes.

Working in teams:

- Contribute to multidisciplinary teams and with external partners and agencies
- Recognise changing priorities seeking advice and guidance from the Registered Nurse or other senior care professionals as appropriate
- Collaborate and communicate effectively with nurses, a range of other health and care professionals and lay carers
- Supervise and co-mentor to healthcare assistants, support workers, carers, trainee nursing associates and, when appropriate pre-registered healthcare students.

Improving safety and quality of care:

- Assist in therapeutic relationships to the specific physical, emotional, psychological, cultural and spiritual needs of individuals and carers
- Improve the quality of care by contributing to the continuous monitoring of people's experience of care
- Implement and monitor current standards and procedures to ensure safeguarding of children and vulnerable adults
- Identify risks to safety or standards in patient experience and take appropriate action, putting the best interests, needs and preferences of people first
- Ensure the privacy, dignity and safety of individuals is maintained at all times.

Contributing to integrated care:

- Provide person-centred care for people, including those with complex needs
- Engage with a range of professionals and carers from other organisations and settings who may be participating in the care of a person and their family
- Undertake a key role in relation to communication and collaboration.

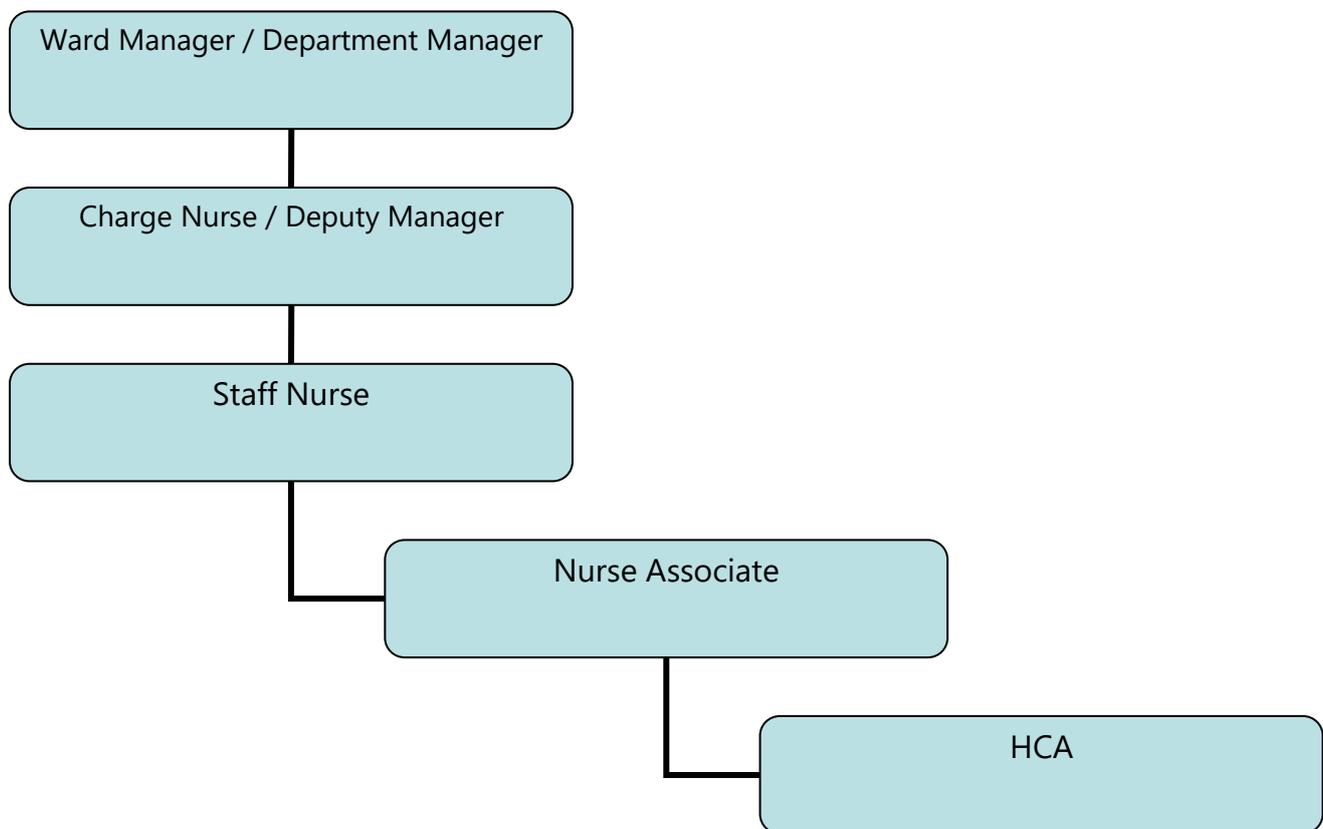
Research & Innovation:

- Undertake, promote and disseminate evidence based practice
- Undertake continuing clinical practice education as discerned by service leads and the Trust

Being an accountable professional:

- Act in the best interests of service users, carers, families and communities cared for
- Use knowledge and experience to make evidence based decisions and solve problems
- Recognise and work within the limits of their competence
- Engage in reflective practice including management of self and reflection on own reactions, asking questions and reflecting on answers given
- Participate in Quality Improvement activities
- Be responsible for own actions
- Act professionally at all times.

STRUCTURE CHART



CODE OF CONDUCT

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

In addition to undertaking the duties as outlined above, the post-holder will be expected to fully adhere to the following:

Personal Development

- To actively participate in an annual performance review (appraisal) and the development and implementation of a personal development plan.
- To take responsibility for their own professional development ensuring professional standards are maintained and statutory and mandatory training is in date.
- To attend any training as requested.

Code of Conduct

- To adhere to the Professional Code of Conduct relating to your profession (if applicable).
- To uphold the principles and values set out in the NHS Code of Conduct for Managers.
- To support the organisation in developing an effective work/life balance for employees that meets the needs of the organisation.
- To ensure that the health and wellbeing of patients is at the centre of all activities and that all staff engage and communicate with patients as appropriate.
- To always promote quality and safety of patients, visitors and staff thus enabling the Trust to meet its regulation requirements (Care Quality Commission Registration – Regulations and Outcomes) that relate most directly to patients and also strive for continuous quality improvement.

Equal Opportunities/Diversity

- To observe Oxford Health NHS Foundation Trust's Equal Opportunities Policy providing equality of treatment and opportunity to employees, service users and service providers irrespective of sex, sexuality, age, marital status, ethnic origin or disability.

Health & Safety

- To take responsibility for the health & safety of themselves and other persons who may be affected by their omissions or actions at work.
- To promote the Trust's Health and Safety Policy and ensure matters are managed in accordance with it.
- To co-operate with the Trust to ensure that statutory and departmental regulations are adhered to.
- Report accidents, incidents and near misses, implementing corrective action where necessary.

Infection Control

- To comply with Trust policies for infection control and hand hygiene such as hand hygiene, decontamination Policy, uniform and workwear code and standard precautions Policy to reduce the spread of healthcare-associated infections (HCAIs).
- Employees with clinical responsibilities must incorporate into their clinical activities up to date evidence that supports safe infection control practices and procedures, such as the use of aseptic techniques and the safe disposal of sharps.

Confidentiality and Data Security

- To comply fully with the duties and responsibilities outlined in the Trust's Information Governance Policy.
- To comply with the Data Protection Act 1998, NHS Confidentiality guidelines (eg. Caldicott, GMC) and any code of practice on Confidentiality and Data Protection as accepted by the Trust. Departmental codes of practice and procedures for confidentiality are available from the head of department.
- To ensure that all information collected, stored and used is done so in compliance with the above Act and any relevant Trust Policy.
- To preserve the confidentiality of any information regarding patients, staff records in your area (in connection with their employment) and the Trust business. This obligation shall continue in perpetuity.
- To raise any matters of concern with your Manager/Director

Safeguarding

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the Trust's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

Other

- To be aware of and work in line with all Trust policies and procedures.
- To carry out any other tasks as reasonably directed.

PERSON SPECIFICATION

Band: 4		
Criteria for Selection	Essential Requirements	Desirable Requirements
Knowledge Requirements	<ul style="list-style-type: none"> • Knowledge of when to seek advice and refer to a registered health or care professional. 	
Qualifications – Academic/Skills/Professional	<ul style="list-style-type: none"> • Registered Nursing Associate on the NMC register. • Completion of Nursing Associate foundation degree qualification. 	
Job Related Knowledge, Skills and Aptitude	<ul style="list-style-type: none"> • Ability to work well in a team • Ability to organise and prioritise own delegated workload • Ability to work on own initiative • Ability to recognise own limitations in the context of the nursing associate role • Understanding of the importance of following procedures and treatment plans • Ability to participate in reflective practice and clinical supervision activities. • Understanding of the scope of the role of the Nursing Associate in context of the team and the organisation, and how the role contributes to Quality Improvement. • Manage the boundaries of the patient / associate nurse relationship effectively, and to behave professionally at all times • Ability to support, supervise, assess and act as a role model to nursing associate students, other learners and health care support workers as required within the clinical setting. 	Understanding requirements for NMC professional Revalidation
Experience		Significant experience within a health/care setting relevant to the role.
Personal Qualities	<ul style="list-style-type: none"> • Excellent interpersonal • Effective written, verbal and non-verbal communication with patients, relatives and carers and all members of the multi-disciplinary team • Ability to work with patients from a diverse range of religious, cultural and social backgrounds to meet their needs. 	

Contractual Requirements or other requirements	<ul style="list-style-type: none">• Ability to travel between sites and to regional meetings• Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.	
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