

JOB DESCRIPTION

Job Title:	Nursing Associate (Practice)
Contract:	
Location:	Based in a GP Practice
Accountable To:	
Professionally Accountable To:	Individual GP Practice or across a PCN
Hours:	
Salary:	
Salary Period:	
Start Date:	

GUIDELINES:

This Job Description Template has been developed by Birmingham & Solihull Training Hub (Bsol) as a guide to General Practice/ Primary Care Network (PCN) in Bsol. The content and criteria have been taken from HEE/ NHSEI guidance. Employers are advised to review and add in further, specific criteria based on the setting and expectations of the role, and organisation policy.

JOB SUMMARY:

The Nursing Associate is a new support role in England that bridges the gap between healthcare support workers and registered nurses to deliver hands-on, person-centred care as part of the nursing team. Nursing Associates work with people of all ages in a variety of settings in health and social care.

The role was introduced in response to the Shape of Caring Review (2015), to help build the capacity of the nursing workforce and the delivery of high-quality care. It will be a vital part of the wider health and care team and aims to:

- Support the career progression of healthcare assistants
- Enable nurses to focus on more complex clinical work
- Increase the supply of nurses by providing a progression route into graduate-level nurse

This is a fantastic opportunity for someone to join our Nursing Team and to be able to help improve the care we offer to our patients.

You will be part of our wonderful nursing team. Working under the direct supervision of the senior practice nurse and strictly in accordance with the specific practice guidelines and protocols, the nursing associate will assist the practice clinical team in the provision and delivery of prescribed programmed of practice care.

MAIN DUTIES / RESPONSIBILITIES:

- A registered nursing associate on the NMC register
- Monitoring and support of the management of patients with long term conditions/ chronic conditions, using holistic patient centred approach
- Support patients to improve and maintain their mental and physical health and well-being
- Provide support and supervision to trainee nursing associate, healthcare assistants, apprentices and those on learning assignments/ placements as required
- Perform and record clinical observations such as blood pressure, temperature, respirations and pulse, referring to NMC Standards
- Ability to take part in reflective practice and clinical supervision activities
- Ability to organise and prioritise own delegated workload
- Ability to communicate effectively, written, verbal and non-verbal communication, with patients/ relatives, carers and all members of the multi-disciplinary team
- Ability to develop effective and appropriate relationships with people, their families, carers and colleagues
- 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 settings

JOB DESCRIPTION AND MAIN RESPONSIBILITIES

As a Nursing Associate you will work under supervision of and in collaboration with the senior nurses to provide and deliver a high standard of nursing care. You will contribute to and monitor care provision based on evidence and work in collaboration with the MDT.

CORE SKILLS & RESPONSIBILITIES – Essential

- Carry out Chronic Disease Management Annual Reviews delegated by a supervising Nurse or Senior Colleague
- Assist in and perform routine tasks related to patient care as directed by senior nursing staff and GPs
- Be able to take vital signs, observations and identify signs of improvement , reporting any deteriorations, or concerns e.g. pulse, blood pressure, respirations, oxygen saturations, peak flow, blood glucose levels, ECG's, assessing nutrition and hydration
- Undertake basic wound care and management
- Administer medicines as prescribed and in accordance with NMC Standards, e.g. via nebuliser or injections using sub-cutaneous or intramuscular route under Patient Specific Directions

- Following agreed clinical protocols with referral to senior nurses or GPs as appropriate, assist with programmes of care to promote health and well-being and prevent adverse effects on health and well-being
- Deliver opportunistic health promotion using opportunities such as new-patient medicals and NHS Health Checks
- Document consultation accurately and appropriately, according to NMC Guidelines
- Ensure awareness of statutory and local clinical adult and children safeguarding protection procedure, including systems of referral
- Ability to recognise signs and symptoms of abuse/ neglect and be aware of escalation reporting
- Ensure all mandatory training is completed on an annual basis including safeguarding, confidentiality, equality and diversity etc
- Recognise and manage anaphylaxis according to current UK guidelines
- Be able to perform Cardio-pulmonary resuscitation according to current UK guidelines
- Obtain and document informed consent (either verbal or written), as required
- Ensure infection prevention and control guidelines are maintained
- Chaperone and assist patients, where appropriate, who are being examined by another clinician
- Assist GPs - e.g. with minor surgery and family planning clinic
- Undertake pathology tests, for example urine cultures, swabs
- Ensure confidentiality of information gained at work is preserved at all times
- Assist in practice audits, CQC compliance evidence and QoF recalls
- Participate and contribute towards any local incentive project relevant to the role

ADDITIONAL TASKS FOLLOWING TRAINING AND SUPPORT MAY INCLUDE:

- Cytology
- Childhood Immunisations and Vaccinations
- Vaccinations (e.g. Travel, Influenza etc)

PROVIDING SCREENING AND TREATMENT SERVICES AND HEALTH EDUCATION ADVICE:

- Provide nursing treatments to patients in participation with general practitioners or senior nurse to agreed protocols
- Advise patients on general health care with referral to GP as necessary

SUPPLIES AND EQUIPMENT – TREATMENT ROOM AND OTHER AREAS

Ability to monitor and manage maintenance of stock and equipment to include refrigeration and emergency equipment.

PATHOLOGICAL SPECIMENS AND INVESTIGATORY PROCEDURES

Following appropriate training, undertake the collection, storage and despatch of pathological specimens including intravenous blood samples, swabs, smears etc and ensure the cleanliness of any equipment so used. Perform any investigatory procedures requested by the GP or Senior Nurse

ADMINISTRATIVE AND PROFESSIONAL RESPONSIBILITIES

- Recognise and work within own competence and professional Code of Conduct as regulated by the Nursing and Midwifery Council (NMC)
- Participate in the administrative and professional responsibilities of the practice team/s
- Ensure accurate notes of all consultations and treatments are recorded in the patients notes on the clinical computer systems as appropriate
- Ensure accurate completion of all documentation associated with patient health care and registration with the practices
- Ensure collection and maintenance of statistical information required for regular and ad-hoc reports
- Attend and participate in meetings as required

MANAGERIAL

- Contribute to assessment of service needs
- Assist patients to identify their health needs
- Contribute a nursing perspective to the practice/ PCN development plan as required
- Manage and organise individual patient consultations
- Aware of identification and reporting procedures related to professional standards
- Ensure effective relationships and communications with colleagues and other agencies
- Support the clinical governance agenda
- Identify potential changes to clinical practice that are required to implement evidence based guidelines

RESEARCH PROJECTS

Co-operate and participate as required in any research projects as identified

STUDENT/ STAFF EDUCATION AND TRAINING

- Contribute towards the education and training of Nursing Associate Students, Health and care support workers and those new to Primary care roles
- The introduction of relevant members of practice staff with special responsibility for Healthcare Assistants as required

CONDUCT

- To demonstrate professional and ethical behaviour always including when liaising with internal and external colleagues

LIAISON

- Maintain effective liaison with other agencies and staff concerned with patient care and with all other disciplines, with appropriate regard to confidentiality

HEALTH & SAFETY

- The post-holder will contribute to, and implement, a full range of promotion and management of their own and others health and safety and infection control as defined in the practices Health & Safety Policy, the practices Health & Safety manual, and the practices Infection Control Policy and Published Procedures.
- The post-holder will comply with all necessary training requirements relevant to the role as identified by the organisation
- The post-holder must comply at all times with the organisation and Practices Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents using the organisations Incident Reporting System
- The post-holder will comply with the Data Protection Act (1984). The General Data Protection Regulations (2018) and the Access to Health Records Act (1990).
- To demonstrate professional and ethical behaviour always including when liaising with internal and external colleagues

CONFIDENTIALITY

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have right to expect that staff will respect their privacy and act appropriately
- The post-holder should always respect patient confidentiality and not divulge patient information unless sanctioned by the requirements of the role.
- Protect information relating to patients, carers, colleagues and other healthcare workers

QUALITY REQUIREMENTS

The post-holder will strive to maintain quality within the PCN, and will;

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet patient's needs
- Effectively manage own time, workload and resources

EQUALITY AND DIVERSITY

The post-holder will support the equality diversity and rights of patients, carers and colleagues to include:

- The post-holder must co-operate with all policies and procedures designed to ensure equality of employment. Co-workers, patients and visitors must be treated equally irrespective of gender, ethnic origin, age, disability, sexual orientation and religion etc.
- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with current legislation
- Respecting the privacy, dignity, needs and benefits of patients, carers and colleagues

- Behaving in a manner which is welcoming to and of the individuals, is non-judgemental and respects their circumstances, feelings, priorities and rights

PERSONAL/ PROFESSIONAL DEVELOPMENT

- Maintain and develop professional development and education either virtually or by attendance at courses and study days as deemed useful or necessary for the needs of the service
- Participate in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/ or professional development
- Take responsibility of own development, learning and performance and demonstrating skills and activities to others. This will include revalidation as required.

COMMUNICATION

The post-holder should recognise the importance of effective communication within the team and will strive to:

- Recognise peoples' needs for alternative methods of communication and respond accordingly
- Communicate with other NHS Bodies

This list is not exhausted and may be amended

POLICY AND SERVICE DEVELOPMENT

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

CONFLICT OF INTEREST

You are required to declare any interest, direct or indirect with contract involving the Practice and should not further your private interests during your work.

CODES OF PRACTICE

The post-holder will be expected to carry out work duties and tasks in accordance with all relevant codes of practice. These include general practices codes of practice as well as the following:

Nursing and Midwifery Council standards of proficiency for Nursing Associates

SAFEGUARDING ADULTS AND CHILDREN

You must make yourself aware of your responsibilities to maintain the wellbeing and protection of vulnerable children and adults. If you have reason for concern that a patient is at risk you should escalate this to an appropriate person, such as your manager, a safeguarding lead or any other appropriate colleague.

SMOKING POLICY

It is the organisation policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within the organisation's buildings and vehicles.

JOB DESCRIPTION AGREEMENT

This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post-holder commensurate with the position. This description will be open to regular review and may be amended to consider development within the Practice. All members of staff should be prepared to take on additional duties or relinquish existing duties to maintain the efficient running of the Practice and Network.

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.

SUPPORTING

The Training Hub will support:

- Students on work placements and those providing the placements
- Wider system including PCNs, STP, CCG and Community
- By offering engagement with practices at every stage of their recruitment process

TRAINING

We offer ongoing training and CPD for all staff groups

INCIDENT REPORTING:

To assist the partners with investigating untoward incidents or near misses in accordance with the internal Significant Events