



JOB DESCRIPTION

JOB TITLE: Student Nurse Associate (Apprenticeship)

CONTRACT TYPE: 2-year fixed term contact

SALARY:

LOCATION: Based in a GP Practice and at Birmingham City University whilst studying

ACCOUNTABLE TO:

PROFESSIONALLY ACCOUNTABLE TO: Nursing and Midwifery Council

MENTOR IN PRACTICE:

HOURS OF WORK: This is a full-time post of 37.5 hours per week (must be a minimum of 30 hours per week).

START DATE:

JOB PURPOSE:

This is a developmental role. The trainee will work towards progression into the post of Nursing Associate through successful completion of the Nursing Associate training programme at Birmingham City University. This includes the attainment of a level 5 Foundation Degree equivalent qualification. They will develop and maintain knowledge, skills and competencies related to the role of Nursing Associate within the service and through completion of the Nursing Associate training programme which includes working in care settings and delivery of person-centred care. The role will be based in a GP practice setting with period of University study and a period of training in 'spoke placements' such as a hospital setting.

MAIN DUTIES AND RESPONSIBILITIES:

JOB PURPOSE

The Nursing Associate training programme combines and integrates both academic and work-based learning through close collaboration between employers and education providers. A student Nursing Associate will be based, as an employee, in a GP Practice, but will experience

working in alternative settings in order that they gain a wide appreciation of many health and care contexts and are able to fulfil all the requirements of the programme.

At the end of the programme, the student Nursing Associate will be 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.

a) The training programme emphasises the role that student Nursing Associates can play in life-course (pre-conception to end of life) approaches towards health and well-being and the ways in which they actively contribute to the delivery of holistic care. Holistic care, across life-course, is a whole-person approach which considers, and equally values, physical, psychological and public health needs, learning disabilities, social, economic, spiritual and other factors in the assessing, planning and delivery of care.

b) The overall outcome from the training programme is a Nursing Associate who is fit to practice in the widest range of settings as well as being equipped with the specific knowledge, skills and capabilities required for the context in which they have trained and are employed.

The trainee will:

- Deliver high quality, compassionate care under the direction of team health professionals with a focus on promoting health and independence
- Have proficient attitudes and behaviours compatible with NHS Values
- Work as part of a designated clinical and care team delivering care that focuses on the direct needs of the individual
- Carry out specific delegated clinical and care tasks and responsibilities to a high standard and competency, under the direction and supervision of team registered care professionals.
- Work with a mentor to take responsibility for developing own clinical competence, leadership and reflective practice skills within the workplace, while on placements and through attending the Nursing Associate Training Programme
- Provide feedback to assist in the evaluation of the Nursing Associate pilot programme
- Develop, by the end of the Nursing Associate Training Programme, 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

KNOWLEDGE, TRAINING AND EXPERIENCE

See person specification for qualifications/equivalent experience

- Develop knowledge of the scope of practice of the Nursing Associate role within different care settings

- Develop and improve practical and theoretical knowledge, competence and skills throughout the Nursing Associate Training Programme and maintain all evidence required
- Contribute towards developing a culture of learning and innovation, developing high quality learning environments
- Attend all learning sessions at Birmingham City University and all spoke placements as expected.

CLINICAL RESPONSIBILITIES – Individual’s Care

- Develop understanding of all elements of the nursing process and be able to assist the team in the on-going assessment, planning, management and evaluation of care
- Support individuals with all aspects of care including providing person-centred care and promoting health and independence through awareness raising such as smoking cessation advice and care navigation to other professionals as appropriate
- Perform and record clinical observations such as blood pressure and taking pulse and temperature where indicated by team health professionals
- 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 team as appropriate
- Report back and share information with the health team 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
- Develop understanding of caring for individuals with particular conditions for example dementia, mental illness, learning disabilities
- Assist with the implementation and monitoring of clinical standards and outcomes
- 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

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

PLANNING AND ORGANISATION

- 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

COMMUNICATION AND RELATIONSHIPS

- Communicate effectively across a wide range of channels and with a wide range of individuals, the public, health and social care professionals, maintaining the focus of communication on delivering and improving health and care services
- Demonstrate those inter-personal skills that promote clarity, compassion, empathy, respect and trust
- Contribute to team success and challenge others constructively
- Communicate with individuals, carers and other visitors in a courteous and helpful manner, whilst being mindful that there may be barriers to understanding
- Report to appropriate registered care professional information received from the individuals, carers and members of the team
- Ensure all patient related information is treated sensitively and adhere to the principals of confidentiality at all times
- Report any accidents or incidents and raise any concerns as per organisational policy
- Ensure clear, concise, accurate and legible records and all communication is maintained in relation to care delivered adhering to local and national guidance
- Ensure ability to manage electronic records system taking cognisance of need to protect access (ID, passwords, swipe cards)

ANALYTICAL AND JUDGMENTAL SKILLS

- 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 student 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

INFORMATION RESOURCES

- Develop skills to maintain professional standards of record keeping
- Follow all information governance guidance and policies
- Maintain confidentiality as outlined within data protection policies

PERFORMANCE MANAGEMENT

You will be expected to participate in individual performance management process and reviews.

PERSONAL DEVELOPMENT AND TRAINING

We actively encourage development and are committed to offering learning and development opportunities. To support this, you must attend all statutory and mandatory training as required.

HEALTH AND SAFETY AT WORK

You have a responsibility to work within the Practice health and safety policies and procedures to ensure a safe working environment for patients, visitors and employees.

INFECTION CONTROL

It is your responsibility to adhere to the Practice infection control policies and guidelines in order to promote cleanliness and reduce infections.

CONFIDENTIALITY AND DATA PROTECTION

You are expected to comply with all Practice policies and procedures related to confidentiality and data protection and to work in accordance with relevant data protection legislation.

RISK MANAGEMENT

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the organisation's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager or stated by the organisation to be mandatory.

The post-holder must always comply with the Practice's Health and Safety policies, by following agreed safe working procedures and reporting incidents using the organisations' Incident Reporting Systems.

The post-holder will comply with the Data Protection Act (2018) and the Access to Health Records Act (1990).

CONFLICT OF INTEREST

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

EQUALITY AND DIVERSITY

Birmingham City University and the Practice manage the recruitment process for these apprenticeships. We value equality and diversity in employment and in the services we provide. We will work hard to ensure that all job applicants, employees and service users are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership.

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 practice's 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.