TEMPLATE JOB DESCRIPTION

Job Title: Student Nursing Associate (Apprenticeship)
Band/salary: Band 3/up to £32,159
Hours:
Accountable to:
Responsible for:
Location:
Team: Nursing Team
Contract type: 2-year fixed term contact

Job Purpose/Summary

This is a developmental role. The post holder/student will work towards progression into the post of nursing associate through successful completion of the nursing associate training apprenticeship programme at Birmingham City University/University College Birmingham. This role supports the delivery of high-quality, person-centred care in line with the NHS Long Term Workforce Plan**,** DES 2025/26 workforce requirements, and the NMC Code**.** You will attend a Higher Education Institution (HEI) as part of your training.

This includes the attainment of a level 5 foundation degree equivalent qualification. The post holder will develop and maintain knowledge, skills and competencies related to the role of the 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.

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.

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.

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.

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Key Relationships

The post holder will work as part of a wider MDT (multi-disciplinary team) consisting of receptionists, admin staff, HCSWs, GPs, GPNs, other ARRS staff roles and the practice management team. The post holder will build effective relationships within the team which will promote good communication between all staff for better patient outcomes for the service population.

Responsibilities

The post holder/student 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 by delivering evidence-based care in line with care plans and under direction of registered practitioners.
- 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.
- Perform clinical tasks such as vital signs, wound care, health screening, and venepuncture, under supervision. Perform and record clinical observations such as blood pressure and taking pulse and temperature where indicated by team health 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.
- 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.
- 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.
- Ensure the privacy, dignity and safety of individuals is always maintained.
- 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.

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- Recognise issues relating to safeguarding vulnerable children and adults and report any problems or raise concerns to the appropriate registered care professionals in line with local safeguarding processes.
- 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 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.
- Support patients with activities of daily living, health education, and self-management.
- Work across different care settings (as per placement plan) to gain exposure and develop transferable skills.
- 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.
- 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 University and all spoke placements as expected.
- 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.
- Follow all information governance guidance and policies.
- Participate in audits, service improvement projects, and patient feedback initiatives.
- Adhere to the Practice infection control polices and guidelines to promote cleanliness and reduce infections.

Codes of Practice

The post holder/student 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 Nursing and Midwifery Council standards of proficiency for Nursing Associates.

Service Quality

- Participate in audit activities being undertaken in area of practice.
- 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 team meetings and contribute positively to discussions about the improvement of care.
- Participate in any mandatory and statutory training to ensure quality and patient safety.

Communication

The post holder/student will:

- Communicate effectively with patients and carers to ensure they are fully informed and consent to treatment.
- Communicate with individuals, carers, and other visitors in a courteous and helpful manner, whilst being mindful that there may be barriers to understanding.
- Demonstrate inter-personal skills that promote clarity, compassion, empathy, respect and trust.
- Act as an advocate when representing patients.
- Communicate effectively with other team members.
- Document consultations accurately and appropriately, according to NMC Guidelines, use digital tools and templates to record interventions and outcomes in line with PCN protocols.
- Participate in feedback and service improvement discussions.
- Ensure clear, concise accurate and legible records are kept.

Effort and Environment

It will be the post holder's responsibility to assess the effort and environment of the task being undertaken, for example, if the post holder is undertaking a leg ulcer clinic, they will need to assess what is manageable for them, with bending to get to the legs, lifting legs, etc. The post holder will work in accordance with the organisations manual handling policy.

Mobility

The post holder will have a clean driving license and access to a car as they will be required to undertake home visits for the practice population.

Health and Safety

The post holder will:

- Know the general principles of first aid and resuscitation to be able to undertake initial actions as appropriate in accordance with training and procedures.
- Maintain a good working knowledge of Health and Safety procedures and fire precautions.
- Assist in promoting and maintaining own and others' health, safety and security as defined in the practice policies.
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks.
- Reporting potential risks identified.
- Using personal security systems within the workplace according to practice policies.
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards.
- Understand and apply the principles of the cold chain.
- Ensure safe storage, rotation and disposal of vaccines and drugs within the area of responsibility.

Data Protection, Confidentiality and Information Governance

The post holder will:

- Have an understanding, acceptance, and adherence to the need for strict confidentiality.
- Ensure all patient related information is treated sensitively and always adhere to the principals of confidentiality.
- Work in accordance with relevant data protection legislation.
- Work in accordance with Information Governance policies and procedures.
- Demonstrate sensitive communication styles to ensure patients are fully informed and consent to treatment.

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Smoking and Health

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

Equality and Diversity

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

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies and current legislation.
- Respecting the privacy, dignity, needs and beliefs of patients, carers, and colleagues.
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings, priorities, and rights.
- Support people who need assistance in exercising their rights.
- Act as a role model in the observance of equality and diversity good practice.
- Identify patterns of discrimination, take action to overcome this and promote diversity and quality of opportunity.
- Accept the rights of individuals to choose their care providers.

Training and Development

- Supervision and assessment by NMC registered nurses and practice assessors.
- Rotational placements across PCNs, community, mental health, and social care settings.
- Access to pastoral, academic, and career development support.
- Progression opportunities to registered nurse (via top-up or further study) upon completion

Clinical Supervision

- The post holder will work under the direct supervision of the GPN (General Practice Nurse) in accordance with the practice guidelines, policies, and protocols.
- Operate within the boundaries of competence under delegation and direction.
- Subject to annual appraisal and objective-setting

Digital

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- Adhere to practice policies and protocols relating to information technology.
- Ensuring personal passwords for computer are safe.
- Adhere to practice policies relating to social media.
- Checking patients details when conducting digital consultations ensuring you are speaking to the patient and not a third party.

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- Adhering to policies and procedures when conducting digital consultations.

Working Hours & Conditions

- The post holder will be expected to work 37.5 hours over 5 days.
- By law we will not expect an employee to work above on average 48 hours a week. For every four hours worked, the post holder will be entitled to a 15-minute unpaid break.
- Flexibility to work across PCN sites and in patients' homes where necessary.
- Exposure to bodily fluids and frequent contact with patients.
- Required to use personal protective equipment (PPE).
- May involve extended periods of standing, bending, or manual handling.

Reasonable Adjustments

The post holder will play a pivotal role in primary prevention as health educators promoting lifestyle advice, facilitating health access for diverse groups and putting in place reasonable adjustments, from longer appointment times to organising interpreters in line with the Equality Act 2010.

Additional Information

- This job role aligns with the NHS England Network Contract DES Additional Roles Reimbursement Scheme (ARRS) for 2025/26.
- The post holder/student will be expected to work within the scope of their competencies and adhere to practice policies and procedures.
- The role may involve working across multiple sites within the Primary Care Network (PCN).

PERSON SPECIFICATION
Student Nursing Associate (ARRS)

Criteria	Essential	Desirable	Stage measured at (Application and/or Interview)
Education/Training/ Qualifications	GCSEs (Maths & English – Grade C/4 or above) or equivalent functional skills	Level 3 Health and Social Care or prior healthcare experience	Application
Experience	Experience in a health or care setting (voluntary or paid)	Experience of working within a primary care setting	Application

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		Previous experience of working as a HCSW	
Knowledge	Understanding the role of a nursing associate in General Practice Knowledge of patient confidentiality, data protection and its application	Knowledge of clinical systems	Application and Interview
Skills and core capabilities	Ability to work in a team and autonomously as required. Ability to communicate clearly and precisely (oral and written) and where there may be barriers to understanding. Organised and diligent with attention to detail Ability to work calmly under pressure in a busy working environment while meeting deadlines. Good interpersonal skills to build and maintain effective relationships with patients and colleagues.	Phlebotomy/ ECG/ Wound Care Training	Application and Interview
Interpersonal Skills	Hard working, motivated and enthusiastic. Willingness to undertake education and training to meet the service need and for career progression. Possesses a professional manner. Genuine interest in the delivery of healthcare to the community. Flexibility, reliability and responsive to change.	Awareness of health inequalities and population health	Application and Interview