

Job Description

Job Title:	Apprentice Nursing Associate
Base:	All Wards and Departments
Band:	3

Our Values

Our values are at the heart of everything we do. You can expect to see them in the way we act and the way we treat each other. Our values make us who we are.

Patient Centred and Safe

Our focus is on delivering high quality, safe and person focussed care through teamwork and continuous improvement

Professional

We will be open and honest, efficient and act as role models for our teams and our communities.

Responsive

We will be action oriented, and respond positively to feedback.

Friendly

We will be welcoming to all, treat people with respect and dignity and value others as individuals.

Progressive

We will constantly seek to improve and transform the way we work, to ensure that our services respond to the changing needs of our communities

Main Purpose of the Job

This is an apprenticeship post which will require you to undergo training to meet the skills, knowledge and behaviours required within this job description. The organisation will fund the cost of the apprenticeship and will provide 20% of your working hours as off-the-job training for the 24 months of the apprenticeship. On completion of the apprenticeship including End Point Assessment you will be eligible to apply for registration as Nursing Associate with the Nursing and Midwifery Council. Your apprenticeship will take place both within the workplace, outside placements and with attendance at college where required. You will be expected to be responsible for your learning as an adult learner, seeking support and guidance where necessary. Details of the standard for the apprenticeship can found here:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/nursing-associate-nmc-2018/>

As an Apprentice Nursing Associate you will be expected to be working towards



developing the skills, knowledge and behaviours to:

- Contribute to the provision and monitoring of high quality individualised nursing care in accordance with agreed policies and procedures. To carry out independent assessment and implementation of direct care for patients
- Work in a collaborative and co-operative manner
- Develop personally and professionally to undertake all aspects of the Band 4 Role
- It is important that personal limitations in knowledge and competence are acknowledged by the practitioner and that those duties in which they do not feel competent are declined. (See appendix 1)

Main Responsibilities and Duties

QUALIFICATIONS, SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED

Knowledge, Training and Experience:

- Literacy and Numeracy Level 2 or GCSE grade A to C Mathematics and English (ideally gained in the last 5 years)
- Level 3 equivalent qualification ideally in a Health and Social care related subject.
- 6 month employment within Salisbury NHS Foundation Trust
- Evidence of personal and professional development
- Achieved Care Certificate

Working towards the following within the apprenticeship:

Knowledge, Training and Experience:

- Level 5 equivalent qualification in a Health and Social care related subject. (Nursing Associates are required to have a Nursing Associate qualification and current registration with the NMC)
- Evidence of personal and professional development

Planning and Organisational Skills:

- Able to organise, prioritise and adjust own workload to manage care delivery for a defined group of patients, liaising with the ward co-ordinator, clinical site co-ordinators, therapy staff and on call medical teams.

Analytical and Judgemental Skills:

- Able to assess, monitor and initiate care against a treatment/intervention plan for a specific group of patients, working within established pathways and protocols.
- Able to recognise and work within the limitations and boundaries of the role
- Knowledge of when to refer to a senior healthcare professional

Physical Skills:



- Moving and handling of patients
- Provision of direct care to patients
- Ability to carry out Clinical Skills as appropriate to role and where appropriately trained

Other related knowledge, experience and skills:

- Good interpersonal and communication skills
- Customer care skills
- Good IT Skills
- Good coping strategies for busy fluctuating environment
- Able to develop a relationship with patients and their families

KEY RESPONSIBILITIES

You will be developing the skills knowledge and behaviour to undertake the following duties, working under supervision of a Registered Nurse until the completion of the apprenticeship and successful registration with the NMC.

ASSESSMENT OF CARE

- 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 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 Trust IT systems as required.
- Monitor and record pump infusions ensuring accurate fluid balance monitoring and record keeping is maintained.

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 with menu choices, taking account of any dietary requirements and offer alternatives depending on patient's medical condition 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 multi-professional team, including use of early warning score as appropriate, within scope of practice.
- Instigate appropriate action in an emergency situation, as per current Trust policy.
- Collect any requested specimens and send to the appropriate department, documenting in the patient's notes.
- Take laboratory results via the telephone and computer system, reporting these to the Registered Nurse in charge.
- Assist with bed making, cleaning tasks, errands or general duties appropriate to the clinical area as required.
- 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 Trust process.
- Safely escort patients to/from wards/departments as per current Trust/Care Group policy.
- To carry out a range of clinical skills as appropriate to local department and where appropriately trained- examples include Venepuncture and Cannulation, Catheterisation, NG Tube Insertion and Care, ECG Recording
- **Administer medications as per Trust policy having completed the appropriate competency assessment and adhering to any national and professional guidance.**

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 at ward round and case conference 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 ward manager and appropriate to role and scope of practice.

SUPERVISION AND DEVELOPMENT OF OTHER STAFF

- Supervise healthcare assistants to undertake clinical activities on a day-to-day basis as agreed with the ward manager.
- 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 area e.g. healthcare assistants, ward clerks, porters, students and Registered Nurses.
- If a Nursing Associate, 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).

PRINCIPLES OF CONDUCT

- Recognise direct and indirect discrimination and ensure that discriminatory behaviour from any source is responded to in an appropriate manner.
- Work within Trust 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 Trust policy.
- Comply with Trust 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 Trust and Divisional/Care Group Policies and Procedures at all times.

WORKING CONDITIONS

Working conditions:

There will be frequent exposure to dealing with uncontained body fluids and foul linen.

Physical effort:

There will be a frequent requirement to exert moderate physical effort for several short periods during a shift. This includes the moving and handling of patients, and delivery of direct patient care.

Mental effort:

There will be a frequent requirement for concentration in an unpredictable work pattern consisting of competing demands for attention, changes of activity and frequent interruptions.

Emotional effort:



There will be frequent exposure to distressing or emotional circumstances which includes caring for the terminally ill and their families.

GENERAL REQUIREMENTS

This job description is intended as a guide to the general duties required of this post, which may vary from time to time. It does not form part of the terms and conditions of employment.

Employees are required to co-operate with management and safety representatives on matters relating to the Health and Safety at Work Act, including the Radiation Protections Supervisor. Employees are required to follow all Trust Policies in own role.

This post is bound by the Data Protection Act 1998 and Trust Regulations on confidentiality.

WORKING TO THE TRUST'S VALUES AND BEHAVIOURS

Patient centred and safe

- You will put patients and carers at the centre of your thinking, listen and positively respond to your patient's feedback at all times.
- You will adopt a positive approach to change, offer ideas for improving services and patient experience in a collaborative manner.

Professional

- You will understand your own emotions and recognise the impact on others.
- You will behave in an open, honest, professional and inclusive manner, upholding personal and organisational values and acting as a role model to others.
- If using a social networking site or other on-line forum you will act responsibly at all times and uphold the reputation of the profession and organisation

Friendly

- You will show warmth and empathy towards colleagues, patients and carers, making it clear you are always happy to help.
- You will show compassion and kindness in your patient care, giving time to listen before responding to need.
- You will show respect to colleagues, patients and carers, treating them equally regardless of their background.

Responsive

- You will approach your duties and tasks in an organised, planned and structured way.
- You will use every opportunity to communicate with your team, your patients and their family or carers.
- You will always challenge unacceptable practice and know how to raise concerns.

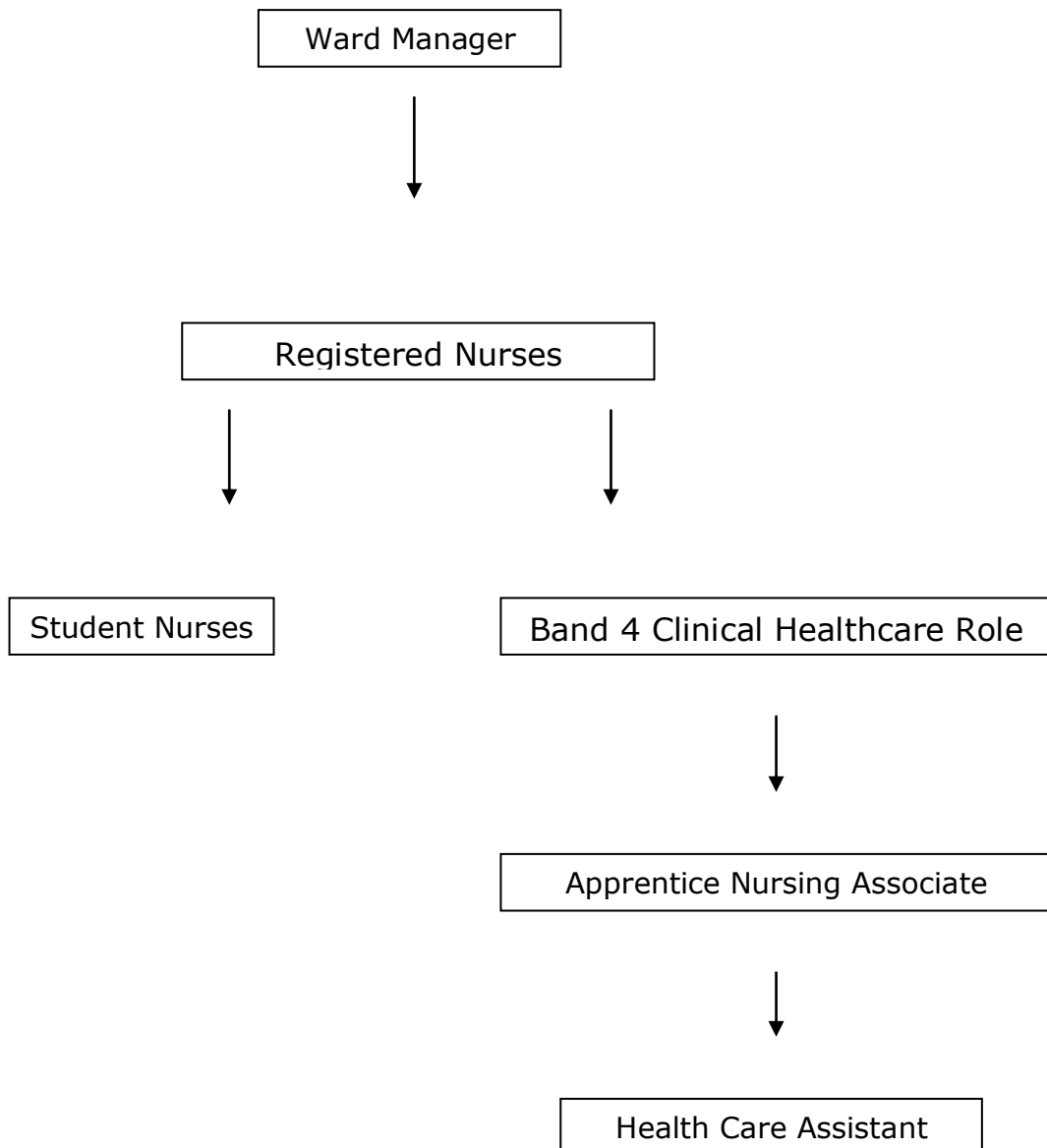
The Trust may ask you to undertake other duties, as required, which are not necessarily specified in the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Appendix A of this Job Description and Person specification details key information you should be aware of.

ORGANISATION CHART



Nursing associate	Registered nurse
6 platforms	7 platforms
Be an accountable professional	Be an accountable professional
Promoting health and preventing ill health	Promoting health and preventing ill health
Provide and monitor care	Provide and evaluate care
Working in teams	Leading and managing nursing care and working in teams
Improving safety and quality of care	Improving safety and quality of care
Contributing to integrated care	Coordinating care
	Assessing needs and planning care

Person Specification



Job Title:	Apprentice Nursing Associate
Base:	All Wards and Departments

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and by your referees.

Criteria	Essential	Desirable
Trust Values	We will expect your values and behaviours to reflect the Values of the organisation: Patient Centred and Safe Professional Responsive Friendly Progressive	
Education, Qualifications and Training	Minimum Level 3 NVQ/Diploma/ 2x A-Levels qualification or equivalent, ideally in Health and Social Care Functional Skills at Level 2 in Maths and English or GCSE Maths and English Grade C/4 or above Care certificate Minimum of 6 months of employment with the Trust at the time of starting, with a positive staff record	
Experience		Minimum 6 months in the trust
Knowledge and Skills		Able to organise, prioritise and adjust own workload to manage care delivery for a defined group of patients, liaising with the ward co-ordinator, clinical site co-ordinators, therapy staff and on call medical teams.
Other Job-Related Requirements		Car driver or ability to attend university day release, work placements and daily commute



Appendix A

Additional information applicable to all posts

Confidentiality

During the course of your employment, you may see, hear or have access to information on affairs of patients and staff. Post holders may only use information as appropriate to carry out their normal duties.

Post holders must not disclose personal, clinical or commercial information to any unauthorised third party; any such disclosure will be investigated and may lead to disciplinary action and possible dismissal. You must adhere to the Trust Data Quality Policy and be fully versed in the responsibilities outlined for your job role.

These obligations are in line with common law duty of confidentiality, Caldicott Principles. Data Protection Act 2018 Freedom of Information Act 2000.

Equality and Diversity

The post holder must comply with all Trust policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.

The post holder must promote equality, diversity and human rights for all and treat others with dignity and respect. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

Quality and Safety

Patient, service/facility user and staff safety is paramount at Salisbury NHS Foundation Trust. The post holder will promote a just and open culture to reporting of incidents and adverse events. The post holder should be aware of current health and safety policies of the Trust and are required to co-operate with management and safety representatives on matters relating to the Health and Safety at Work Action, including the Radiation Protection Supervisor. They must attend all mandatory health and safety training. They are also required to maintain a safe working environment for patients, visitors and employees and report any accidents or dangerous incidents promptly. They should use protective clothing and equipment where provided.

Vetting and Barring Scheme

The Vetting and Barring Scheme was created to ensure that the Trust has the most robust system possible for preventing those who seek to harm children, or vulnerable adults, from gaining access to them through work or volunteering.

It is a criminal offence for someone barred from regulated activity working with vulnerable adults or children to seek this employment. Any employer who knowingly pursues the employment of someone barred from working with vulnerable adults or children are liable for prosecutions.

Infection Control

To ensure the practice of self and others is at all times compliant with infection control, including hand hygiene policy and procedures. Hand hygiene must be performed before and after contact with patients and their environment. To undertake mandatory annual training/updates in infection prevention and control.

Government and Risk

Adhere to Trust policies, procedures and guidelines. Follow professional and managerial codes of conduct as applicable to the role. Take active steps to prevent theft or fraud in the workplace.

Duty of Candour

The post holder is also required to ensure compliance with the statutory "duty of candour". This is a legal duty to inform and apologise to patients if there have been mistakes in their care that have led to significant harm. It is aimed at helping patients receive accurate, truthful information from health providers achieving a wholly transparent culture.



Data Quality

The Trust recognises the role of reliable information in the delivery and development of its service and in assuring robust clinical and corporate governance. Data Quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high quality health services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the Trust's Policy and Procedures for Data Quality.

Safeguarding

To safeguard and promote the welfare of children and young people in compliance with Trust and staff responsibilities under Section 11 of the Children Act 2004; to follow Trust safeguarding children and child protection policies and guidelines and undertake appropriate mandatory training and updates in safeguarding children/child protection.

By following Trust policies in relation to Safeguarding Adults, staff will ensure that they work with other agencies to protect all adults from abuse at any time.

Evidence of COVID Vaccination Status

The Secretary of State for Health and Social care has issued a statement that health and social care workers who are deployed in respect of a CQC regulated activity, who have direct, face-to-face contact with services will need to provide evidence they have been fully vaccinated against COVID-19.

This includes individuals working in non-clinical ancillary roles who enter areas which are utilised for the provision of a CQC-regulated activity as part of their role and who may have social contact with patients, but not directly involved in patient care (e.g. receptionists, ward clerks, porters, and cleaners), regardless of contracted hours or working arrangements.

In line with this requirement, it is a condition of your employment that before you start work, we must receive acceptable evidence to show that you are either fully vaccinated against COVID-19 or exempt, clinically or participation in a clinical trial.

Training and Personal Development – continuous professional development

There is a requirement for all Trust employees to take part in an annual appraisal; this can be in the capacity of facilitating staff appraisals and participating in their own appraisal and development plan.

The post holder must take responsibility in agreement with his/her line manager for his/her own personal development this includes attending all Trust Statutory and Mandatory training allocated for the role.

In addition the post holder must be aware of their education responsibilities within their area of work. All Healthcare Professionals have a responsibility to support and educate students/trainees and other learners in practice.

Sustainability and Carbon Reduction

Every member of staff is encouraged to take responsibility for energy consumption and carbon reduction and is expected to incorporate the agenda of sustainability, carbon and health in their daily work.

Flexible Working

We support flexible working and will consider requests taking into account the needs of the service.

