

**We care**  
**We respect**  
**We listen**



Stockport  
NHS Foundation Trust

A photograph of three NHS staff members walking towards the camera. They are wearing blue NHS uniforms. The woman on the left is smiling, the woman in the middle is laughing, and the woman on the right is looking towards the other two. The background is a blurred outdoor setting with a building.

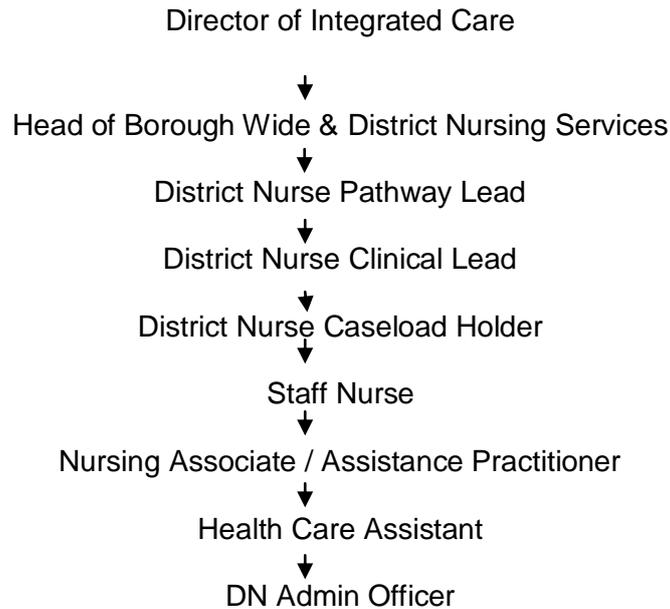
Stockport NHS Foundation Trust  
**Job description and person  
specification**  
**Nursing Associate**

Making a difference every day

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<b>Job Title:</b> Nursing Associate		<b>AfC Reference No:</b> NA/19/01/03	
<b>Business Group:</b>  Integrated Care Business Group		<b>Band:</b>  4	
<b>Staff Group</b> <i>Please indicate ✓</i> <i>This section must be completed</i>	Administrative Services Allied Health Professionals Health Science Services	✓ Nursing and Midwifery Support Services	
<b>Hours or Programmed Activities:</b>  Full Time / Part Time	<b>Base:</b>  Various locations across Stockport		
<b>Accountable to:</b> District Nurse Team Leader			
<b>Responsible to:</b> District Nurse Caseload Holder			
<b>Professionally Accountable to:</b> District Nurse Team Leader			
<p><b>Job Summary:</b> The role of the Nursing Associate is to work with the multi professional team and the Registered Nurse contributing to the on-going assessment, providing and monitoring care in line with the service pathways and as agreed with supervising clinician(s). They will monitor the condition and health needs of people within their care on a continual basis in partnership with the multi-professional team.</p> <p>The Nursing Associate has a breadth of knowledge across the lifespan, providing holistic and person centred care and support for people of all ages and in a variety of settings. The Nursing Associate will help to bridge the gap between Health Care Assistants and Registered Nurses by working independently under the leadership of Registered Nurses, working within the sphere of nursing and care and within all aspects of the nursing process.</p> <p>Nursing Associates are equipped with the knowledge, understanding, skills, attitudes and behaviours relevant to employment; and will act in accordance with the NMC Code: Professional standards of practice and behaviour for nurses, midwives and nursing associates.</p>			

Organisation Chart



## JOB DESCRIPTION

### Main Duties and Responsibilities

#### Clinical

- Under the supervision and working in partnership with a registered nurse provide and deliver a high standard of nursing care contributing to the on-going assessment, providing and monitoring care based on evidence and working in partnership with the multi-disciplinary team.
- Provide compassionate, safe and effective care and support to patients in a range of care settings.
- Monitor the condition and health needs of patients within their care on a continual basis in partnership with patients, families and carers, ensuring appropriate escalation to a registered nurse when required.
- Provide and receive sensitive information concerning a patient's medical condition.
- Work with the registered nurse and engage with other agencies and community teams to ensure a safe, individualised approach to the admission and discharge of patients.
- Provide effective evidence based care for service users under the supervision of registered nurses in order to perform non-complex activities, in line with clinical governance and professional standards including.
- Comply with the NMC regulations relating to revalidation to maintain NMC registration.
- Act as a professional role model and in accordance with the NMC Code and the NMC Standards for Nursing Associates.
- Act in accordance with all organisational policies and procedures and within expected values and behaviours.
- Actively participate in and attend ward/unit meetings.

### **Communications**

- Communicate effectively with dignity and respect to all patients, relatives and others giving consideration to potential barriers to understanding.
- Communicate effectively with colleagues, providing clear verbal, digital or written information and instructions when sharing information, delegating or handing over responsibility for care.
- Liaising with the Multi-disciplinary Team in relation to care and needs.
- Recognise and report any situations, behaviours or errors that could result in poor care outcomes.
- Report accidents, incidents, near misses or complaints following Trust policies/procedures.
- Contribute to a culture where all staff feel safe to raise their concerns [and that] speaking up about what these are is a normal part of their routine.
- Provide feedback to the department from courses undertaken.

### **Responsibility for Patient Care**

- Support patients to improve and maintain their mental, physical, behavioural health and well-being.
- Promote comfort and well-being by ensuring that patients' personal and social needs are met and be able to care for a patient's nursing needs.
- To safely undertake the following procedures to meet the patient's nursing needs to include; undertaking routine procedures including venepuncture, ECG recording, measuring and interpreting blood glucose levels, recording and interpreting vital signs, continence care, bladder and bowel care, pressure area care, wound care, nutrition, hydration, foot care, skin integrity, mood identification (as outlined in the NMC Nursing Associate Skills Annex). Identify and report changes in a patient's condition to a registered nurse.
- Assist patients/service users/carers/relatives during incidental contacts.

### **Medicines management and administration**

- Recognise the effects of medicines, allergies, drug sensitivity, side effects, contraindications and adverse reactions.
- Undertake safe and effective administration and optimisation of medicines in accordance with Trust policy and the NMC standards of proficiency for nursing associates.
- Administer medicines via the following routes, oral, topical, rectal, subcutaneous and intramuscular in line with NMC Standards and Trust policies.
- Comply with Trust policy in relation to any safety critical medicines to be administered by Nursing Associates.
- Monitor the condition and health needs of patients within their care following administration of medication.
- Recognise and report any situations, behaviours or errors that could result in poor care outcomes related to medicines management.

### **Planning and organising**

- Prioritise and manage own workload, recognising where elements of care can safely be delegated to other colleagues, carers and family members.
- Organise and plan own day to day workload or activities in order to meet the demands of the job role.
- Actively contribute and participate in the Trust Clinical Governance Agenda

### **Responsibilities for Physical and / or Financial Resources**

- Ensure safe and efficient use of equipment, resources and consumables at all times.
- Ensure patients valuables and belongings are documented and managed according to Trust policy.
- Participate in ensuring appropriate usage and monitoring of departmental resources.
- Monitor, control and store resources/supplies according to the requirements/specifications of the clinical environment.

### **Responsibility for Policy and Service Development and Implementation**

- The post holder will at all times demonstrate a knowledge of, and behave in a manner consistent with the NMC The Code (2015), and uphold the Stockport NHS Foundation Trust Behaviours and Values.
- Adhere to local and professional policies and guidelines in relation to the safe custody, control and administration of medications.
- Demonstrate knowledge of relevant trust policies and procedures and ensure these are followed accordingly.
- To offer constructive views on how the existing service and teamwork can be evaluated and improved upon.

### **Responsibilities for Human Resources and Leadership**

- Support new or less experienced work colleagues to adapt to the workplace
- Ensure that equality and diversity issues are recognised, addressed in accordance with legislation, policies and procedures.
- Maintain continued professional development.
- Maintain own continuing professional development in accordance with NMC CPD requirements and contribute to formulation of own objectives and personal development plan.

### **Responsibilities for Teaching and Training**

- Comply with mandatory competencies in line with Trust policy.
- To engage in a preceptorship period that includes achieving the Nursing Associate Medicines Management Competency framework.

- Support, supervise, teach (where appropriate) and act as a role model to trainee nursing associates, student nurses, healthcare support workers and new staff members, promoting reflection and providing constructive feedback.
- Contribute to the maintenance of the learning environment.
- Adopt a reflective approach to own practice with a view to continually improve.
- Undertake further training as required, prior to carrying out any additional duties identified as relevant to role, to comply with Trust policies and procedures.
- Participate in training and development activities that are relevant to the job role.
- To act as Health Promotion Champion within ward/department environments to ensure up to date assessments, signposting and referral pathway information is communicated with patients regarding lifestyle risk factors.

### **Research, Development and Audit**

- Identify relevant sources of evidence to inform practice.
- Critically consider and analyse their own practice in light of best available evidence.
- Contribute to surveys, audits, research activity as required to own role, supporting recommended changes in practice.

### **Physical Skills and Effort**

- To safely use clinical equipment in order to carry out the job role.
- Use of physical effort to carry out the demands of the job role (eg pushing and pulling trolleys/support to manoeuvre patients)

## **General Duties for all employees**

### **Hand Hygiene**

To assist the Trust in reducing healthcare acquired infections (HCAI's) all staff should be familiar with all the Trust's Infection Prevention policies which are appropriate to their role. You are required to attend mandatory training in Infection Prevention and be compliant with all measures known to be effective in reducing HCAI's"

### **Safeguarding**

All Stockport Foundation Trust employees are required to act in such a way that at all times safeguards and promotes the health and well-being of children, young people and vulnerable adults. Familiarisation with and adherence to the policies and procedures relating to child protection and safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns and they must therefore be aware of child and adult safeguarding procedures and who to contact within the Trust for further help and guidance. It is an essential requirement of all employees as is participation in mandatory safeguarding training in accordance with the employee's roles and responsibilities.

### **Prevention**

To actively work with patients/clients/service users to identify appropriate opportunities in Making Every Contact Count for preventative interventions which may reduce the risk of future harm to health and wellbeing and to provide brief advice and refer or signpost to sources of further information and support which may include advice on lifestyle behaviour and social care needs as well as safety and management of long term conditions.

### **Data Protection, Confidentiality and Information Governance**

The post holder must abide by all relevant Trust and departmental policies including information governance, confidentiality and data protection and, undertake the annual data security awareness mandatory training. The post holder is reminded that any breach of the Trust's information governance and security policies and procedures, including data protection legislation, will result in disciplinary action.

Data Protection Legislation – the post holder is required to process all personal data relating to patients and staff, whether in paper, electronic or other media, in accordance with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR), ensuring the security and confidentiality of data at all times.

The post holder must not for their own benefit or gain, or to divulge to any persons, firm or other organisation whatsoever, any confidential information belonging to the Trust or relating to the Trust's affairs or dealings which may come to their knowledge during employment.

### **Health & Safety**

Under the Health and Safety at Work Act 1974, the Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. Equally the post holder is required to work within the Trust Health & Safety Policy and fulfil a proactive role towards the management and control of risk. This entails the identification, assessment and the immediate reporting, using the Trust Incident Reporting System, any incident, accident, hazard or near miss involving patients, service users, carers, staff, contractors or members of the public.

The Post holder has a personal responsibility to adhere to a statutory and departmental duty of care for their own personal safety and that of others who may be affected by their acts or omissions at work

### **Harassment & Bullying**

As a member of staff, you have a personal responsibility to ensure you do not discriminate, harass or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination, harassment or bullying by others.

### **Dignity & Respect**

All employees have a duty to promote a harmonious working environment in which all persons are treated with dignity and respect, whilst fulfilling our legal obligations under equality legislation and associated codes of practice.

The Trust takes the right of the patient/service user to be treated with dignity and respect seriously. We will treat every patient/service user and carer as a valued individual, with respect for his/ her dignity and privacy. Our aim is to give each patient/service user the care we would want for our families and ourselves.

### **Quality Improvement**

Our mission is to make a difference every day helping people to live their best lives. We have a trust wide approach to quality improvement and we expect everyone to contribute to improving our services by always learning and continually improving our services. For all staff, it is about learning from what has worked well as well as what has not, being open to change and improvement and working in smarter and more focused ways to improve our services. The Trust encourages and provides opportunities for staff at all levels to engage in the Trust's approach to quality through quality improvement projects, clinical audit, innovation and quality assurance.

### **No Smoking Policy**

The Trust operates a No Smoking Policy which states that smoking is prohibited within all Trust premises and on the site. This includes entrances, exits, cars, lease cars, car parks, pavements and walkways, areas hidden from general view and residences. As an employee of the Trust you are expected to comply with this policy, failure to do so may result in disciplinary action being taken under the Trust's Disciplinary Policy & Procedure.

To undertake any other duties which is deemed appropriate to the band when requested by Senior Staff.

The above indicates the main duties of the post which may be reviewed in the light of experience and development within the service. Any review will be undertaken in conjunction with the postholder

**Date:**

**Manager's Signature:** \_\_\_\_\_

**Postholder's Signature:** \_\_\_\_\_

## PERSON SPECIFICATION

The person specification sets out the essential qualifications, experience, skills, knowledge, personal attributes and other requirements which the post holder requires to perform the job to a satisfactory level. Without these qualities' applicant cannot be appointed to the post.

**Post: Nursing Associate**

**Band: 4**

Requirements	Essential (E) / Desirable (D)	Assessment Method – Application Form (AF) / Assessment Centre (AC) / Interview (I) / References (R)
<p><b><u>Education &amp; Qualifications</u></b> Registered Nursing Associate on the NMC Register with a Foundation Degree</p> <p>GCSEs Grade C or above in Maths and English Language / New GCSE Grade 4-9 in Maths and English Language OR Functional Skills Level 2 in Maths and English or Equivalent (not entry level 2)</p>	<p>E</p> <p>E</p>	<p>AF</p> <p>AF</p>
<p><b><u>Knowledge</u></b> Understanding of the scope of the role of the Nursing Associate in context of the nursing and interdisciplinary team and the organisation, and how the role may contribute to service development</p> <p>Understands and acts in line with NMC professional standards for practice contained within The Code.</p> <p>Knowledge of when to seek advice and escalate to the appropriate professional for expert help and advice</p> <p>Understand requirements for NMC professional Revalidation</p> <p>Understanding of the importance of following procedures and treatment plans</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF / I</p> <p>AF / I</p> <p>I</p> <p>AF / I</p> <p>AF / I</p>

<p><b>Experience</b></p> <p>Experience of working in teams under appropriate supervision as part of a multi-disciplinary team</p> <p>Insight into how to evaluate own strengths and development needs, seeking advice where appropriate</p> <p>Experience of providing and receiving complex, sensitive information</p> <p>Experience of the speciality area</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p><b>AF / I / R</b></p> <p><b>AF / I</b></p> <p><b>AF / I</b></p> <p><b>AF / I / R</b></p>
<p><b>Skills &amp; Abilities</b></p> <p>Ability to take part in reflective practice and clinical supervision activities</p> <p>Ability to organise and prioritise own delegated workload</p> <p>Ability to deal with non- routine and unpredictable nature of workload and individual patient contact</p> <p>Ability to communicate effectively (written, verbal and non-verbal communication) with patients/relatives and carers and all members of the multi-disciplinary team.</p> <p>Ability to develop effective and appropriate relationships with people, their families, carers and colleagues</p> <p>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.</p> <p>Have effective time management skills and the ability to prioritise</p> <p>Maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p><b>AF</b></p> <p><b>I</b></p> <p><b>I</b></p> <p><b>AF / I / R</b></p> <p><b>AF / I / R</b></p> <p><b>AF / I</b></p> <p><b>AF / I / R</b></p> <p><b>AF / I</b></p>

accurately, appropriately and kept up to date Ability to work under pressure.	E	<b>AF / I / R</b>
<b><u>Work Related Circumstances</u></b>		
Positive approach to work & able to adapt and work flexibly	E	<b>AF / I / R</b>
Capacity to work with colleagues at all levels	E	<b>AF / I / R</b>
Open minded, treats colleagues and the general public with dignity and respect	E	<b>AF / I / R</b>
Compassionate and caring	E	<b>AF / I / R</b>
Occupational health clearance	E	<b>AF / I / R</b>