

**A4C Banding No:** P2769

## **Job Description**

<b>TITLE:</b>	Registered Nursing Associate (RNA) Community Children's Nursing Team
<b>DEPARTMENT:</b>	Children and Families Division – Community Children's Nursing Team
<b>LOCATION:</b>	Lansdowne Health Centre – City wide service
<b>PROFESSIONALLY ACCOUNTABLE TO:</b>	Community Children's Nursing Team Leader
<b>CLINICALLY ACCOUNTABLE TO:</b>	Community Children's Nursing Clinical lead
<b>BAND:</b>	Band 4
<b>HOURS:</b>	37.5 hours a week

## **Job Purpose**

The registered nursing Associate will deliver high quality, holistic, compassionate health care to children and young people (YP) under the direction of a registered nurse.

Within the Community Children's Nursing service the nursing associate will assist and participate in the day to day management of the clinical, emotional and holistic needs of children and young people (YP) requiring the service and play an active role as a member of the multi-disciplinary team.

The nursing associate will focus on delivering delegated clinical skills to an individual child/young person with disabilities and/or complex health needs and promote health and wellbeing.

The nursing associate will be trained and competent in performing clinical skills and support the caseload manager with the child/young person within the team

The nursing associate will be required to work within the service user's home and/or other community settings such as a school.

## **Responsible for**

No direct reports  
No financial responsibility

## Main Duties

As an accountable professional it is expected that nursing associate will:

- Act in the best interest of children/YP in their care, demonstrating a positive attitude towards working with children/YP with learning disability and/or complex health needs (SEND - Special educational needs/disabilities).
- Put children and families first and provide care that is family centred, safe and compassionate.
- To empower the child/yp and their family to make decisions about their care and to exercise choice.
- Act professionally at all times and within the standards of the NMC Code of Conduct.
- Use knowledge and experience to make evidence based decisions and solve problems, whilst recognising and working within the limits of their own competence.
- Assist with health assessments and health care planning for children on the community children's nursing caseload and review as needs or treatment changes.
- Assist with the education, health care plans (EHCP) process.
- Assist with continence assessments and referrals
- Support nursing input into specialist clinic/nurse led clinics
- Undertake specific clinical skills including :
  - Administration of medication in the form of an injection with or without a device.
  - Finger tip bloods
  - Support of children requiring enteral feeds to include care of gastrostomy and naso-gastric tubes and management of supplies
  - Insertion of enteral feeding devices such as nasogastric tubes and gastrostomy tubes.
  - Recognition of deterioration in physical health with an ability to complete clinical observations, recognise abnormalities and respond appropriately with the aid of the symptom control charts.
  - Assist in airway management techniques to include oral/nasal suction and administration of oxygen therapy and pulse oximetry.
  - Respond appropriately to emergency or sudden deterioration such as seizures, choking episodes, collapse and/or cardiac arrest.
  - Assist in the management of established wounds adhering to treatment, assessment and care plans
- Develop skills in relation to supervision of junior staff, students and support teaching and training of individuals/carers/other staff /new members of the team.
- Assist with the implementation and monitoring of clinical standards and outcome measures.
- Engage in clinical supervision and reflective practice including management of self and reflection on own reactions, asking questions and reflecting on feedback.
- Participate in staff surveys and clinical audit activities being undertaken in their 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 team meetings, safety huddles and staff engagement sessions, contribute positively to discussions about the improvement of care
- 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 inter-personal skills that promote clarity, compassion, empathy, respect and trust
- Contribute to team success and challenge others constructively
- Report to appropriate registered professionals, information received from individuals, carers and members of the team
- Ensure child/YP related information is treated sensitively and adhere to the principals of confidentiality at all times
- Demonstrate good understanding of the principles of consent/Mental Capacity Act/ Deprivation of Liberties and applies principles to everyday practice seeking advice/ guidance from the Registered Nurse as required
- Report any accidents or incidents and raise any concerns as per organisational policy
- Ensure clear, concise, accurate and legible clinical 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)
- 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 Nursing Associate
- To ensure documentation and Electronic Patient Records (EPR) are completed accurately and contemporaneously.
- 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
- Use frequent moderate effort when undertaking carrying out the manual handling of individuals and equipment in line with organisational guidelines
- Adhere to lone working policy, engage in “buddy system” used by team and complete home risk assessments to ensure safe for team to visit.

To undertake other duties commensurate with this grade of post in agreement with the relevant line manager.

To minimise the Trust's environmental impact wherever possible, including recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

## **Key Relationships**

To establish effective working relation with the following:

- Children, young people and parent/carers.
- Community Children's nurses
- Specialist nursing services - palliative care, children's complex care and rapid response.
- Special School Nurses
- Dietitians and Inclusion therapies
- Education teams and support staff in schools and nurseries
- Team Leaders/Clinical leads
- Other professionals from within multi-agency and multi-disciplinary teams – safeguarding teams, risk management, infection control
- Hospitals
- Community paediatricians and GP's
- Social Care/Birmingham children Trust.
- Voluntary sectors
- Hospices/respite units

## **Performance Management**

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying their own training and development need

## **Health & Safety at Work**

Attention is drawn to the responsibility of all employees to take reasonable care for the health & safety of themselves and other people who may be affected by their actions at work.

## **Equal Opportunities**

Birmingham Community Healthcare NHS Foundation Trust is committed to being an equal opportunities employer and welcomes applicants from people irrespective of age, gender, race and disability.

## **Safeguarding**

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

## **Smoking**

The Trust operates a No Smoking policy.

## **Mobility**

Whilst the post holder will be based at Lansdowne Health Centre this appointment requires independent travel around the city/trust.

## **Confidentiality**

Your attention is drawn to the confidential nature of information collected within the National Health Service and implementation of General Data Protection Regulation (GDPR) . The unauthorised use or disclosures of patient or other personal information is regarded as gross misconduct and will be subject to the Trust's Disciplinary Procedure and, in the case of both computerised and paper-based information, could result in a prosecution for an offence or action for civil damages under the Data Protection Act 1998.

## **Sustainability**

The Trust attaches great importance to sustainability and Corporate Social Responsibility. It is therefore the responsibility of all members of staff to ensure that the Trusts resources are used efficiently with minimum wastage throughout their daily activities

## **Dignity in Care**

Birmingham Community Healthcare NHS Foundation Trust (BCHC) is committed to providing dignity in care for all our patients and service users across the Trust.

All staff, workers, volunteers, students and individuals undertaking work experience/shadowing, irrespective of the role they specifically undertake, are required to adhere to BCHC's vision, values and professional standards. This also involves working with and alongside colleagues and partners, demonstrating a duty of candour (i.e. honesty and straightforwardness), openness and accountability in order to achieve high quality and the best possible care outcomes for our patients, service users and the local community.

## **Infection Prevention and Control**

The Trust is committed to minimising any risks of healthcare associated infection to patients, visitors and staff. All employees must attend Infection Prevention and Control training as required for their post. Employees must be familiar with and comply with Infection Prevention and Control policies available on the Intranet.

## **Job Description**

This job description will be subject to discussion and reviewed on an annual basis within the appraisal process.

**POST HOLDER'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**A4C Banding No:**

**PERSON SPECIFICATION**

<b>Title</b>	<b>Nursing Associate</b>	<b>Band</b>	<b>4</b>
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<b>Example key areas</b>	<b>Job requirements</b>	<b>W</b>	<b>How identified</b>	<b>Candidate score</b>	<b>Comments</b>
<b>Qualifications training</b> / Level of education; Professional qualifications; Vocational training; Post basic qualifications; Training and learning programmes/courses	<ul style="list-style-type: none"><li>Registered Nursing Associate on the NMC register</li><li>Nursing Associate foundation degree qualification</li><li>GCSE Grade A-C in Maths &amp; English or functional skills level 2 Maths &amp; English or equivalent</li></ul>	E  E  E	AF  AF  AF		

Example key areas	Job requirements	W	How identified	Candidate score	Comments
<b>Experience</b> Length and type of experience Level at which experience gained	<ul style="list-style-type: none"> <li>• Relevant experience of working with children with complex health needs and or disabilities.</li> <li>• Experience of working in teams under appropriate supervision as part of a multi-disciplinary team</li> <li>• Insight into how to evaluate own strengths and development needs, seeking advice where appropriate</li> <li>• Experience of providing and receiving complex, sensitive information</li> </ul>	E  E  E  E	AF/I  AF/I  AF/I  AF/I		
<b>Skills/knowledge</b> Range and level of skills Depth and extent of knowledge	<ul style="list-style-type: none"> <li>• 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</li> <li>• Understands and acts in line with NMC professional standards for practice contained within The Code.</li> <li>• Knowledge of when to seek advice and escalate to the appropriate professional for expert help and advice</li> <li>• Understand requirements for NMC professional</li> </ul>	E  E  E  E	AF/I  AF/I  AF/I  I		

Example key areas	Job requirements	W	How identified	Candidate score	Comments
	Revalidation <ul style="list-style-type: none"> <li>Knowledge of policies and procedures related to nursing associate role.</li> </ul>	E	I		
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Ability to take part in reflective practice and clinical supervision activities</li> <li>Ability to organise and prioritise own delegated workload</li> <li>Ability to deal with non-routine and unpredictable nature of workload</li> <li>Ability to communicate effectively (written, verbal and nonverbal communication) with children/YP, parent/carers and all members of the multi-disciplinary team.</li> <li>Ability to develop effective and appropriate relationships with children/YP, parent/carers and colleagues</li> <li>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</li> </ul>	E E E E E E	AF/I AF/I I AF/I I AF/I		



Example key areas	Job requirements	W	How identified	Candidate score	Comments
	setting.				
<b>Other job requirements</b>	Able to organise own work.	E	I		
	Willing and able to undertake training appropriate to the role.	E	AF, I		
	Awareness of Health and Safety issues in the workplace.				
	Computer literate.	E	AF, I		
	Ability to travel to work and other locations as required	E	AF, I		
		D	AF, I		
Overall Candidate score					

**W (Weighting)** - E = Essential D= Desirable

**How identified** = Application = AF; Interview = I; Test = T; Presentation = P.