

Job description

POST

Nursing Associate, St Margaret's Ward
Reporting Katie Sheppard

SALARY

£25,147-£27,596 per annum
(pro rata where applicable)

CARE GROUP

General & Specialist Medicine

BASE

Queen Elizabeth the Queen Mother Hospital Margate Kent

CONTACT

Katie Sheppard – katie.sheppard4@nhs.net

Welcome to East Kent Hospitals

We currently have a vacancy on St Margaret's Ward for a trained Nursing Associate and we are looking to increase our existing caring and compassionate team with staff who are keen and enthusiastic. In return we can offer you a stimulating working environment which will develop the skills and abilities required in our speciality. Main duties of the job is to provide effective patient care, whilst working as a member of the nursing team across East Kent Hospitals NHS Trust. To ensure the maintenance of high standards of patient care in response to service needs.

You will be supported by a team of nurses and Dr's on the ward as well as other specialities who are also involved in the care of our patients. The age of our patients are 75yrs and above. The majority of patients on the ward do have dementia which can also come with challenging behaviours.

We offer a full package of benefits, including a car lease scheme; on-site childcare; generous annual leave in line with NHS terms and conditions; high street and public transport

About us

We are one of the largest hospital trusts in England, with three acute hospitals and community sites serving a local population of around 700,000. We also provide specialist services for Kent and Medway.

We care about our patients and our people. We are focused on providing outstanding, safe patient care, and a positive working culture that benefits staff and patients alike. With our emphasis on staff training and development, a staff support scheme that's second to none, and a healthy package of benefits, it's easy to put down roots in East Kent Hospitals.



Nursing Associate

Role specific duties

Professional

- Communicate effectively with patients and their relatives, ensuring accurate and seamless information is conveyed and documented.
- Assist in the maintenance and monitoring of agreed standards, ensuring that any shortfall is brought to the attention of the Line Manager
- Ensure that all quality initiatives within the critical care environment are adhered to and that the highest standards of care are maintained at all times
- Assist in the development of clinical protocols ensuring that these are reviewed in accordance with the needs of the service in conjunction with the Ward/Unit Manager
- Ensure that accurate and legible patient records are kept in line with professional and legal requirements
- Promote and maintain effective working relationships and communications with consultants, medical staff, nurse colleagues and other multi-agency

Clinical

- Working as a registered professional, adhering to the NMC code of conduct & implementing plans of care to ensure that patient's physical, social and psychological needs are met.
- Act as the identified Nurse for acutely ill patients by assessing, planning, implementing and evaluating their care Clinical Services Manager Directorate Matron Senior Sister/Senior Charge Nurse Sister/Charge Nurse Nursing Associate Lead Nurse Matron Ward/Unit Manager Junior Sister Band 6 Registered Nurse Band 5 Ward Clerk / Ward Managers Assistant/ HCA'S
- Demonstrate leadership in progression of the patient pathway
- Act as the patients' advocate
- Liaise with all members of the multidisciplinary team
- Be clinically competent in all areas of advanced practice relevant to the post
- Work to eliminate all avoidable infection by acting as a role model in infection prevention and control prevention to all staff, visitors and patients
- Minimise risk of harm to patients, staff and visitors by working according to risk management policies.
- Participate in the orientation of new staff to their duties and the ward routine.



- Work to eliminate avoidable infection by working according to infection control policies.
- Demonstrate consistent high standard of hand hygiene practice and promote standards to staff, visitors and patients.
- Promote patient independence and recovery to enable reduction in unnecessary length of hospital stay.
- To undertake clinical skills, ensuring procedures are explained to patients in order to gain informed consent and involvement in care decisions, including:
- Responsible for admission and discharge procedures including the correct handling of patient's property.
- Undertake necessary training courses relevant to the role and do drug rounds and be competent to do so.



Your commitments

We are focused on providing outstanding, safe patient care, and a positive working culture that benefits staff and patients alike. This is why we ask you to:

- maintain the confidentiality of information about patients, staff and other health service business and adhere to data protection law
- comply with the Trust's policies and procedures, including infection prevention and control, risk management, health and safety, safeguarding children and adults, financial management and use of resources
- act at all times in accordance with the professional Codes of Conduct and Accountability relevant to your role
- participate in annual mandatory training.

We are a smoke-free Trust, and offer staff support to stop smoking.

Values

We care about our values of caring, safe, respect and making a difference. We'll ask you to

demonstrate these values during the recruitment process and throughout your appointment – and you can expect us to do the same.

Our NHS People Promise

We are committed to the NHS People Promise. We want our culture to be positive, compassionate, and inclusive – and we all have our part to play.

Living and working in East Kent

Our large district general hospitals, specialist units and community sites provide a vibrant and diverse working environment with the extensive opportunities and teaching facilities you would expect of a large trust.

East Kent offers stunning countryside, beautiful beaches and charming places of historic interest, with easy access to London. With excellent schools, a wealth of leisure facilities and easy family days out on your doorstep, alongside beautiful and affordable housing stock, the perfect work-life balance couldn't be easier to achieve.

How to apply

For more information or to arrange to visit us, please contact 01843 234582



Person specification

Requirements	Essential	Desirable	Method of assessment
Qualifications and training	Good standard of secondary education Band 4 Qualified	GCSE or equivalent in English and Maths NVQ Level 2 in Care	Application / Form
Clinical skills and experience	Experience of acting in a caring role Basic IT skills Ability to work effectively in a pressurised environment	Recent experience of working in a healthcare environment	Application form / interview
Governance	Demonstrates patient focused approach		Application form / interview
Personal/professional attributes	Good interpersonal and communication skills Good standard of literacy and numeracy Ability to work effectively and collaboratively as part of a team		Application form / interview
Other requirements	Upholds and models the trust values		Application form / interview

The small print

Band	Band 4
Salary Scale	<p>£25,147-£27,596 per annum (pro rata, if applicable)</p> <p>Progression through the pay scale will be determined on an annual basis. It will be subject to the post holder demonstrating the required standards of performance, conduct and completion of statutory and role specific training.</p>
Hours of work	37.5 hours per week
Annual Leave Entitlement	<p>Annual leave entitlements are based upon the following lengths of NHS service (pro rata if applicable):</p> <p>On Appointment = 27 days After five years = 29 days After ten years = 33 days</p>
Pension Scheme	<p>As an NHS employee you will be entitled to join the NHS Pension scheme and will be enrolled from your first day of service, if you meet the eligibility criteria. Employees who are not eligible to join the NHS Pension Scheme may instead be enrolled in the Trust's Alternative qualifying scheme, NEST.</p> <p>Your remuneration will be subject to the deduction of superannuation contributions in accordance with the relevant scheme.</p>
Contractual Notice	<p>Bands 1-4 = 1 Month notice Bands 5-6 = 2 Months notice Band 7-9 = 3 Months notice</p>
Probationary Period	<p>New staff appointed to East Kent Hospitals University NHS Foundation Trust in this post will be subject to a 6 month probationary period. During this time you will be required to demonstrate to the Trust your suitability for the position in which you are employed. This period may be extended at the Trust's discretion and is without prejudice to the Trust's right to terminate your employment before the expiry of the probationary period. In the event that a decision is taken to terminate your contract of employment during or at the end of your probationary period, you will be entitled to a notice period in line with the statutory timescales, which for employees with less than one year's service is one week.</p>

Dimensions

Financial and Physical	Manages	Daily use of stock/equipment and is responsible for its appropriate usage.
	Impacts	
Workforce	Manages (Bands and WTE)	Daily use of stock/equipment and is responsible for its appropriate usage.
	Located	Queen Elizabeth The Queen Mother Hosiptal
	Impacts	
Other		Flexible approach to working patterns to meet service. All terms and conditions are in accordance with the Agenda for Change national terms and conditions.

Communications and working relationships

Internal	Patients Relatives Clinical Ward Team Ward Manager Ward Manager's Assistant Ward Clerk Medical Staff Deputy Ward Managers Matron Nursing staff in same directorate and in other wards and departments Site Clinical Managers Clinical Nurse Specialists Directorate Lead Nurse Physiotherapists Occupational Therapists Domestic staff Porters
External to NHS	Visiting Clergy University Link Lecturers
Other	Care Managers Primary care staff (GP's Practice nurses, district nurses, community matrons) Ambulance personnel

Environment

Category	Description/Definition	Frequency/Measures
Working Conditions	Occasional/frequent exposure to highly unpleasant working conditions including verbal aggression. Frequent contact with body fluids and foul linen when providing personal care and carrying out clinical duties.	Frequent
Physical Effort	This post will involve moderate to intense physical effort for several long periods during a shift as part of the clinical team. It involves walking or standing for most of the shift, pushing or pulling trolleys or commodes, kneeling and crouching to deliver care and manoeuvring patients.	Constant
Mental Effort	Frequent concentration is required i.e. checking documents and records to ensure the precise care requirements are adhered to for each patient.	Frequent
Emotional Effort	Frequent concentration is required i.e. checking documents and records to ensure the precise care requirements are adhered to for each patient.	Occasional

Most challenging part of the job

To maintain credibility and flexibility as a competent practitioner in an everchanging environment, while continuing to develop professionally in line with the demands of a responsive nursing service focused on the needs of patients.

We confirm that the details of the above post as presented are correct. This is a description of the duties of the post as it is at present. This is not intended to be exhaustive. The job will be reviewed on a regular basis in order to ensure that the duties meet the requirements of the service and to make any necessary changes.

