

# Larwood Health Partnership

**Name:**

**Job Title:** Nursing Associate

**Location:** At any one or more of our sites in Worksop, Carlton-in Lindrick, Langold or Harworth

**Line Manager:** Nathalie Birch

## Job summary

The role of Nursing Associate bridges the gap between health care assistants and registered nurses and works under the professional registration of the NMC. The Nursing Assistant provides nursing care that is person centred, safe and effective and in the best interests of the patient and covers mental, physical, behavioural, health and well-being aspects of care.

## Key responsibilities

### **Clinical practice**

- Implement and evaluate programmes whilst communicating effectively to promote health and well-being, and prevent adverse effects on health and well-being
- Manage as appropriate, treatment plans for patients at risk of developing a long-term condition
- Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care
- Care for and monitor patients presenting with uncomplicated wounds using appropriate evidence-based techniques
- Perform routine procedures like ear syringing, treating wounds and applying or removing dressings
- Advise, support and, where appropriate, administer vaccinations for patients travelling abroad
- Accurately measure weight and height, calculate body mass index and recognise healthy ranges and clinically significant low/high readings
- Use manual techniques and devices to take, record and interpret vital signs including temperature, pulse, respiration (TPR), blood pressure (BP) and pulse oximetry in order to identify signs of improvement, deterioration or concern
- Undertake venepuncture and routine ECG recording
- Measure and interpret blood glucose levels
- Collect sputum, urine and stool specimens, interpreting findings and reporting as appropriate
- Assist senior practitioners in providing minor-surgery sessions
- Take and be able to identify normal peak flow and oximetry measurement
- Support and advise women requesting information relating to family planning needs
- Support and manage health needs of women presenting for cervical cytology consultations
- Recognise and refer patients presenting with mental health needs in accordance with the National Framework (NSF) for Mental Health
- Implement and participate in vaccination and immunisation programmes for adults
- Undertake community visits for house bound patients as identified individually and within own scope of practice.
- Promote health and prevent ill health by understanding the evidence base for immunisation, vaccination and herd immunity
- Restock and maintain consulting and clinical areas
- Understand the importance of early years and childhood experiences and the possible impact on life choices, mental, physical, and behavioural health and wellbeing

- Protect health through understanding and applying the principles of infection protection and control, including communicable disease surveillance and antimicrobial stewardship and resistance
- Recognise when a person's condition has improved or deteriorated by undertaking health monitoring. Interpret, promptly respond, share findings and escalate as needed
- Recognise people at risk of abuse, self-harm and/or suicidal ideation and the situations that may put them and others at risk
- Take personal responsibility to ensure that relevant information is shared accordingly to local policy and appropriate immediate action is taken to provide adequate safeguarding and that concerns are escalated
- Administer basic mental health first aid
- Recognise emergency situations and administer basic physical first aid, including basic life support
- Use hand hygiene techniques
- Safely decontaminate equipment and environment
- Safely handle waste and sharps
- Adhere to the NMC Code of Professional Standards of Practice and behaviour
- Ensure compliance with all Infection Prevention and Control policies and procedures understanding your role in the prevention of infection in patients and staff

## **Communication**

- To act professionally at all times and use your knowledge and experience to make evidence-based decisions and solve problems.
- Utilise sensitive, age-appropriate communication styles, to ensure patients are fully informed to enable consent to treatment
- Communicate with and support patients who are receiving 'bad news'
- Communicate effectively with patients and carers, recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating including recognising the need for translator services and material
- Utilise communication skills to support patients to adhere to prescribed treatment regimens
- Estimate and maintain effective communication with individuals and groups within the practice environment external stakeholders
- Act as an advocate when representing the patients' and colleagues' viewpoints to others
- Prioritise and manage your own workload, and recognise where elements of care can safely be delegated to other colleagues, carers, and family members
- Support, supervise and act as a role model to nursing associate students, health care support workers and those new to care roles, review the quality of the care they provide, promoting reflection and providing constructive feedback
- Actively listen, recognise and respond to verbal and non-verbal cues
- Use prompts and positive verbal and non-verbal reinforcement
- Make appropriate use of open and closed questioning
- Speak clearly and accurately
- Use caring conversation techniques
- Check understanding and use clarification techniques
- Be aware of the possibility of own unconscious bias in communication encounters
- Write accurate, clear, legible records and documentation
- Update details about patients and their treatments in clinical computer systems

## **Delivering a quality service**

- Recognise and work within your own competence and professional code of conduct as regulated by the Nursing and Midwifery Council (NMC)
- Deliver care according to the NSF and the National Institute for Clinical Excellence (NICE) guidelines and evidence-based care

- Understand the roles of a range of professionals and carers from other organisations and settings who may be participating in the care of a person and their family, and their responsibilities in relation to communication and collaboration.
- Participate in the maintenance of quality governance systems and processes across the organisation and its activities
- Utilise the audit cycle as a means of evaluating the quality of the work of self and the team, implementing improvements where required
- In partnership with other clinical teams, collaborate on improving the quality of health care, responding to local and national policies and initiatives as appropriate
- Evaluate the patients' response to health care provision and the effectiveness of care
- Support and participate in shared learning across the practice and wider organisation
- Participate in the management, review and identify learning from patient complaints, clinical incidents and near-miss events utilising a structured framework (eg root-cause analysis)
- Participate in the performance monitoring review of the team, providing feedback as appropriate
- Understand and apply legal policy that supports the identification of vulnerable and abused children and adults, being aware of statutory child/vulnerable adult health procedure and local guidance
- Work within policies relating to domestic violence, vulnerable adults, substance abuse and addictive behaviour, and refer as appropriate
- Identify when people need to help facilitate equitable access to care, support and escalate concerns when appropriate
- Act as an ambassador for their profession and promote public confidence in health and care services

### **Team working**

- Understand own role and scope in the organisation and identify how this may develop over time
- Work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working
- Delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence of those taking on delegated duties
- Ensure clear understanding and utilisation of referral mechanisms within the practice
- Accept delegation from other nurses, prioritise own workload and ensure effective time-management strategies are embedded in own practice
- Work effectively with others to clearly define values, direction and policies impacting upon care delivery
- Participate in team activities that create opportunities to improve patient care
- Participate in and support local projects as agreed with the practice management team
- Provide encouragement to colleagues that helps them to reflect on their practice

### **Management of risk**

- Manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients
- Monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines
- Ensure safe storage, rotation and disposal of vaccines and drugs is undertaken.
- Undertake mandatory and statutory training
- Apply infection control measures within the practice according to local and national guidelines
- Apply policies that reduce environmental health risks, are culturally sensitive and increase access to health care for all
- Participate in the local implementation strategies that are aligned to the values and culture of general practice
- Maintain systems that promotes effective information governance

## **Learning and development**

- Act as mentor to students, assessing competence against set standards as requested and if appropriately qualified
- Disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments
- Assess own learning needs and undertake learning as appropriate
- Make effective use of learning opportunities within and outside the workplace, evaluating their effectiveness and feeding back relevant information
- Provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning
- Take responsibility for continuous self- reflection, seeking and responding to support and feedback to develop professional knowledge and skills

## **Equality and diversity**

- Identify patterns of discrimination, take action to overcome this, and promote diversity and quality of opportunity
- Enable others to promote equality and diversity in a non-discriminatory culture
- Support people who need assistance in exercising their rights
- Monitor and evaluate adherence to local chaperoning policies
- Act as a role model in good practice relating to equality and diversity
- Accept the rights of individuals to choose their care providers, participate in care and refuse care. Assist patients from marginalised groups to access quality care

**I agree to abide by the duties set out in this job discrimination. I realise that this is not a definitive list of duties and that undertaking other reasonable tasks may be required.**

**Signature .....**

**Date .....**