



Nursing Associate

Salary Scale: Overgate Band 7 (£20,592 to £24,225 based on experience)

Hours: 37.5 hours

Responsible to: Ward Sisters

Accountable to: Ward Manager

Job Summary

The role of the Nursing Associate is to work with the multi-disciplinary team and the Registered Nurse to assess, plan, organise and deliver clinical care in line with service and patient's needs and to support the Registered Nurses in the delivery of an excellent standard of care to patients and their families in the Inpatient Unit. The Nursing Associate works independently, under the leadership of the Registered Nurses, within all aspects of the nursing process.

Minimum Qualifications/Experience Required

- Registered Nursing Associate on the NMC Register
- Nursing Associate Foundation Degree qualification
- Have gained GCSE Grade A-C in Maths & English or skills level 2 Maths & English or equivalent.

Key Working Relationships

- Patients, their relatives, carers and friends
- All other nursing & medical staff, patient family support team, ward clerks, housekeeping & catering staff, clinical administration staff & volunteers.

Duties and Responsibilities of the Post:

- To assess, plan and deliver care under the leadership of a Registered Nurse to patients requiring palliative and/or end of life care
- To offer timely and individual direct care based on patient need
- To develop and evaluate patient care plans
- To undertake risk assessments and re-evaluate prescribed care
- To monitor patients for symptoms and provide non pharmacological relief where possible, administering medication via all conventional methods and referring for senior advice when appropriate
- To be a second checker for controlled drugs (following being assessed as competent)
- To undertake various nursing skills (following being assessed as competent) as required such as: insertion and removal of urinary catheters, subcutaneous cannula insertion, venous cannula insertion
- To communicate fully and effectively with patients, their families and professional colleagues to ensure a safe and needs led care pathway
- To work as a member of the multidisciplinary team to ensure a co-ordinated and defined management plan/plan of care for each patient
- To maintain accurate healthcare records, written and computer based, liaising with community colleagues and in line with Overgate Hospice organisational policy.
- To support and work with the IPU Sisters and Registered Nurses to develop and maintain effective communication links with members of the multi-disciplinary team
- To administer prescribed medication in accordance with Overgate Hospice guidance and policy
- To report accidents, incidents and complaints in area of responsibility as per Hospice policy, participating in investigations as required
- To support and train junior staff within a defined remit
- To work to the processes for role boundaries and patient confidentiality
- To maintain personal and professional development
- To act within the Professional Bodies Code of Practice and NMC Code and Standards for Nursing Associates

General Duties & Responsibilities

Overgate Hospice is a no smoking organisation. The post holder must:

- maintain a safe working environment in accordance with Overgate Hospices Health and Safety policies & abide by the Health and Safety at Work Act (1974)
- attend annual mandatory training sessions
- ensure that they comply with all Hospice policies and procedures at all times & participate in the development and implementation of Hospice policies
- be actively involved in Hospice Governance and support the audit cycle
- maintain strict confidentiality at all times, applying to all aspects of Hospice business and work within the guidelines of the Data Protection Act
- demonstrate commitment to their own personal development and are required to make a positive contribution to fundraising and raising the profile of the Hospice locally and nationally
- adhere to the Hospice's Standards of Behaviour Framework in all aspects of their work
- work closely with the Volunteer Services Coordinator as appropriate to ensure that any volunteers are supported in their roles, addressing any issues as they arise
- use all Hospice resources economically and cost effectively

This job description is not exhaustive and will be subject to periodic review. The employer and the employee share responsibility to review and amend it as appropriate

Safeguarding children and adults at risk

All Hospice staff are required to act in such a way that, always safeguards the health and well-being of children and adults at risk. Familiarisation with and adherence to the hospice safeguarding policies is an essential requirement of all employees as is participation in related mandatory/statutory training.

PERSON SPECIFICATION

Attributes	Essential	Desirable	How Identified
Qualifications /Training	<p>Registered Nursing Associate on the NMC Register</p> <p>Nursing Associate Foundation Degree qualification</p> <p>GCSE Grade A-C in Maths & English or skills level 2 Maths & English or equivalent</p>		Application form
Experience and Knowledge	<p>Evidence and experience of caring for patients at the end of life</p> <p>Evidence of sound decision making within scope of practice</p> <p>Evidence and experience of communicating effectively with all members of the multidisciplinary team, both verbally and in writing</p> <p>Evidence and experience of communicating effectively with patients, carers and families</p> <p>Experienced in maintaining effective relationships with colleagues</p> <p>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>Ability to take part in reflective practice and clinical supervision activities</p> <p>Understand requirements for NMC professional Revalidation</p>	<p>Evidence of ability to use Microsoft Office including Word, Excel and Outlook and SystemOne</p>	Application form/ interview

Attributes	Essential	Desirable	How Identified
Skills/Abilities	<p>Evidence of clinical skills relevant to end of life care</p> <p>Demonstrable skills in written and spoken English that are adequate to enable effective communication about relevant topics with patients and colleagues</p> <p>Ability to undertake specific interventions as required and competent to do so such as: cannulation, urinary catheterisation and digital rectal examination(DRE)</p> <p>Ability to undertake medication administration via all conventional methods (once deemed competent) and be a second recorder for controlled drugs</p> <p>Ability to undertake nursing interventions (once competent) as required such as: insertion and removal of catheters, wound care</p> <p>Able to work within own scope of practice</p> <p>Able to complete reports and patient records in accordance with hospice policy and procedure</p> <p>Able to undertake nursing assessments and re-evaluation of care i.e. Waterlow and risk assessments and record appropriately</p>		<p>Interview</p> <p>Application form/ interview</p>
Personal Attributes	<p>Enthusiastic, committed and able to use initiative</p> <p>Able to remain calm and in control when under pressure and have knowledge of when to refer for senior advice</p> <p>Ability to quickly build a rapport and establish professional relationships with others</p> <p>Understands own scope of practice and how that relates to the wider team</p>		<p>Interview</p>