



University Hospitals Birmingham  
NHS Foundation Trust

# Join us at UHB



Building healthier lives

# Welcome from our CEO

Professor David Rosser



Dear Candidate,

Thank you for your interest in working with us here at University Hospitals Birmingham NHS Foundation Trust (UHB).

Please take some time to read through this application pack to gain a better understanding of our Trust in general, this role in particular, and why UHB is a great place to work.

UHB is one of the largest teaching hospital trusts in England, serving a local, regional, national, and international population. We employ around 22,000 colleagues and are committed to investing in your training, development, health and wellbeing and future career with us.

We see and treat more than 2.2 million patients every year across our four hospital sites - Good Hope, Heartlands, Queen Elizabeth Hospital Birmingham and Solihull Hospital - and through our community services and clinics. We are centres of excellence in many clinical specialties.

But it's not just our patients we invest in at UHB; we also invest in our staff. In fact, we believe we are defined by our people, not the state-of-the-art equipment or facilities we work out of. We have high standards and we want to build healthier lives for patients and our teams, wanting you to enjoy your job, and flourish in it.

To reinforce this commitment, we recently refreshed our values after hearing from over 1,400 colleagues about what made them proud to work at UHB

We will be:

**Kind:** the kindness that people show to each other every day

**Connected:** the connections we build with everyone around us

**Bold:** the ability to be bold in how we think, speak and act

We hope you find this pack useful and look forward to receiving an application from you for this role within our Trust.

Yours sincerely,

A stylized, handwritten signature in black ink, appearing to be 'D. Rosser', written over a light blue horizontal line.

Professor David Rosser,  
Chief Executive Officer

## JOB DESCRIPTION

<b>Job Title</b>	Nursing Associate
<b>Pay Band</b>	4
<b>Department</b>	Community
<b>Division</b>	6
<b>Reports to</b>	Senior Sister/Charge Nurse
<b>Professionally Responsible to</b>	Clinical Matron

### **JOB SUMMARY**

As a NMC registered practitioner, the Nursing Associate will work in a clinical field, with minimal supervision from and report to a Registered Nurse (Level 1) or regulated health and social care practitioner. They will deliver safe, compassionate and dignified patient centred health care. The Nursing Associate will be expected to plan and prioritise their workload; implement evidence based care; utilise relevant guidance, protocols, and policies (local and national); contribute to care planning and patient review. They will be responsible for completing any work based training and associated competency required by the role.

The post holder will coordinate and deliver direct care for a designated group of patients. Recognising and taking responsibility and accountability for the way the care is delivered (as per registered practitioner guidelines). The Nursing Associate will be responsible for delegation of appropriate duties to staff whilst developing and supervising junior staff/student nurses.

The post holder will work collaboratively within a multidisciplinary team in order to support and assist the patient's healthcare journey. The Nursing Associate will be respectful, professional at all times and foster excellent communication skills. They will adhere to the documentation standards required by the trust/employer and their regulatory body. The nurse associate will advocate for all individuals in their care, upholding the NMC standards in all interactions.

The post holder will contribute to practice development within their area of work in accordance with Trust Policies, Procedures and Guidelines.

## TEAM/DEPARTMENT STRUCTURE CHART

Senior Sister/Charge Nurse



Nursing Associate

## KEY SKILLS

- Work according to the NMC Code of Professional Standards of Practice and Behaviour and relevant professional guidelines and be accountable for their own professional practise.
- Use up to date knowledge and evidence when delivering care, advising and promoting health and well-being, performing nursing procedures and using devices to meet individuals care needs in a safe and effective manner. The post holder will make person centred, evidence based judgements in partnership with others involved in the care process to ensure high quality care.
- Accurately undertake risk assessments using approved documents and assessment tools. Use agreed patient protocols, standard operating procedures, clinical guidelines which reference actions in accordance with the outcome of the risk assessment.
- Plan and organise own workload and that of others, delegating appropriately and monitor the effectiveness of any care delivered. Ensuring that this is delivered collaboratively with people patients/clients, families, carers and the multidisciplinary team.
- Act autonomously within your own level of competency to undertake specific interventions and treatments.
- Recognise the limits of own competency and appropriately request supervision of the Registered Practitioner to ensure the delivery of safe, high quality care.

- Achieve and maintain competence in identified mandatory and statutory training, develop and maintain clinical competencies, skills and knowledge which relate to the area of clinical practice.
- Deliver and coordinate clinical and therapeutic care to a caseload of patients as delegated by the Registered Nurse/ regulated practitioner. .
- Ensure that all interventions are patient centred; delivered compassionately and dignity; whilst challenging and escalating poor practice/performance.
- Respond to patients, relative and carers concerns as they arise and take remedial action as required and escalate appropriately
- Be aware of and take appropriate action in regard of clinical deterioration of patient, clinical emergencies, cardiac arrest, and fire, internal and major incidents which affect service continuity.
- Monitor the condition and health needs of people within their care on a continual basis in partnership with people, families and carers.
- Contribute to ongoing assessment and recognise when it is necessary to refer to others for reassessment or for expert help and advice.

### **KEY RESPONSIBILITIES**

#### **Quality and Safety**

- Carry out clinical practise within designated clinical areas; ensuring high quality and safe care. Utilising current evidence based care, which underpins all actions and interactions with patients.
- Be responsible for completing/ undertaking relevant nursing/ clinical procedures and practise that is underpinned by theoretical knowledge and practise experience (i.e. blood sampling).
- The post holder must utilise up to date knowledge, evidence and organisational Policy and procedure to support themselves and other Healthcare professionals, in;
  - The provision of health promotion, protection, advice, screening and improvement and the prevention of ill health.
  - Recognise and act to avoid situations that may be detrimental to the health and wellbeing of patients
  - The provision of nursing care, treatments, therapeutic interventions and monitoring the effectiveness and response to these.
  - Ensuring effective communication between all members of the multidisciplinary team, patients their relatives and carers before during and

- after a range of interventions.
  - Understanding and escalating immediate health and well-being concerns using organisational policy, procedure and standard operating procedures and guidelines.
  - Ensure patients receive high quality clinical care and a positive patient experience; taking into consideration, the patients culture, religion and ethnicity.
  - Co-ordinate and undertake safe admission and discharge and transfer of patients between services / teams and in accordance with organisational Policy / Procedures and standards
  - Achieve and maintain skills and clinical competence specific to the post / service including equipment training
- Carry out those specific activities required to monitor the condition and health needs of people within your care , contributing to the ongoing assessment of patients health and wellbeing needs and identifying when reassessment is required and acting upon this.
  - Carry out nursing interventions according to plans of care and prescribed treatments.
  - Undertake a range of physical observations appropriate to the scope of practice and competence using a range of equipment, record, report and escalate findings/concerns.
  - Monitor patients progress, ensuring accurate records of all relevant observations and clinical assessments are kept and take appropriate action as indicated
  - Chaperone patients during examination by clinical staff and assist as required.
  - Administer medicines where required within the practice parameters of the organisational Medicines Policy, associated procedures, and clinical guidelines. Where required undertake additional training and education to achieve competence which allow the administration of medicines / treatment via additional routes as defined in organisational policy.
  - Report and raise concerns about Safeguarding, accessing advice and support at the point of need. Be conversant with Trust policies, procedures and systems for safeguarding including the assessment of Mental Capacity, the process for requests for Deprivation of Liberty Safeguards (DOLS) and demonstration of the principles of Prevent (counter terrorism awareness).
  - Recognise where a patient is becoming agitated, confused or is non-compliant with their care or treatment, support colleagues when dealing with such patients, report this to a lead/ nurse in charge of shift.

- Ensure accurate, legible and timely documentation relating to all aspects of patients care and treatment both paper based and electronically
- Promote a clean and safe environment for staff, patients and visitors by ensuring compliance with legislation/ policies and procedures, health care associated infection prevention, governance including risk management and incident reporting and act without delay in reporting and escalating of any areas of concern.

### **Communication and Team Work**

- Build partnerships and therapeutic relationships through safe, effective and non-discriminatory communication taking account of differences, capability and needs of individuals.
- Maintain a high standard of professional behaviour and ensure effective and timely communication with all members of the multidisciplinary team, patients, carers and relatives.
- Communicate with patients and their relatives/carers, making reports and liaising as required with medical staff and other members of the multidisciplinary team both verbally and in writing. Ensure instructions/information is understood and if required acted upon. Be mindful of own and others body language and barriers which may affect communication.
- Promote team working and collaborative working practices to maintain a harmonious working environment. Ensure effective communication and liaison with all members of the multi-disciplinary team including active participation in ward rounds, clinical reviews and case discussions and multidisciplinary team meetings. Liaise with inter-hospital departments/personnel.
- Ensure effective handover of patients between shifts / health care professionals using a range of communications aids such as verbal handover/written documentation/referral letters and requests.
- Use professional judgement to intercede and act as patient advocate to clarify plans of care and treatment. Observe changes in patient's attitude, behaviour and emotional state, physiological observations and report/escalate findings to other relevant health care professionals ensuring concerns are actioned.
- Obtain verbal consent from the patient before any clinical intervention is undertaken

- Apply the principles of information governance and patient confidentiality to all aspects of your role.
- In instances when a patient/ visitor feel the need to raise concerns/complaints, attempt to resolve this locally initially and inform the lead/nurse coordinator.
- Support families and carers following a patient bereavement or when bad news has been shared.
- Escalate concerns regarding colleagues through the appropriate route. When required, give constructive feedback to junior staff/ students / trainees and Health Care Assistants / Support Worker's under your supervision.
- Maintain professional boundaries and working relationships with patients and colleagues.
- Delegate and supervise appropriately the work of junior staff and Health Care Support Workers/ Assistants trainees and students / work experience students on duty as required.
- Ensure patients and their relatives or carers are kept informed of delays with their treatment, investigations and clinic times.

**BUDGETARY AND RESOURCE MANAGEMENT**

**MANAGEMENT , SUPERVISORY, TEACHING, TRAINING RESPONSIBILITIES**

**RESEARCH AND DEVELOPMENT**

- The post holder is wholly accountable for their practice and maintaining their professional registration in line with the NMC Code of Professional Standards of Practice and Behaviour (current version).
- Take personal responsibility for attendance at mandatory training and updates, as per Trust statutory and mandatory requirements. If there is any deviance from attending the

mandated training; the individual will take ownership in informing their manager.

- May be required to assist in the development, implementation and monitoring of nursing practice standards, guidelines, policies and care pathways.
- As required, assist with clinical trials and research. Promote a progressive/positive attitude to the continual improvement of patient care through research and evidence based practice.
- Contribute to the setting and monitoring of clinical standards within the area of work.
- Participate in annual appraisal and maintain a professional portfolio.
- Maintain a high standard of personal and professional behaviour and ensure effective communication with all members of the multidisciplinary team, patients' carers and relatives.
- Induct, orientate, supervise, train and assess unregistered nursing staff/student nurses; helping them to achieve their learning outcomes. Act as a mentor / assessor to newly registered staff and those new to the department. Ensure all appropriate training documentation, is maintained and up to date.
- Ensure all nursing documentation is completed prior to the span of duty ending. Entries must be legible, updated and in accordance with Trust/ NMC standards (including electronic records)
- The post holder may be deployed/ expected to work in any part of the organisation should the need arise to ensure patient safety is maintained.

## EFFORT

## TRUST VISION & VALUES

### **DO NOT AMEND THIS SECTION**

The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. Our vision is simple; building healthier lives. Our values apply to every member of staff and help us in all we do and how we do it. They are:

**Kind:** The kindness that people show to each other every day

**Connected:** The connections we build with everyone around us

**Bold:** The ability to be bold in how we think, speak and act

## ADDITIONAL INFORMATION

This job description is designed to assist post holders with understanding what is expected

of them in their role. University Hospitals Birmingham NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Last Updated: .....

## PERSON SPECIFICATION

<b>JOB TITLE:</b>	
<b>TRAINING, QUALIFICATIONS AND PROFESSIONAL REGISTRATIONS</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>GCSE or equivalent to Level 2 Functional Skills Maths &amp; English</li> <li>NMC registered Nursing Associate</li> <li>Level 5 Foundation Degree In Health &amp; Care associated with Nursing Associate training</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>EXPERIENCE &amp; KNOWLEDGE</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>Evidence of working in a multi-disciplinary and cross agency work environment under appropriate supervision as part of a multi-disciplinary team</li> <li>Experience of providing and receiving complex sensitive information</li> <li>Experience of managing / prioritising own case load / workload, using initiative</li> <li>Competent in a range of clinical skills and practices relevant to the scope of practice required</li> <li>Experience in delegating duties to others</li> <li>Insight into how to evaluate own strengths and development needs, seeking advice where appropriate</li> <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>Understanding and acts within NMC professional standards of practice contained within the NMC code of conduct</li> <li>Understanding of the principles of</li> </ul>	<ul style="list-style-type: none"> <li>Experience of Clinical Audit</li> <li>Can demonstrate an understanding of the elements associated with NMC Revalidation</li> <li></li> </ul>

<p>safeguarding and Mental Capacity</p> <ul style="list-style-type: none"> <li>• Awareness of health and safety issues</li> <li>• Has knowledge in relation to the parameters and scope of practice in which the post holder should work and when to seek advice and support/ escalate of others for expert help and advice</li> <li>• Willingness to take on new skills and develop scope of practice</li> <li>• Can articulate and understanding of the importance of following Policy / Procedure , guidelines and care and treatment plans</li> </ul>	
<b>SKILLS &amp; ABILITY</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>• Demonstrate achievement of numeracy (including drug administration calculations) and literacy skills. Ability to read / write and speak , receive and understand instructions in English</li> <li>• Ability to organise and prioritise own delegated workload</li> <li>• Good IT skills ability to record information electronically</li> <li>• Ability to explain the requirement to balance clinical caseload</li> <li>• Ability to communicate effectively (written, verbal and nonverbal communication) with patients/relatives and carers and all members of the multi-disciplinary team.</li> <li>• Ability to communicate with a wide range of health care professionals, on a variety of complex and sensitive issues which require persuasive and empathetic skills.</li> <li>• Ability to work under pressure across competing priorities , Ability</li> </ul>	<ul style="list-style-type: none"> <li>• Competent in a range of clinical skills and expanded practices relevant to the scope of practice required.</li> <li>•</li> </ul>

<p>to deal with non- routine and unpredictable nature of workload and individual patient contact</p> <ul style="list-style-type: none"> <li>• Ability to participate in reflective practice and clinical supervision activities</li> <li>• Ability to develop effective and appropriate relationships with people, their families, 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 setting.</li> </ul>	
<b>OTHER SPECIFIC REQUIREMENT</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>• Professional appearance</li> <li>• Ability to adapt behaviour to changing circumstances</li> <li>• Positive and enthusiastic attitude</li> <li>• Caring and approachable</li> <li>• Ability to communicate articulately and motivate others</li> <li>• Flexible, Reliable and Punctual</li> <li>• Willingness to work a range of shift patterns to cover service requirements</li> <li>• Major Incident – called to duty</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>