

Join us at UHB



Building healthier lives

Welcome from our CEO

Jonathan Brotherton



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 handwritten signature in dark ink, appearing to read 'J Brotherton', written in a cursive style.

Jonathan Brotherton
Chief Executive Officer

JOB DESCRIPTION

Job Title	Nursing Associate
Pay Band	4
Department	Critical Care
Division	1
Reports to	Senior Sister/ Senior Charge Nurse
Professionally Responsible to	Matron

JOB SUMMARY

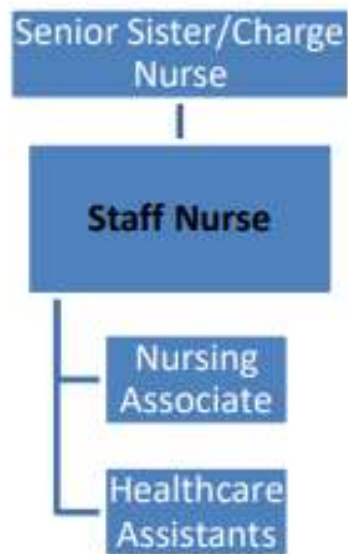
As a NMC registered practitioner, the Nursing Associate will work in a clinical field, with minimal supervision from and report to a Registered Nurse (Level 1) or regulated health and social care practitioner. They will deliver safe, compassionate and dignified patient centred health care. The Nursing Associate will be expected to 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 deliver direct care. 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

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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

Professional Responsibilities

- Provide excellent care, exhibiting professional behaviour, values and attitude at all times.
- Demonstrate excellent customer service skills.
- Protect and promote the interests and well-being of patients, treating them with respect and dignity at all times.
- Act as a role model by upholding and implementing best practice in the work area and act in such a way as to promote a positive image of the Trust at all times.
- Only carry out activities that are within the scope and remit of the Nursing Associate.
- Develops and acquires skills, knowledge and competencies using evidence based practice.
- Ensure that prior to using any medical device, you have been trained and your competence is assessed and recorded. Report immediately faults with medical devices to a registered practitioner and medical engineering, and arrangements made for item to be removed from use.
- Be familiar with and follow Trust policies and work within agreed guidelines and protocols specific to your role and area of work.
- Maintain a professional standard of record keeping which is accurate and current in line with professional codes and team specific requirements.
- Report any poor practice or omissions that could jeopardise the care or safety of patients.
- Ensure confidentiality is maintained at all times.
- Recognise signs of stress in self and others and take appropriate action.
- Manage own time effectively, ensure good time keeping in relation to shift commencement and breaks.

Quality and Safety

- Carry out clinical practice 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;
 - 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.

General Responsibilities

- Be aware of and comply with all Trust policies and procedures which govern Health and Safety and clinical practice.
- Actively promote the prevention of cross infection to and from all patients, visitors', staff and the

environment, by encouraging and educating others in the use of standard precautions.

- Ensure that visitors to the department have authority to be there, carry out necessary checks on identity if needed, and escalate any concerns to a registered practitioner.
- Should a threatening situation arise deal with the situation in accordance with the principles of conflict resolution or clinical guidelines, take appropriate steps to protect the safety of self and others.
- Seek support for self and others following an untoward incident as required.
- Be alert to any possible improvement to service and make suggestions as appropriate.
- Dispose of waste in line with Trust policy and procedure.
- Assist with last offices as per Trust policy and support bereaved relatives/next of kin in a caring and compassionate manner.

BUDGETARY AND RESOURCE MANAGEMENT

n/a

MANAGEMENT , SUPERVISORY, TEACHING, TRAINING RESPONSIBILITIES

- Take personal and collective responsibility to do the best you can, working towards your agreed individual and Trust-wide goals. You are expected to be held accountable and to challenge poor performance, attitude and behaviour.
- Identify and complete relevant training to ensure appropriate level of knowledge, skills and competency to undertake assigned duties.
- Maintain an up-to-date portfolio of own progress.
- Support, teach and supervise junior staff in delivering care.
- Support orientation of learners and new staff when requested.
- Support the team in the delivery of training and development activities.
- Mentor and assess Band 2 Health Care Support Workers/ Health Care Assistants following appropriate training.
- Attend all relevant mandatory training sessions, other in-house and external learning and development opportunities identified by appraisal on topics associated with the clinical area.

RESEARCH AND DEVELOPMENT

- The post holder is wholly accountable for their practice in line with the NMC Code of Professional standards of practice and behaviour for Nursing Associates (current version).
- Recognise the limits of individual competence and knowledge, undertake further training and academic qualifications as relevant to the role and service requirements.
- Take personal responsibility for attendance at mandatory training and updating as per Trust statutory and mandatory training requirements and informs the manager if there is any deviance from training attendance at mandated.
- Assist in the development, implementation and monitoring of practice standards, guidelines, policies and care pathways.
- Undertake link practitioner responsibilities as required and participate in appropriate training and cascade of information.

- Where required assist with clinical trials and research. To promote a progressive 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.
- Practice in a cost effective and cost aware manner.
- Participate in annual appraisal, Continued Professional Development and maintain a professional

EFFORT

Physical Effort

- Frequently pushes trolleys / wheel chairs with patients on throughout the hospital and within the department.
- Undertakes manual handling of patients , items and equipment,
- Required to stand for long periods of time.
- Ability to respond to urgent and emergency situations in a timely manner and recognising own limitations
- Must be able to kneel to perform basic life support practice.
- Computer literate with standard IT / keyboard skills.

Mental Effort

- Post holder will follow routine and standard operating procedures and practices and will escalate non-routine matters to a more experience practitioner / supervisor.
- Requires ability to concentrate for personal care procedures.
- There is a frequent requirement for concentration where the work pattern is unpredictable and subject to frequent interruptions for urgent reasons.
- There is a requirement for the post holder to practice with a degree of initiative outside of standard operating procedures within their level of competence / training and education.
- Will require concentration with communication when dealing with patient who has impaired ability to communicate or understand due to impaired consciousness / Mental Capacity / Learning Disability whilst assessing, planning and implementing care and treatment.
- Concentration whilst documenting complex confidential information.

Emotional Effort

- Exposure to patients with chronic illness and conditions and those who have experienced sudden traumatic injury or illness.
- Will participate in direct clinical care of patients who are semi – clothed or naked who cannot maintain their own privacy and dignity.
- Will observe intimate procedures including surgical incisions and procedures and will be exposed to bodily fluids, blood and the removal of human tissue including body parts.
- Exposed to patients with life threatening conditions, will be exposed to death and dying and the provision of resuscitation procedures.
- The post holder may be expected to work in a variety of practice settings within the service according to service needs.
- Responsibility to supervise / support and develop junior staff.

TRUST VISION & VALUES

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

JOB TITLE: Nursing Associate Critical Care	
TRAINING, QUALIFICATIONS AND PROFESSIONAL REGISTRATIONS	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Maths and English Level 2 Qualification (Equivalent to GCSE Grade C or above) Care certificate completion or evidence of training related to health care support worker role Foundation Degree or Level 5 Diploma in Health and Social Care undertaken whilst training to be an Assistant Practitioner 	<ul style="list-style-type: none">
EXPERIENCE & KNOWLEDGE	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Can evidence a range of clinical competencies achieved during training related to the speciality / practice setting Ability to work effectively as a team player under appropriate supervision, 	<ul style="list-style-type: none"> Understanding of evidence based practice Evidence of involvement in support / development of less experienced staff

<p>and as part of a multi-disciplinary team</p> <ul style="list-style-type: none"> • Insight into how to evaluate own strengths & development needs, seeking advice where appropriate • Ability to take part in reflective practice and clinical supervision activities • Ability to deal with non-routine and unpredictable nature of the workload and individual patient contact • Understanding of the scope of the role of the Nursing Associate in context of the team and the organisation, and how the role may contribute to service development • Knowledge of when to seek advice and refer to a registered care professional • Understanding of basic physiology, e.g. normal vital signs, fluid balance, etc. 	
SKILLS & ABILITY	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Evidence of time management skills and ability to prioritise • Ability to communicate with members of the public and health and care providers • Can supervise / delegate appropriately to others 	<ul style="list-style-type: none"> •
OTHER SPECIFIC REQUIREMENT	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Courteous, respectful and helpful at all times • Ability to work on own initiative • Ability to undertake a range of shift patterns including on call across a range of practice settings associated with the role 	<ul style="list-style-type: none"> •