

Job Description

Job Title:	Trainee Nurse Associate
Band:	3
Responsible to:	To be confirmed
Department:	To be confirmed
Directorate:	To be confirmed

Our Values

	Behaviour	How we will demonstrate this behaviour
Professionalism	We will maintain the highest standards and develop ourselves and others	By demonstrating compassion and showing care, honesty and flexibility
Respect	We will create positive relationships	By being kind, open and collaborative
Innovation	We are forward thinking, research focused and effective	By using evidence to shape the way we work
Dignity	We will treat you as an individual	By taking the time to hear, listen and understand
Empowerment	We will support you	By enabling you to make effective, informed decisions and to build your resilience and independence

Job Purpose

The Trainee Nurse Associate is a developmental role. You will be expected to successfully complete the Nursing Associate Apprenticeship programme which includes the attainment of a level 5 Foundation Degree. You will develop your knowledge and skills and competencies related to the role of Nursing Associate through completion of the apprenticeship programme which will take place in a local university, and a variety of care settings and delivery of person-centred care. Following successful completion of the course you will work to a nationally recognised code of conduct – NMC.

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The Role of the Training Programme

- The training programme emphasises the role that trainee Nursing Associates can play in life-course (pre-conception to end of life) approaches towards health and well-being and the ways in which they actively contribute to the delivery of holistic care. Holistic care, across life-course, is a whole-person approach which considers, and equally values, physical, psychological and public health needs, learning disabilities, social, economic, spiritual and other factors in the assessing, planning and delivery of care.
- The overall outcome from the training programme is a Nursing Associate that is fit to practice in the widest range of settings as well as being equipped with the specific knowledge, skills and capabilities required for the context in which they have trained and are employed.

Duties and Responsibilities

With training and support the trainee will:

- Deliver high quality, compassionate care under the direction of a Registered Nurse (or other registered care professional dependent on setting) with a focus on promoting health, independence, comfort, dignity, privacy and quality of life for patients.
- Have proficient attitudes and behaviours compatible with the Trusts values.
- Work as part of a designated clinical and care team delivering care that focuses on the direct needs of the individual.
- Carry out specific delegated clinical and care tasks and responsibilities to a high standard and competency, under the direction and supervision of a registered nurse or other registered care professionals dependent on setting.
- Work with a mentor to take responsibility for developing own clinical competence, leadership and reflective practice skills within the workplace, while on placements and through attending the Nursing Associate Apprenticeship Programme.
- Develop, by the end of the Nursing Associate Apprenticeship Programme, the ability to work without direct supervision, at times delivering care independently in line with the individual's defined plan of care, within the parameters of practice of the Nursing Associate role, accessing clinical and care advice when needed.
- Complete accurate client records in line with CPFT policy. Be aware of the requirements of both paper and electronic record keeping on SystemOne and other external health care systems.

Knowledge, training, and experience

- See person specification for qualifications/equivalent experience
- Develop knowledge of the scope of practice of the Nursing Associate role within different care settings
- Develop and improve practical and theoretical knowledge, competence and skills throughout the Nursing Associate Apprenticeship Programme and maintain all evidence required
- Contribute towards developing a culture of learning and innovation, developing high quality learning environments

3. Clinical responsibilities – Individual's care

The following list is indicative as tasks and responsibilities will vary depending on the care

setting the trainee Nursing Associate is working in.

- Develop understanding of all elements of the nursing process and be able to assist the registered nurse in the on-going assessment, planning, management and evaluation of care
- Support individuals with all aspects of care including daily living, providing person-centred care and promoting health and independence through awareness raising and care navigation to other professionals as appropriate.
- Perform and record clinical observations including blood pressure, temperature, respirations, pulse
- Undertake clinical tasks including cannulation, venepuncture, ECGs
- Accurately record nutritional and fluid intake
- Ensure the privacy, dignity and safety of individuals is maintained at all times
- Demonstrate the ability to recognise changing priorities seeking advice and guidance from the Registered Nurse or other registered care professionals as appropriate.
- Report back and share information with the registered nurses on the condition, behaviour, activity and responses of individuals.
- Recognise issues relating to safeguarding vulnerable children and adults and report any problems or raise concerns to the appropriate registered care professionals.
- Assist in the assessment of and contribute to the management of risk across several areas within the environment where care is being administered.
- Assist in the implementation of appropriate action to meet the specific physical, emotional and psychological, social, cultural and spiritual needs of individuals and carers.
- Assist in the delivery of complex care as prescribed by the registered nurse.
- Develop understanding of caring for individuals with particular conditions for example dementia, mental illness, learning disabilities.
- Develop skills in relation to coaching/teaching individuals/carers/other staff.
- Assist with the implementation and monitoring of clinical standards and outcomes.
- Develop a working knowledge of other providers' resources and referral systems to ensure individual's needs are met, within parameters of practice.
- Engage in reflective practice including management of self and reflection on own reactions, asking questions and reflecting on answers given.
- Demonstrate good understanding of principles of consent and ensure valid consent is obtained prior to undertaking nursing and care procedures.
- Demonstrate good understanding of the Mental Capacity Act / Deprivation of Liberties and applies principles to everyday practice seeking advice / guidance from the Registered Nurse or registered care professional as required.

Policy and Service Development

- Promote health and safety maintaining best practice in health, safety and security
- Share ideas with colleagues to improve care and suggest areas for innovation
- Participate in audit activities being undertaken in area of practice
- Contribute to the improvement of service by reflecting on own practice and supporting that of others
- Adhere to legislation, policies, procedures and guidelines both local and national
- Regularly attend workplace and staff engagement meetings and contribute positively to discussions about the improvement of care

Planning and Organisation

- Plan and manage competing demands of job role, study and placement activities
- Work in an effective and organised manner demonstrating excellent time management and organisational skills to effectively deliver person-centred care for an allocated group of individuals
- Deliver effective care following treatment plans determined by the Registered Nurse or registered care professional and provide feedback on progress against the plans
- Work as an effective team member, liaise and work with other NHS services and external health care and/or education providers.
- Maintain an open and professional communication with patients, their families and carers at all times.

Communication and Relationships

- Communicate effectively across a wide range of channels and with a wide range of individuals, the public, health and social care professionals, maintaining the focus of communication on delivering and improving health and care services
- Demonstrate those inter-personal skills that promote clarity, compassion, empathy, respect and trust
- Contribute to team success and challenge others constructively
- Communicate with individuals, carers and other visitors in a courteous and helpful manner, whilst being mindful that there may be barriers to understanding
- Report to appropriate registered care professional information received from the individuals, carers and members of the team
- Ensure all patient related information is treated sensitively and adhere to the principals of confidentiality at all times
- Report any accidents or incidents and raise any concerns as per organisational policy
- Ensure clear, concise, accurate and legible records and all communication is maintained in relation to care delivered adhering to local and national guidance
- Ensure ability to manage electronic records system taking cognisance of need to protect access (ID, passwords, swipe cards)
- Act in ways which support equality and value diversity
- Demonstrate own duties to new or less experienced staff
- Support development of less experienced staff and students
- Exercise personal duty of care in the safe use and storage of equipment.
- Ensure safe, effective and efficient use of resources and equipment.
- Be environmentally aware and prudent in use of resources and energy.

Analytical and Judgemental Skills

- Exercise personal responsibility and work independently within defined parameters of practice, taking the initiative in a variety of situations and performing a range of clinical and care skills consistent with the role, responsibilities and professional values of a trainee Nursing Associate
- Exercise judgment in assessing patient condition, comfort and wellbeing using analysis of a range of possible factors
- Ensure that only those activities for which competence has been achieved are undertaken without supervision and that recognition is given to the impact and consequences of practising outside capability

Physical, mental, emotional & environmental demands of the job

- Use frequent moderate effort when undertaking carrying out the manual handling of individuals and equipment in line with organisational guidelines
- Use skills of manual dexterity and manipulation of clinical instruments and equipment
- Use a combination of standing, walking bending and stretching throughout the shift.
- Frequently use concentration and experience work patterns which are unpredictable with regular interruptions, some requiring immediate response.
- Maintain a professional approach while working in challenging, distressing situations or dealing with challenging behaviour.
- Support individuals, their families and carers when faced with unwelcome news and life changing diagnoses.
- Dependent on care setting, have frequent exposure to highly unpleasant working conditions e.g., dealing with uncontained body fluids and difficult aggressive behaviour.
- Have exposure to VDU screen.

Training & Development

- To participate in regular supervision (clinical or management) in accordance with good practice guidelines and Trust policy.
- To participate in the Trust's annual Appraisal process.
- To attend all relevant mandatory training as and when required to do so.
- Be proactive in seeking opportunities to develop own knowledge and skills, achieving clinical competencies and Foundation Degree / Level 5 apprenticeship qualification within agreed timeframes. Seeks support / guidance in timely manner if any difficulties are encountered.
- Act as an excellent role model by upholding and implementing good practice in the workplace. Recognising and either directly challenging or seeks support to challenge any poor practice observed.
- Plan and manage competing demands of job role, study and placement activities.
- Develop skills in relation to coaching/teaching individuals/carers/other staff
- Develop skills to maintain professional standards of record keeping
- Follow all information governance guidance and policies, and work within the organisational policy, procedures and guidelines.
- Maintain confidentiality as outlined within data protection policies

Quality & Patient Safety

- Protection of Children & Vulnerable Adults – To promote and safeguard the welfare of children, young people and vulnerable adults.
- Implementation of NICE guidance and other statutory / best practice guidelines. (If appropriate)
- Infection Control - To be responsible for the prevention and control of infection.
- Incident reporting - To report any incidents of harm or near miss in line with the Trust's incident reporting policy ensuring appropriate actions are taken to reduce the risk of reoccurrence.
- To contribute to the identification, management and reduction of risk in the area of responsibility.
- To ensure day to day practice reflects the highest standards of governance, clinical effectiveness, safety and patient experience.

- To ensure monitoring of quality and compliance with standards is demonstrable within the service on an ongoing basis.
- To be aware of the responsibility of all employees to maintain a safe and healthy environment for patients/ clients, visitors and staff.
- Be responsible and accountable for own practice, working within limits of competence and within professional boundaries
- Raises any concerns to a registered care professional or appropriate person

General

- To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health.
- To comply with the Professional Codes of Conduct and to be aware of changes in these. To maintain up to date knowledge of all relevant legislation and local policies and procedures implementing this.
- To ensure that all duties are carried out to the highest standard and in accordance with currently quality initiatives within the work area.
- To comply with all relevant Trust policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information and to be aware of any changes in these.
- To comply at all times with the Trust's Information Governance related policies. Staffs are required to respect the confidentiality of information about staff, patients and Trust business and in particular the confidentiality and security of personal identifiable information in line with the Data Protection Act. All staff are responsible for ensuring that any data created by them is timely, comprehensive, accurate, and fit for the purposes for which it is intended.

Equality & Diversity

The Trust is committed to equality and diversity and works hard to make sure all staff and service users have access to an environment that is open and a free from discrimination. As a Trust we value the diversity of our staff and service users, and therefore recognise and appreciate that everyone associated with the Trust is different and so should be treated in ways that are consistent with their needs and preferences.

Therefore all staff are required to be aware of the Trust's Equality and Diversity Policy and the commitments and responsibilities the Trust has to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

We firmly believe that it makes good business sense to have a workforce representative of the communities we serve and so encourage applications from all sections of the community.

To be noted:

- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

- This post is subject to the Rehabilitation of Offenders Act 1974 (Exemption Order 1975) and as such it will be necessary for a submission for disclosure to be made to the Criminal Records Bureau to check for previous criminal convictions. The Trust is committed to the fair treatment of its staff, potential staff or users in line with its Equal Opportunities Policy and policy statement on the recruitment of ex-offenders.

Person Specification

Job Title:	Trainee Nurse Associate
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Criteria	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> Educated to Level 2 in Maths and English. (GCSE A-C / 4-9 / Functional Skills / ore equivalent) Level 3 NVQ Health and Social Care or Equivalent Can demonstrate basic numeracy skills Commitment to undertake and complete specific competencies, namely Nursing Associate Foundation Degree Apprenticeship 	<ul style="list-style-type: none"> Evidence of recent work-based learning or self-directed learning Qualifications and Credit Framework Level 3 in Care or equivalent in terms of both academic attainment and previous care experience Essential induction training and experience – care certificate or equivalent Completion of an HCA development programme.
Experience	<ul style="list-style-type: none"> An understanding of the importance of confidentiality and how it applies to patient care Working knowledge of Information Governance and Safeguarding Experience of working in Health Care Experience of working in a team to achieve good patient 	<ul style="list-style-type: none"> Previous experience of working within a health / care setting. Evidence of involvement in support / development of less experienced staff

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	<p>care</p> <ul style="list-style-type: none"> • Experience of working with a diverse community. 	
Knowledge & Skills	<ul style="list-style-type: none"> • Good communication skills both verbally and written, to be able to follow direction from a clinical supervisor and maintain patient records. Ability to overcome barriers to effective communication. • Effective organisational skills, time management and ability to prioritise own workload. With ability to respond appropriately to urgent and emergency situations. • Is competent in undertaking clinical observations appropriate to care setting. • Ability to take part in reflective practice and clinical supervision activities • Knowledge of when to seek advice and refer to a registered care professional 	<ul style="list-style-type: none"> • Understanding of evidence-based practice • Understanding of basic physiology, e.g., normal vital signs, fluid balance, nutritional requirements, etc.
Personal Qualities	<ul style="list-style-type: none"> • Ability to work alone/use own initiative. • Ability to work effectively, and responsibly, as a team player under appropriate supervision, and as part of a multi-disciplinary team. • Ability to communicate with members of the public and health and care providers • 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 	

	<p>contribute to service development</p> <ul style="list-style-type: none"> • Insight into how to evaluate own strengths and development needs, seeking advice where appropriate • Courteous, respectful and helpful at all times 	
Other	<ul style="list-style-type: none"> • Ability to move between sites working across health and social care as required by the needs of the development programme • Understanding of the importance of the promotion of health and wellbeing (Making Every Contact Count) • Intermediate IT skills 	

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The Trust believes in treating everyone with dignity and respect and encourages applications from all sectors of the community. We guarantee an interview to candidates with disabilities who meet the minimum essential criteria.