Greater Manchester (GM) JOB DESCRIPTION

Title: Trainee Nurse Associate (Year 1 of Programme)

Working Towards: Nurse Associate Foundation Degree – Health & Social Care

Band: 2 (provisional)

Reports to: Ward Manager (or equivalent in Community and Mental Health Services)

Accountable to: Ward Manager (or equivalent in Community and Mental Health Services)

Key Relationships: Patients and families, Heads of Nursing, Directorate Manager, Lead Nurses, Clinical Nurse Leaders, Specialist Nurses, Senior and junior nurses within the department, AHPs, Education Leads, Consultant and junior medical staff, support and ancillary staff including nursing students, Community nursing services, GP’s, Social Services, teams of nursing specialist based in and outside the hospital setting, clinical governance teams and all members of the multi disciplinary team to ensure a co-ordinated service is provided

Role Summary
This is a developmental role, which enables the post holder to undertake a work based training programme in order to meet the competencies and educational standards for a Nursing Associate role. The trainee will work towards progression into the 2nd year of the Trainee Nursing Associate programme. He/she will develop and maintain knowledge, skills and competencies related to the role of Nursing Associate within the service and through completion of the Nursing Associate training programme.

The Nursing Associate training programme combines and integrates both academic and work-based learning through close collaboration between employers and education providers. A Trainee Nursing Associate will be based, as an employee, in a particular organisation, in a specific setting, but will experience working in alternative settings in order that they will gain a wide appreciation of many health and care contexts and are able to fulfil all the requirements of the 2 year programme.

At the end of the programme, the Trainee Nursing Associate will be equipped with the knowledge, understanding, skills, attitudes and behaviours relevant to employment as a Nursing Associate and will work to a national recognised code of conduct.

The Trainee Nurse Associate will:

- Participate and assist in the delivery of care/services to service users as part of the health, therapy and social care team.
- Carry out specific delegated clinical and care tasks and responsibilities to a high standard and competency, under the direction and supervision of a Registered Practitioner.
Develop by the end of the first year of the Trainee Nurse Associate programme the ability to work with reduced levels of 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, accessing clinical and care advice when needed.

Work with a clinical supervisor and practice educator to take responsibility for developing his/her own clinical competence within the workplace, while on placements and through attending the Nursing Associate training programme.

Provide feedback to assist in the evaluation of the Nursing Associate pilot programme.

This is a training post within a national 2 year pilot and as such the post holder will be expected to complete the Foundation Degree in Health and Social Care within two years of the commencement of the programme.

Key Result Areas

Leadership & Consultancy
The post holder will be expected to:

- Be responsible for self and others through identifying risks, undertaking work activities in a safe manner.
- Attend ward /dept meetings
- Participate in providing feedback as part of evaluation of programme of training.

Management
The post holder will be expected to:

- Organise the supply and maintenance of materials and equipment. Ensuring they are placed in the correct area and present no hazard to staff, patients and visitors.
- Welcome and orientate patients/clients/visitors and others to the ward/department.
- Proactively help patients/clients and carers to take an active role in care delivery.
- Be familiar and comply with all Trust Policies and Procedures
- Exhibit professional behaviour and attitude at all times, and demonstrate excellent customer care skills in accordance with Nurse Associate Code of Conduct.
- Adhere to Trust Uniform Policy.
- Maintain and adhere to Trust Zero Tolerance policy.
- Contribute to effective team working, by being fully involved, committed and participating, to achieving full potential.
- Assist in preparing patients/clients notes, relevant charts, nursing documentation and identity bracelets prior to, and on admission.
- Undertake clerical duties as directed by the Registered Practitioner in relation to all verbal and written communications, ensuring messages and communications are passed to other team members, storage and retrieval of such information.
- Use IT systems for e.g. patient records and data collection.
- Contribute in the supply and maintenance of materials and equipment to ensure the efficient running of the clinical environment.
- Assist with the checking and recording of deliveries to the clinical areas against original orders. Ensure stock rotation is undertaken to minimise the risk of equipment becoming out of date.
- Assist in the transfer of materials and equipment as requested, including the maintenance of equipment as appropriate
- To adhere to all organisational policies and procedures.
Clean and return to Central Sterile Supplies Department (CSSD), or dispose of as appropriate, equipment utilised in procedures and treatments.

Clinical Practice
In line with the training programme, once competencies have been assessed in practice, the post holder will be expected to:

- Ensure patients/clients nutritional needs are met through assisting in the preparation of patients/clients prior to meals and beverages, give help and assistance in feeding/drinking as necessary.
- Appropriately record and monitor dietary intake of patients/clients, informing relevant staff of progress and/or any difficulties relating to dietary/fluid intake.
- Assist patients/clients in gaining access to and in the use of appropriate toilet facilities. Measure and record body waste/fluid balance accurately.
- Assist patients/clients in maintaining their personal hygiene, grooming and dressing needs with specific concern for their religious, cultural and personal preference, ensuring privacy and dignity at all times.
- Assist patients/clients in their mobility requirements, help move and position appropriately to maximise their physical comfort, utilising equipment as directed by the multi professional team.
- Prepare individual patients/clients and the environment to ensure effective movement and/or handling procedures.
- Assist in the care of patients/clients pressure areas and prevention of pressure sores.
- Assist in the correct procedure of duties relating to last offices for deceased persons. Ensure that all religious and cultural wishes, obligations are adhered with.
- When necessary initiate and assist with basic cardio-pulmonary resuscitation procedures (First Aid).
- At the delegation of the Registered Practitioner transfer the patient/client from one care area to another, i.e. ward environment to discharge lounge/ other ward.
- Perform and record patient’s/client’s vital signs as directed, reporting findings to the Registered Practitioner on duty – Temperature, Blood Pressure, Respiration and Pulse.
- Perform and record Blood Glucose levels – finger pricks, utilising blood glucose monitoring equipment - reporting results to a Registered Practitioner.
- Perform and record urine testing - Midstream Specimen, 24Hr collection, Ileu Conduit Urine, Dip Stick – as per Trust policy, reporting results to a Registered Nurse.
- Assist in providing conditions to meet the patient’s/client’s need for rest and sleep.
- Chaperon the patient/client as required ensuring appropriate support.
- Actively support and assist in alleviating distress and anxiety of patients/clients or carers, consistent with their personal beliefs and preferences.
- Record patient’s/client’s items of property in the ward property and valuables book, ensuring valuables are correctly placed into safekeeping.
- Prepare trolleys for specific clinical procedures.
- Maintain cleanliness in the work environment in line with Trust Health and Safety policies.
- Prepare and maintain environments for clinical procedures.
- Develop knowledge in medications and medication administration practices.

Education and Development
The post holder will be expected to:

- Maintain responsibility for the identification of own continuing educational needs and development and take part in annual appraisal.
- Maintain competence in Resuscitation, Moving, Handling, and Fire Education through annual attendance of lectures in adherence to Trust Policy.
To undertake a devised work based training programme, the Foundation Degree in Health and Social Care adhering to the approved education providers course guidelines, rules and regulations and ensure module completion dates are met.

To work regularly under the guidance of the Clinical Educator and the multi-disciplinary team developing knowledge and practice based competency within the framework of the Foundation Degree learning outcomes.

To attend all study sessions arranged by education provider and Clinical Educator.

To attend and participate in regular personal development, action plans and appraisal systems as the training programme indicates, with the Clinical Educator, personal tutor and line manager.


To attend all mandatory training as required by organisational policies.

To attend appropriate training courses and keep up to date with developments within the service area.

Participate in the training programmes of others supporting trainee support workers and support workers.

Key Processes
The post holder will be expected to:

- Under the delegation of the Registered Practitioner undertake care delivery, record the patient interventions carried out utilising the patients nursing records. These records must be countersigned by the Registered Practitioner who delegated the duties.
- Act at all times in a manner which illustrates respect for privacy, dignity and confidentiality.
- Have a responsibility to ensure all information processed for patients and staff is kept confidential, accurate and in line with the data protection act 1998 and Caldecott policy.

This job description is an outline of the key tasks and responsibilities of the role and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services, as well as the personal development needs of the post holder.

Where particular Directorates require the post holder to focus on specific issues and/or areas of concern, this will be discussed through the performance management process.

Health and Safety
The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust’s Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.

Infection Control
It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust Infection Control manual and ensure that all staff have appropriate training and assessment to reduce hospital infections. Ensure root cause analysis is undertaken and action plans agreed and updated for HAIs.
Child Protection & Vulnerable People
Ensure that the policy and legalisation relating to child protection and vulnerable adults are adhered to. It is the responsibility of all staff to safeguard children reporting any concerns to the identified person within your department/division or area of responsibility.

Security
The post holder has a responsibility to ensure the preservation of NHS property and resources.

Confidentiality
The post holder is required to maintain confidentiality at all times in all aspects of their work.

Team Briefing
The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

No Smoking Policy
The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas. Staff appointed will agree to only smoke in designated areas.

THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER

Signed (Employee): Date:

Signed (Manager): Date:
## PERSON SPECIFICATION

**TRAINEE NURSE ASSOCIATE**
*(Year 1 of Programme)*

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<th>QUALITY</th>
<th>ESSENTIAL CRITERIA</th>
<th>DESIRABLE CRITERIA</th>
<th>METHOD OF ASSESSMENT</th>
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| **Educational Qualifications** | General education completed.  
Level 2 Functional Skills in English and maths | GCE, GCSE's particularly in English and Maths. | Certificates                  |
| **Training/Knowledge**                  | Demonstrate ability to study at Diploma of Higher Education Level and commit to completing the Level 5 Foundation Degree  
Understand the scope of the Nurse Associate in the context of the team and organisation, and how the role will contribute towards service development | Holds NVQ Level 2 in Care qualification.  
Completion of an HCA development programme or evidence of work based or self-directed learning.  
Understanding of basic physiology, normal vital signs, fluid balance, nutritional requirements.  
Understanding of evidence based practice. | Certificates, application & interview |
| **Work Experience**                        |                                                                                     | Previous clinical support experience in a care setting. | Application form and Interview |
| **Skills**                                  | Ability to communicate with members of the public and health care providers.  
Able to work on own initiative, following direction by Registered Practitioner.  
Caring skills.  
Ability to work on own initiative.  
Ability to take part in reflective practice and clinical supervision activities.  
Intermediate IT skills. |                                                                                     | Application form and Interview |
| **Personal Attributes**                    | Committed to delivering high standards of patient care.  
Friendly, open, empathetic and compassionate.  
Professional outlook and positive attitude.  
Able to relate well with patients/clients/relatives/visitors/ Colleagues / the multi-disciplinary team and wider Trust staff.  
Honest and trustworthy. |                                                                                     | Interview                      |