

Trainee Nurse Associate Job Description & Person Specification –

A summary of the role responsibilities and person specification



University Hospitals
Bristol and Weston
NHS Foundation Trust

Why Our Trust?

Terms and conditions

Post – Trainee Nurse Associate Registered Nurse Degree Apprenticeship

Division – Trustwide

Department - Trustwide

Band – Band 3

Hours of work – Full Time (37.5hrs per week)

Location – Trustwide

Annual leave – Up to 33 days dependant on NHS Service

Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: www.nhsbsa.nhs.uk/pensions

Main Duties and Responsibilities

The trainee will, over two years, work towards progression into the post of a Band 4 Nursing Associate through developing and maintaining knowledge, skills and competencies related to the role of Nursing Associate within the service and successful completion of the Nursing Association training programme which includes the attainment of a level 5 Foundation Degree equivalent qualification. The trainee will work as part of a team, delivering health and social care that focuses on the direct needs of service users. They will carry out specific clinical tasks and responsibilities as delegated by registered practitioners and will be able to work across the boundaries of care and organisations.

The post holder will be required to work shifts including evenings, nights and weekends.

About us

Our mission is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

What you'll love about working here

UHBW has been rated by the CQC as 'Good' - our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

A digital exemplar- Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

Sustainable healthcare - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

Access to further opportunities with the Trust - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.

'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy. The Trust will not tolerate discrimination, harassment or bullying under any circumstances and particularly because of a characteristic protected by the Equality Act 2010.

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Main Duties and Responsibilities

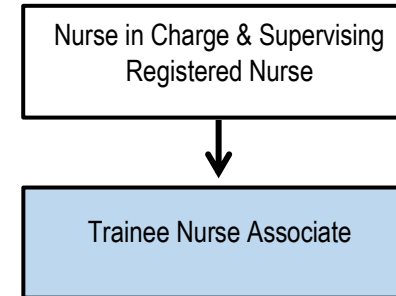
Following successful attainment of the Nurse Associate Foundation degree, staff will be required to remain under the employment of UH Bristol for a minimum of 2 years.

Scope of the role

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 and independence
- Have proficient attitudes and behaviours compatible with NHS 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 Training Programme
- Develop by the end of the Nursing Associate Training 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
- The trainee will ensure they meet all the requirements to complete the Academic programme in order to register with the NMC s well as the Apprenticeship qualification for future employment.
- The trainee will ensure they remain compliant with all the requirements of their existing employment contract within the Trust.

Organisational Structure



Key Relationships

Clinical:

Ward / Department manager (Band7), Registered Staff Nurses (Band 6&5), Nursing Assistants, support staff, Clinicians and other Health Care Professionals within the multi-disciplinary team

Academic & Placement:

TNA Placement Support Learning Education Facilitator, Practice Assessors, Practice Supervisors and Academic Assessor (University West of England) and fellow trainees.

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Clinical

The following list is indicative as tasks and responsibilities will vary depending on the care setting the trainee Nursing Associate is working in. The content will be reviewed in the light of the evaluation of the Nursing Associate pilot programme.

- 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 and 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 care¹ as prescribed by the registered nurse

¹Nursing Associates can deliver complex care, defined as patients with complex care needs with a combination of multiple chronic conditions, mental health issues, medication-related problems, and social vulnerability if a specific protocol has been written for that group of employees

- 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

Communication:

- 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

Main Duties and Responsibilities (continued)

- 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

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- 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)

Organisation and Planning:

- 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

Education and Training

- 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 Training Programme and maintain all evidence required
- Contribute towards developing a culture of learning and innovation, developing high quality learning environments
- Be proactive in seeking opportunities to develop own knowledge and skills, achieving clinical competencies and Foundation Degree / Level 5 qualification as identified in the Nursing Associate Curriculum Framework
- Will be supervised in practice until deemed competent

Professional

- Be familiar and comply with all Trust Policies and Procedures

- Act at all times in a manner, which illustrates respect for privacy, dignity and confidentiality
- Demonstrate professional behaviour and attitude at all times, with excellent customer care skills and ensure actions support equality and diversity
- Act within limits of own competence, ensuring actions support care, protection and wellbeing of others
- Maintain responsibility for the identification of own continuing educational and development needs, including audits of own work practice. Formulate a personal development plan, and take part in the annual appraisal process
- Ensure all required mandatory training is undertaken in line with Trust policy. Participate where needed, during investigations relating to incidents involving patients and staff

Administration and information

- Use IT systems for e.g. data collection, patient records, information and treatment investigative requests
- Effectively utilise resources within departmental budgetary requirements.
- Ensure that correct procedures are followed in the event of an incident or accident involving patients, staff or visitors
- Participate in ward/department meetings

Development and Assessment of other Health Care/Therapy Workers

- Assess and support Health Care Support Workers as appropriate
- Act as a role model by upholding and implementing good practice in the workplace, demonstrating an awareness of evidence based care

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Personal Profile - (E) = Essential (D) = Desirable

Knowledge and Experience

- Employed as a HCA or CSW for at least 6 months and who has demonstrated competence in the delivery of fundamental nursing care at band 2 or 3 E
- Evidence of involvement in supporting/ developing less experience learners D
- Awareness and understanding of the trainee nursing associate role E
- Be up to date with their statutory, mandatory training and appraisal E
- Understanding of the Trust's and the University's requirements in undertaking the role E
- Applicants must be able to demonstrate that they are active in continuing personal and professional development either formally or informally E
- Knowledge and understanding of evidence based practice D

Skills and Abilities

- Able to manage patients' emotional needs and demonstrate empathy and caring E
- Ability to manage and prioritise conflicting workloads E
- Ability to be flexible and adapt to changing situations E
- Identifies patient issue/problems and escalates these to a RN E
- Ability to work collaboratively with other staff members. Accepts constructive criticism with good grace E
- Ability to function effectively under pressure E
- Ability to identify and help implement improvements to service E
- Ability to communicate effectively (written and verbal) E
- Computer literacy skills E

Aptitudes

- Motivated to undertake and complete the 2 year training programme. Shows drive and determination to achieve objectives E
- A genuine interest in developing the knowledge and skills to become a Band 4 Nursing Associate E
- Enthusiasm for and belief in patient healthcare E

Qualifications and Training

- GCSE grade C or above / New GCSE Grade 4-9 or Functional Skills Level 2 in Maths (numeracy qualifications or equivalent that meet the apprenticeship standards) E
- GCSE grade C or above / New GCSE Grade 4-9 or Functional Skills Level 2 in English Language (literacy qualifications or equivalent that meet the apprenticeship standards) E
- NVQ Level 3 / BTEC / A 'levels in any subject but preferably related to health and social care E

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Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

Workplace health and wellbeing

The Trust Workplace Health and Wellbeing Framework applies to all employees, students and volunteers who are encouraged to take responsibility for their individual health and wellbeing and to promote the wellbeing of colleagues. Line managers must recognise the importance of health and wellbeing and take it into account when planning tasks and designing jobs.

Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.

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