

## NURSING ASSOCIATE

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**Department:** Health and Community Services (HCS)

**Division:** Care Group and Specialist area

**Reports to:** Ward Manager

**JE Ref:** HCS1333

**Grade:** NMW03

**JE Date:** 15/11/2024

### Job purpose

The nursing associate has a breadth of knowledge across all stages of life and across the fields of nursing, providing holistic and person-centred care and support for people of all ages and in a variety of settings. The nursing associate works independently under the supervision of registered nurses, working within the relevant scope of practice and within all aspects of the nursing process.

Nursing Associate will recognise and work within the limits of their competence as defined by the NMC Code of Conduct and the Nursing Associate Standards of Proficiency and be able to identify own role boundaries. They are equipped with the knowledge, understanding, skills, attitudes and behaviours relevant to employment as a Nursing Associate.

The Nursing Associate will contribute to the health and wellbeing of our patients and service users across all healthcare settings. Integral to this role is the ability to communicate effectively, with sensitivity and compassion and to manage relationships with people, making reasonable adjustments where necessary.

### Job specific outcomes

1. Demonstrates a thorough knowledge of the guidelines of the NMC Code and apply these to maintain trust and credibility with patients, carers, and colleagues.

2. Complies with all legislative, HCS policy, procedures and professional practices in line with professional codes and statutory responsibilities. Ensures confidentiality is adhered to in accordance with professional codes of practice and will abide by the Data Protection (Jersey) Law 2018.
3. Discuss personal performance and future educational requirements through regular appraisals and personal development planning. Ensure own mandatory training is kept up to date. Encouraged to undertake reflective practice and utilise opportunities to engage in clinical supervision
4. To contribute to assessment, planning, implementing and evaluation of patients/service users' care and management, ensuring provision of patient/client centred care.
5. Maintains contemporaneous nursing records of care delivery via digital and non-digital systems. Be aware of the need for confidentiality both within the written and spoken word and ensure correct storage of patients' records at all times, to comply with the HCS Information Governance Code.
6. Demonstrates sound knowledge of care and treatment in order to undertake non-complex nursing assessment/reassessment in various settings under the direction/supervision of senior staff. Be responsible for own actions and omissions and escalate concerns appropriately. Support a culture of teamwork within the clinical area.
7. Follows Health and Safety policy and procedures within the clinical environment including COSHH, fire and safe handling. May be required to participate in the audit process within the clinical area.
8. Participates in the budget management of the area by using resources wisely, which in turn leads to a "value for money" culture.
9. Facilitates and supports the patient journey through the organisation including timely discharge. Establishes good communication with all disciplines and agencies who are involved in the patients care. Where required, will liaise with community providers surrounding patient's care always including the patient/family/carer.
10. Report all accidents and untoward incidents to the nurse in charge of the area and complete an incident form in accordance with HCS policy. Ensures all appropriate safeguards are in place, always advocating for the patient. Liaises with appropriate agencies when there are safeguarding concerns regarding actual/potential risks to patients and/or their dependents. Shall be aware of and comply with all safeguarding

policies and procedures. Ensures that Significant Restriction of Liberty (SRoL) are applied in line with legislation. Promotes a culture of openness and transparency within the department, enabling staff to feel safe to speak up to advocate for patient's needs.

11. Delivers safe, evidenced based care to patients, ensuring that the patients and relatives voice is heard throughout. Embeds agreed quality standards within the department, supported by senior colleagues within the area.
12. Complies with all Infection Prevention and Control (IPaC) polices and has courage to challenge poor practice. Participates in the undertaking of IPaC audits as requested by line manager.
13. Ensures that patient's feedback is managed as per Government policy, actively engaging in de-escalation processes at ward level, to resolve issues as they arise. If issues are not able to be resolved, escalates concerns to as per policy, and signposts patients to resources to support them in the process of making a complaint.

### Statutory responsibilities

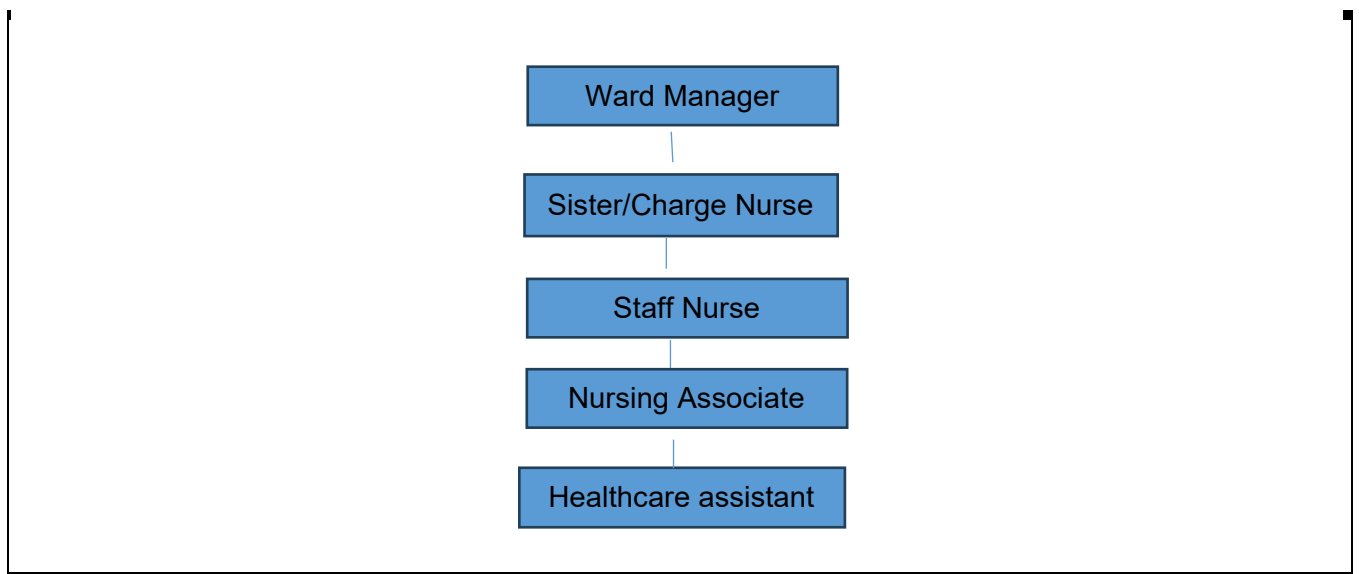
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

### Organisational structure

#### One Government Departments



## Organisation chart



### Person Specification

#### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<p>Registered Nursing Associate on the NMC register</p> <p>Educated to a minimum level 5 Foundation degree level specific to Nursing Associate practice</p> <p>Basic life support</p>	<p>Evidence of ability to mentor Demonstrate an involvement in link nurse, or project work</p>

<p><b>Knowledge</b></p>	<p>Knowledge and understanding of clinical and human factors in the delivery of safe healthcare practice.</p> <p>Knowledge of the Governance and Risk required underpinning the delivery of safe patient care.</p>	
<p><b>Technical / Work-based Skills</b></p>	<p>Use of health digital systems and other computer systems.</p> <p>Remains calm in stressful situations and can use escalate concerns and seek appropriate support when required</p> <p>Has up to date knowledge of best practice, and the application of this practice.</p> <p>Understanding and application of NMC “The Code” and requirements of it for the practice and behaviour of staff and self.</p> <p>Ability to participate in reflective practice and</p>	

	<p>understand the requirements for NMC Revalidation</p>	
<p><b>General Skills/Attributes</b></p>	<p>Willingness to engage in opportunities to build upon knowledge and skills.</p> <p>Excellent communications and team working skills.</p> <p>Promote equality and value diversity</p> <p>Flexible and adaptable to service needs and demand across the whole organisation</p> <p>Recognition of own level of competence and limitations and able to communicate these to appropriate staff</p> <p>Demonstrate effective written and verbal communication skills</p> <p>Knowledge of when to seek advice and escalate to the appropriate professional for expert help and advice</p>	<p>.</p>

<b>Experience</b>	Understand the scope of the role of the Nursing Associate in the context of the team and the organisation, and how the role contributes to service development	
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### Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.

### Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.