

## SAMPLE JOB DESCRIPTION PRIMARY CARE SETTINGS EXTERNAL APPLICANTS

<b>JOB TITLE</b>	<b>Student Nurse Associate (Apprenticeship)</b>
<b>CONTRACT TYPE</b>	<b>2-year fixed term contract: 2 years + 3months for external candidates</b>
<b>SALARY/BAND</b>	<b>Band 3 (minimum requirement if recruiting externally)</b>
<b>LOCATION</b>	<b>General Practice/Nursing Home and at selected Trusts whilst studying</b>
<b>ACCOUNTABLE TO</b>	<b>Practice Nurse Assessor and Line Manager</b>
<b>PROFESSIONALLY ACCOUNTABLE TO</b>	<b>Nursing and Midwifery Council</b>
<b>HOURS OF WORK</b>	<b>This is a full-time post of 37.5 hours per week.</b>
<b>START DATE</b>	<b>October 2024</b>

***NB This is a sample Job Description for a Student Nursing Associated employed in a General Practice/Nursing Home setting, applicable to external candidates only i.e., not employed within a General Practice/Nursing Home setting at the time of applying to the Nursing Associate programme.***

***NB To apply, you must provide evidence of Maths and English GCSEs (grade 9 to 4, A to C) or Functional Skills Level 2 prior to interview. Failure to produce this evidence will mean that an interview cannot, unfortunately, be offered.***

### **JOB PURPOSE:**

This is a developmental role. The student will work towards progression into the post of Nursing Associate through successful completion of the Nursing Associate training programme at Middlesex University. This includes the attainment of a level 5 Foundation Degree equivalent qualification. They 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 which includes working in care settings and delivery of person-centred care. The role will be based in a General Practice/Nursing Home setting with period of university study and a period of training in 'spoke placements' such as a hospital setting.

## MAIN DUTIES AND RESPONSIBILITIES:

### JOB PURPOSE

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

At the end of the programme, the student 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 nationally recognised code of conduct.

The training programme emphasises the role that student 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 who 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.

The student will:

- Deliver high quality, compassionate care to patients of all genders, under the direction of team health professionals with a focus on promoting health and independence
- Have proficient attitudes and behaviours compatible with NHS and NMC Values
- Work as part of a designated team delivering personalised care Conduct clinical and care tasks and responsibilities to a high standard and competency delegated and supervised by a team of registered care professionals.
- Work with a practice assessor 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 at Middlesex University
- Provide feedback to assist in the evaluation of the Nursing Associate 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.

### KNOWLEDGE, TRAINING AND 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 Training Programme and maintain all evidence required
- Contribute towards developing a culture of learning and innovation, developing high quality learning environments
- Attend all learning sessions both remote and face to face whether conducted by Middlesex University or internally and all spoke placements as expected.

## CLINICAL RESPONSIBILITIES

- Develop understanding of all elements of the nursing process and be able to assist the team in the on-going assessment, planning, management, and evaluation of care.
- Support individuals with all aspects of care including providing person-centred care and promoting health and independence through awareness raising such as smoking cessation advice and care navigation to other professionals as appropriate.
- Perform and record clinical observations such as blood pressure and taking pulse and temperature where indicated by the team of health professionals.
- Ensure the privacy, dignity and safety of individuals is always maintained.
- Demonstrate the ability to recognise changing priorities, seeking advice and guidance from the team as appropriate.
- Report back and share information with the health team 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.
- Develop understanding of caring for individuals with particular conditions for example dementia, mental illness, learning disabilities.
- Assist with the implementation and monitoring of clinical standards and outcomes.
- Engage in reflective practice including management and reflection of self. 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, 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 a Registered Nurse or registered care professional and provide feedback on progress against the plans

## 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 interpersonal 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 always adhere to the principles of confidentiality
- 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)

## ANALYTICAL AND JUDGMENTAL 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 Student 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

SAMPLE

## **INFORMATION RESOURCES**

- Develop skills to maintain professional standards of record keeping
- Follow all information governance guidance and policies
- Maintain confidentiality as outlined within data protection policies

## **PERFORMANCE MANAGEMENT**

You will be expected to participate in individual performance management processes and reviews.

## **PERSONAL DEVELOPMENT AND TRAINING**

We actively encourage development and are committed to offering learning and development opportunities. To support this, you must attend all statutory and mandatory training as required.

## **HEALTH AND SAFETY AT WORK**

You have a responsibility to work within the health and safety policies and procedures to ensure a safe working environment for patients, visitors, and employees.

## **INFECTION CONTROL**

It is your responsibility to adhere to the infection control policies and guidelines to promote cleanliness and reduce infections.

## **CONFIDENTIALITY AND DATA PROTECTION**

You are expected to comply with GDPR and all policies and procedures related to confidentiality and data protection and to work in accordance with relevant data protection legislation.

## **RISK MANAGEMENT**

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the organisation's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager or stated by the organisation to be mandatory.

The post-holder must always comply with the Practice's Health and Safety policies, by following agreed safe working procedures and reporting incidents using the organisations' Incident Reporting Systems.

The post-holder will comply with the Data Protection Act (2018) and the Access to Health Records Act (1990).

## **CONFLICT OF INTEREST**

You are required to declare any interest, direct or indirect with contracts involving the General Practice/Nursing Home and should not further your private interests during your work.

## EQUALITY AND DIVERSITY

We value equality and diversity in employment and in the services we provide. We will work hard to ensure that all job applicants, employees, and service users are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation, or trade union membership.

## CODES OF PRACTICE

The post holder will be expected to carry out work duties and tasks in accordance with all relevant codes of practice. These include General Practice's/Care Home codes of practice as well as the

Nursing and Midwifery Council standards of proficiency for Nursing Associates

## SAFEGUARDING ADULTS AND CHILDREN

You must make yourself aware of your responsibilities to maintain the wellbeing and protection of vulnerable children and adults. If you have reason for concern that a patient is at risk you should escalate this to an appropriate person, such as your manager, a safeguarding lead, or any other appropriate colleague.

## SMOKING POLICY

It is the organisation policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within the organisation's buildings and vehicles.

## JOB DESCRIPTION AGREEMENT

This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post-holder commensurate with the position. This description will be open to regular review and may be amended to consider development within the Practice. All members of staff should be prepared to take on additional duties or relinquish existing duties to maintain the efficient running of the Practice and Network.

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

## PERSON SPECIFICATION

Assessment Criteria: A = Application Form; I = Interview; R = References; T = Test

ATTRIBUTES/SKILLS	ESSENTIAL	DESIRABLE	MEASUREMENT
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Education and qualifications	<p>Maths and English GCSEs at grade A-C/9-4 or equivalent e.g. Functional Skills Level 2.</p>	<p>Level 3 in Care or equivalent in terms of both academic attainment and previous care experience.</p> <p>Demonstrable commitment to study at Level 5 Diploma of Higher Education Level and to complete the student Nursing Associate programme.</p>	<p>A</p> <p>I</p>
Skills and abilities	<p>Insight into how to evaluate own strengths and development needs, seeking advice where appropriate.</p> <p>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.</p> <p>Evidence of time management skills and ability to prioritise.</p> <p>Intermediate IT skills.</p> <p>Ability to communicate with members of the public and health and care providers.</p> <p>Courteous, respectful, and helpful at all times.</p> <p>Ability to deal with non-routine and unpredictable nature of the workload and individual patient contact.</p>		<p>A / I</p>



	<p>Able to participate in and travel to placements outside of host employer in various healthcare settings.</p> <p>Ability to work on own initiative.</p> <p>Ability to provide personal care to patients of all genders.</p>		
Experience	<p>Previous experience of working within a health / care setting.</p> <p>Ability to take part in reflective practice and clinical supervision activities.</p>		A / I
Knowledge	<p>Knowledge of when to seek advice and refer to a registered care professional.</p>		A/I
Other requirements	<p>Awareness of Equal Opportunities.</p> <p>Prepared to work unsociable hours including long days and weekends.</p> <p>Able to work flexibly according to the academic calendar.</p> <p>Non-judgmental.</p>		A / I