

<b>Inpatient Unit - Nursing Associate Job Description</b>			
<b>Job Title</b>	Nursing Associate		
<b>Salary Band</b>	Peace Way Band C		
<b>Hours per week</b>	37.5 (Full Time)		
<b>Dept/Location</b>	Inpatient Unit		
<b>Reporting to:</b>	Registered Nurse/ Inpatient Unit Sister		
<b>Number of staff managed:</b>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><i>Direct reports:</i> Designated Health Care Assistants</td> <td style="width: 50%;"><i>Managed through others:</i> Supervision of Health Care Assistants and Volunteers on shift</td> </tr> </table>	<i>Direct reports:</i> Designated Health Care Assistants	<i>Managed through others:</i> Supervision of Health Care Assistants and Volunteers on shift
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<b>Budget responsibility</b>	Not applicable		
<b>Other information helpful to understand size/scope of job:</b>	Peace Hospice Care (PHC) provides a wide range of services to people who are living with a palliative care illness or require bereavement support. There are three core services: IPU a 12-bed unit, Community Services and the Starlight Service which provides our Outpatient/ day services and consists of the Wellbeing Team (including counselling service) and the Rehabilitation Team. The three services are underpinned by a quality and education team to ensure the delivery of high-quality services. The Palliative Care Referral Centre (PCRC) is the hub for all referrals for palliative care services in West Herts, and is hosted by PHC.		

### **Job Summary**

Peace Hospice Care Inpatient Unit operates 24 hours a day, 7 days a week. The post holder will be required to work a range of shifts across the 24 hours, including rotation between days /nights/ weekends.

#### **Key objectives:**

- Deliver high quality Specialist Palliative and End of Life nursing care as part of the In-Patient unit multidisciplinary team.
- To support the Registered Nurse in ensuring the delivery of high-quality patient centred care, ensuring a holistic approach that is sensitive and responsive to the patients ever changing needs.
- To ensure Peace Hospice Care organisational vision and values are integral to the care delivered and role undertaken.
- As the named nurse provide and monitor the holistic nursing care for an allocated number of patients each shift.
- As a registered, associate nurse take responsibility and be accountable for your own actions or omissions, and to act in the best interests of your patients at all times.
- Recognise and work within the limits of their competence as defined by the NMC Code of Conduct for Nurses, Midwives and Nursing Associates.

**KEY TASKS:** - Some tasks may be delegated but the post holder remains responsible for ensuring that they are carried out satisfactorily.

#### **Clinical Practice: 60%**

1.	To participate in holistic needs assessment that explores individual patient's, and their carer's/family's physical, emotional, spiritual, practical, welfare rights and, if appropriate, the family's pre and post bereavement needs, using a variety of tools to support the process.
2.	To assist the senior nurse in patient assessment, planning of care, giving and supervising safe and compassionate care, and evaluating the effectiveness of care
3.	To be able to develop, update and monitor the individualised care plans ensuring they are patient centred and support the individual identified patient needs.

4.	To be able to deliver basic and complex specialist palliative and nursing care interventions that are responsive to the individual patient's requirements.
5.	Have knowledge of common palliative and EOLC symptoms and management strategies with experience to anticipate changes and knowledge of when to seek advice.
6.	To be able to communicate highly sensitive information, ensuring patients and their families/carers are adequately supported.
7.	To be able to demonstrate the ability to keep clear, completed, accurate and timely records through documentation, and verbal communication, the care undertaken and patient palliative care reported outcomes (OACC's).
8.	To ensure that patients and/or relatives are involved the planning and implementation of care and communicated with at all times and that care is delivered with consent and /or in patient's best interests. To ensure that patients/carers are informed and able to make informed decisions.
9.	To be responsible in leading on admission and discharge planning as required, ensuring patients advance care plans, preferences and wishes are clearly documented and communicated.
10.	To be responsible for planning and organising the patients care allocated each shift. Prioritising effectively according to patient needs and support the nurse in charge in ensuring allocated breaks and staff cover is in place.
11.	To be an active member of the MDT contributing to the presentation, decision making of the patients care planning. Liaise and maintain excellent communication between the multidisciplinary team, the wider Hospice teams, patients, relatives and carers.
12.	To be able to communicate effectively to own team, extended team and outside agencies, ensuring continuity of care is maintained across the different care settings/home.
13.	To participate fully in team working and maintain effective communications between members of the multidisciplinary team both internally and with community teams to maintain seamless coordination of care.
14.	To follow all agreed clinical procedures and statutory regulations related to Medicine management. Reporting omissions and incidences promptly.
15.	To follow all agreed policies for manual handling, infection control, health and safety, ensuring a safe environment for patients, visitors and staff visiting and within the service.
16.	To ensure the PHC agreed patient information pathway is implemented, signposting and informing patients and their families/carers of the range of services information available to them, recording their accessible information needs,
17.	Demonstrate the knowledge, skills and ability required to meet people's needs related to safe care- undertaking and documenting the required skin, mobility, nutrition & hydration, and mouthcare, nursing risk assessments.

**Managerial: 15%**

1.	To act as a role model for students and junior staff, where applicable act as their mentor.
2.	To have the highest regard for the principles of confidentiality and the importance of patient consent, ensuring adherence to the hospice privacy statement and patient consent policy.
3.	In accordance to all hospice policies, best practice guidelines and clinical protocols ensure own and others practice is safe and effective.
4.	To regularly attend service meetings, team meetings and other intra hospice meetings, ensuring information is cascaded to colleagues accordingly.
5.	To represent team as required at professional meetings as requested and feedback information appropriately.

6.	To participate in keeping accurate and legible records in accordance with existing practice and procedure at the Peace Hospice. To be aware of the legal requirements associated with keeping such records.
7.	To deal with any initial complaints and conflict as required, in a polite, calm manner and report to line manager and to report and document in accordance Hospice policies and procedures.
8.	To be accountable for reporting any risk, hazards or accidents that may occur in the service area, and ensure compliance with the terms of the Health and Safety at Work Act.
9.	To actively participate in the on-going system of Appraisal taking responsibility for the Appraisal of designated Health Care Assistants and support of Volunteers as appropriate.
10.	Where required and if appropriate, represent the hospice clinical services by working in partnership with the fundraising and communications department.
11.	To attend staff meetings, including team briefings and read professional/managerial information posted on Intranet.
12.	Assist with the smooth running of the clinical area by carrying out other duties such as stock ordering, unpacking stores, tidying and monitoring and cleaning of equipment.

#### **Clinical Governance and Service development: 15%**

1.	To be delegated and take responsibility for specific project duties that contributes to the services development.
2.	Ensure privacy, dignity and confidentiality for patients and relatives in line with PHC policies and procedures and GDPR and Caldecott principles.
3.	To participate in the development of standards of care and contribute to the wider clinical governance and audit programme.
4.	Become an active member of a Clinical quality group, and undertake 'champion' role as required. To be responsible for attending meetings and feeding back relevant information through verbal and written updates to the team.
5.	To actively participate in the development, implementation and evaluation of Peace Hospice clinical policies as required and to participate with link roles as appropriate, e.g. Tissue Viability, Mental capacity, Infection Control, Safe guarding.

#### **Education and own learning and development: 5%**

1.	To be an exemplary role model to all peer colleagues, new staff, volunteers and visitors to the service.
2.	To provide verbal or written report to disseminate to colleagues and other team members any learning, knowledge gained from attending study/training days.
3.	To attend and contribute to the regular PHC clinical learning/education programmes, including the completion of the PHC competency programme
4.	To proactively undertake /demonstrate evidence-based approach to nursing practice and specialist palliative care.
5.	To be responsible in continuously developing own knowledge and skills in symptom control and disease management in accordance to the PHC education pathway framework.
6.	Under the guidance of the Practice development lead, be responsible for the orientation/mentorship/supervision of new staff.
7.	Ensure annual mandatory training and e-learning is kept up-to-date.
8.	Proactively be responsible for attendance of the allocated clinical supervision sessions.

#### **Professional: 5%**

1.	To demonstrate on-going personal and professional development in accordance with yearly appraisal objectives.
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2.	Be aware of the NMC code of Conduct and be accountable for own practice, ensuring professional registration and revalidation remains updated in accordance with NMC.
3.	To be aware of the NMC scope of Professional Practice and ensure competency to undertake duties allocated.
4.	To ensure professional portfolios kept and updated in accordance with NMC guidelines.

### **General**

Peace Hospice Care is committed to Equal Opportunities for all present and potential members of staff and patients. Therefore, Peace Hospice Care expects all employees and volunteers to understand, support, and apply this policy through their working practices which requires all individuals to be treated with respect, dignity, courtesy, fairness and consideration.

Peace Hospice Care is a registered charity. It relies on the local community for a major proportion of its income through fundraising. For this reason, it is expected that all members of staff will endeavour to support the fundraising activities of the Hospice.

This job description may be modified in the light of development and changing circumstances, according to the needs of the service, and in consultation with the post holder. The post holder should be prepared to undertake any further duties that arise as the post develops. All members of nursing staff may at times be required to work in other parts of the Hospice, commensurate with the roles and responsibilities laid out in this job description.

<b>Signed (Employer)</b>		<b>Signed (Employee)</b>	
<b>Date</b>		<b>Date</b>	

**Person Specification**  
**Nursing Associate**

Each element of the specification should be assessed as follows:  
A = Application Form; I = Interview; T= Test; R = References

<b>QUALIFICATIONS</b> <i>Appropriate professional, educational requirements</i>	<b>ESSENTIAL / DESIRABLE</b>	<b>ASSESSED</b>
Registered Nursing Associate on the NMC register	E	A
Educated to GCSE, including Maths and English	E	A
NVQ Level 3 in Health & Social Care or Care Certificate	D	A

<b>EXPERIENCE</b> Appropriate experience in order to carry out the role	<b>ESSENTIAL / DESIRABLE</b>	<b>ASSESSED</b>
Experience of working within a Palliative Care/long-term conditions setting	D	A
Experience of being part of a multi professional team	E	A/I
Experience of working with volunteers	D	A/I

<b>SKILLS AND KNOWLEDGE</b> Specific post related skills and abilities	<b>ESSENTIAL / DESIRABLE</b>	<b>ASSESSED</b>
Effective verbal and written communication skills	E	A/I
IT experience and ability to input into the electronics record system following induction training	E	A/I
Good organisational skills	E	I
Ability to motivate self and others	E	I
Ability to work autonomously and as part of a team	E	I
Knowledge of when to seek advice and refer to a registered health or care professional	E	I

<b>PERSONAL QUALITIES</b>	<b>ESSENTIAL / DESIRABLE</b>	<b>ASSESSED</b>
Ability to recognise and address own limitations	E	I
Calm and approachable manner	E	I
Ability to plan and prioritise work load	E	A/I

<b>ATTITUDES AND VALUES</b>	<b>ESSENTIAL / DESIRABLE</b>	<b>ASSESSED</b>
A commitment to the vision, values and objectives of Peace Hospice	E	A/I/R
Understanding and commitment to the Hospice's Equal Opportunities policy.	E	A/I/R