**Medway South Primary Care Network**

**Job Description**

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| **Job Title** | Nursing Associate |
| **Band / Pay** | Dependent on Experience |
| **Hours** | Full or Part time |
| **Location** | Medway South Primary Care Network |
| **Contract** | Permanent |
| **Accountable to** | For HR purposes to the host practice, Reach Healthcare    For Clinical services to the supervising GP/Nurse at the practice where they are placed    For Organisational and Administrative purposes to the Practice Manager of the practice in which they are placed |

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| MAIN PURPOSE OF THE ROLE: |
| * To work as a member of the General Practice Nursing team, under the guidance of a Registered General Nurse, support the organisation and facilitation of clinical care in a holistic and proactive manner to patients registered at the practice. * To maintain a high professional standard of nursing care in adherence to all Practice protocols/policies & guidelines, as well as to provide nursing assistance to the GPs and other members of the primary healthcare team. * The role of the Nursing Associate needs to be flexible in line with the present atmosphere for change within the health service delivery. It is essential that the nursing associate works within their own level of competency and expand her/his role in accordance with practice requirements and own scope of practice. |

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| CLINICAL RESPONSIBILITIES: |
| * To assist and perform routine nursing tasks related to patient care, such as routine BP checks, ECG, suture and clip removal, BMI and lifestyle advice, as directed and agreed with line manager, registered general nurses and GP’s. * To support patients to improve and maintain their mental, physical, behavioral health and wellbeing by using behavior change interventions, such as undertaking health checks (physical and mental), smoking cessation services. * To support the RGN with the holistic assessment and planning of wound care plans for patients with chronic and acute wounds. * To implement agreed wound care plans, following local and national evidence-based guidelines, inclusive of the treatment of minor traumatic wounds within own level of competency. To recognise any deterioration of wounds or infection and arrange early review with PN/GP or specialist as required. * Following recognised Leg Ulcer management training and the completion of competencies, to undertake Leg Ulcer care and compression bandaging, following agreed care plans in line with local/practice policy. * Following training and competency assessment, to undertake adult NHS immunisation programmes and ensure vaccines/injections are administrated under patient group directives or patient specific direction. * To undertake administration of prescribed medicines via oral, IM, SC routes, following competency based training and practice policy. * Provide holistic assessment and treatment of patients attending for ear irrigation following relevant training. * To undertake the collection of pathological & microbiology specimens including venipuncture, swabs, urine culture in line with local guidelines * To support chronic disease management – including monitoring patients with stable asthma, undertaking preliminary investigations for Type 2 diabetes patients, such as foot checks. * To provide general health promotion education, advice on national screening programs and guide/refer patients to appropriate services. * Provide contraception advice and sexual health guidance in line with competency. Undertaking annual contraceptive reviews in line with practice policies. * In line with national guidance and with recognised competency-based training, undertake screening programs such as cervical screening tests. * To undertake any investigatory test, such as Ambulatory BP monitoring, automated Dopplers and Spirometry, taking basic history and referring patients to relevant clinician for interpretation/ planning of care. * To be able to provide appropriate self care advice for patients presenting with minor illness within own level of competency and referring to GP/ANP where appropriate. * Chaperone and assist patients where appropriate who are being examined by another clinician. * To assist GPs with minor surgery and well women procedures. * To maintain effective infection control measures in line with local guidelines and practice policy. * To be able to recognise and manage anaphylaxis, according to the current UK Resuscitation Council guidelines. * To be able to perform Cardio-pulmonary resuscitation (BLS) and the correct use of Automated Defibrillator following training, according to the current UK Resuscitation Council guidelines. * To engage in the support the training of nursing and medical students, and newly appointed colleagues. * Ensure safe storage, rotation and disposal of vaccines and medication. Assist in the completion of monthly stock take and support the cost-effective use of disposable items. * Maintain adequate stock within the treatment room and assist with the re-stocking of other clinical rooms as required. * To participate in developments within the practice and support QOF requirements. * To be registered with the NMC. Work in accordance with the NMC Code of Conduct and Scope of Practice for Nursing Associates * Ensure accurate notes of all consultations and treatments are recorded in the patient’s notes and on computers, as per NMC guidelines. * Attend and actively participate in practice meetings as required. * Awareness of statutory protection procedures including referral and recognition of signs and symptoms of child abuse. * Awareness of referral mechanisms for mental health issues, family violence, vulnerable adults and addictive behaviours. * Actively take part in mandatory and internal\external training as requested. * Adhere to and follow all policies and protocols as listed in the Staff Handbook and contract.   **GENERAL DUTIES:**  To behave in a professional way at all times that encourages quality care and the development of a team spirit. 360 degree feedback is used to assess clinicians and you will be required to participate in this.  **CONFIDENTIALITY:**  In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately.  In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the Company as a business organisation. All such information from any source is to be regarded as strictly confidential.  **DATA PROTECTION:**  You must not at any time use the personal data held by the organisation for a purpose not described in the Register entry or disclose such data to a third party. If you are in any doubt regarding what you should or should not do in connection with the Data Protection Act then you must contact your line manager or appropriate senior lead at the time  **FLEXIBILITY:**  This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude towards the duties outlined which may be subject to amendment at any time in consultation with the post-holder and in line with the needs of the organisation.  The post holder may be required to fulfil other duties, as agreed with the practice manager to meet the needs of the organisation. This may involve travel to other sites within the organisation.  **HEALTH & SAFETY:**  The post-holder will assist in promoting and maintaining their own and others’ health, safety and security as defined in the practice Health & Safety Policy, to include:   * Using personal security systems within the workplace according to practice guidelines * Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks * Making effective use of training to update knowledge and skills * Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards * Reporting potential risks identified   **EQUALITY AND DIVERSITY:**  The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:   * Acting in a way that recognises the importance of people’s rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation. * Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues   **PERSONAL/PROFESSIONAL DEVELOPMENT :**  In addition to maintaining continued education through attendance at any courses and/or study days necessary to ensure that professional development requirements are met.  The post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:   * Participation in an annual individual performance review at practice level * Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work   **QUALITY:**  Under supervision and support of GPs and Practice Nurses in the practice, the post-holder will strive to maintain quality within the practice, and will:   * Participate in clinical governance activity and contribute to the improvement in quality of health outcomes through audit and the Quality and Outcomes Framework * Alert other team members to issues of Clinical Governance issues, quality and risk * Participate in Significant Event Analysis reviews * Assess own performance and take accountability for own actions, either directly or under supervision * Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team’s performance * Work effectively with individuals in other agencies to meet patients’ needs * Effectively manage own time, workload and resources. He/she will also contribute to the overall team-working of the Practice putting the needs of the Practice first * Participate and contribute to the practice achieving other quality standards such as ISO 9001, Investors in People, RCGP Quality Practice award   **Any other delegated duties considered appropriate to the post.**  **Special requirements of the post:**   1. Registered Nursing Associate 2. Membership of a professional body 3. To engage in clinical supervision and appraisal |

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| **Person Specification** | | |
|  | **Essential** | **Desirable** |
| **Qualifications**  **Basic**  **Postgraduate** | Foundation degree  Registered Nursing Associate  NMC Registration |  |
| **Experience** | Experience of working within a healthcare setting prior to foundation degree training. | Preferably experience of working within a community setting. |
| **Ability/**  **Knowledge** | * Able to give lifestyle advice and promote self-care. * Holistic approach to care * Core medicine management knowledge * Wound care knowledge * Knowledge of National immunisation and screening programmes * Understands the importance of evidence based practice and clinical effectiveness. * Ability to undertake clinical skills relevant to primary care, such as ECG, venepuncture, suture removal, urinalysis and swab taking. * Understands principles of Clinical Governance * Good knowledge of NMC code of conduct and professional accountability. | * Interest or working knowledge of any area of Chronic Disease management * Leg Ulcer management knowledge * Ear care/syringe competency * Spirometry/Doppler skills and competency. * Completed training to be able to administrate injections following PGD/PSD |
| **Empathy and**  **Sensitivity** | * Patient focused approach to clinical care. * Treats patient(s) with sensitivity and personal understanding * Is empathetic and checks patient needs are satisfied * Generates safe/ understanding atmosphere |  |
| **Conceptual**  **Thinking and**  **Problem solving** | * Use of lateral thinking and insight * Open to new ways of thinking and willing to contribute to new ideas to improve patient care/ outcomes. * Able to listen to patients/carer’s history and interperate relevant information to understand health needs. |  |
| **Personal**  **Attributes** | * Recognises own limitations and when to seek help/refer onwards. * Fluency in written and spoken English * Good communication skills * Potential to cope with stressful situations and undertake responsibility * Commitment to continuing professional development * Motivated and Trustworthy * Flexibility and a Good Timekeeper * A team player who contributes to and facilitates decision-making and develops trust as part of a multidisciplinary team * Views self as part of larger organisation * Uses resources efficiently |  |
| **Coping with**  **Pressure** | * Recognises own limitations and ‘shares the load with others’ * Potential to cope with stressful situations and undertake responsibility * Calm under pressure and able to ‘switch-off’ outside work * Able to develop appropriate coping mechanisms and is prepared to ask for help |  |
| **Audit and**  **Risk**  **Management** |  | * Understands Principles of Audit * Understands the principles of Risk Management |
| **IT Skills** | * Ability to use computer on daily basis * for email and Microsoft programs * Previous experience of General * Practice clinical system effectively * Demonstrate knowledge of the clinical uses of the Internet | * Competent in use of System One * Commitment to electronic medicine |
| **Other**  **Requirements** | * Enhanced DBS clearance * Occupational Health Clearance. * NMC registration |  |