Walderslade Village Surgery Lordswood Healthy Living Centre Balmoral Gardens

62a Robin Hood Lane Sultan Road Health Living Centre

Walderslade Lordswood Gillingham

Kent ME5 9LD Kent ME5 8TJ Kent ME7 4PN

T. 01634 687200 T. 01634 687200 T. 01634 687200

# NURSE ASSOCIATE – JOB DESCRIPTION

|  |  |
| --- | --- |
| **Role Details** |  |
| ***Job Title*** | NURSE ASSOCIATE (PRIMARY CARE) |
| ***Salary / Grade*** | £12.86 |
| ***Hours per week*** | 37.5 hours (Full Time) |
| ***Reports to*** | Lead Nurse |
| ***Primary Location/ Base*** | Reach healthcare (Lordswood, Walderslade, Gillingham) |

**Job Summary**

As Trainee Nurse Associate, you will be working as part of a multi-disciplinary team to monitor care under direct or indirect supervision, using a wide range of skills you have including (but not limited to);

* compliment the role of the GP and other Health Professionals
* make the best use of clinical skills within the practice in order to promote well-being and maximise health gain for patients.
* provide a safe, high quality and accessible treatment room service to patients.

As a Nurse Associate you will act within your professional boundaries, providing care for patients from initial history taking, clinical assessment, diagnosis, treatment and evaluation of their care under the supervision of a GP.

You will show safe clinical decision-making and expert care for patients within the general practice, in consultation with the duty GP. You will work with the multi-disciplinary general practice team to support the delivery of policy and procedures and meet the needs of patients.

Supervision and mentoring will be provided by the appropriate senior medical staff - the type of support will depend on the post holder’s skills and knowledge and determined by our clinical governance arrangements.

**Key Responsibilities**

To work closely with the nursing team, under the guidance of the lead practice nurse, to support the needs of the practice and support the practice with clinical care in a proactive and holistic manger.

To work within a large multidisciplinary team and provide assistance as required.

To ensure a high standard of professional nursing care is provided, whilst adhering to all practice policies.

The nursing associate must be registered with the NMC and work in accordance to the NMC code of conduct and scope of practice for Nursing Associates.

**CLINICAL RESPONSIBILITIES**

The Nursing associate will perform as part of the wider clinical team and will perform routine tasks including Blood pressure checks, Ambulatory blood pressure management, ECGs, NHS health checks, Spirometry, Simple wound care, Lifestyle advice and Immunisations.

The role will include proactive care to assist patients in improving and maintaining their physical and mental health, this may include cohorts with long term conditions such as learning disabilities and ADHD.

The role will entail joint clinics with a chronic disease nurse to support chronic disease management, including monitoring patients with stable asthma, COPD and carrying out preliminary checks and investigations for patients with diabetes.

A proactive approach to QOF is expected.

Reach Healthcare provides a proactive care clinic for patients with at risk leg symptoms that may lead to chronic ulcers, the nursing associate will support a practice nurse with this clinic.

The nursing associate will support the general practice nursing team with adult NHS immunisations, ensuring administration is under patient group directives or patient specific direction.

To provide a phlebotomy service to the patient population.

Ensure safe storage and disposal of both vaccines and medication and to assist with clinical stock management.

**ADMINISTRATION**

* Contributes and participates in audits, evaluation and clinical standard setting within the Practice.
* Accurate and timely summarising of patient records and read-coding patient data.
* Complete all required paperwork for legal and administrative purposes in accordance with relevant standards
* Ensure that all practice policies are fully implemented
* Work in accordance with all governance and internal systems relating to (but not limited to) the management of clinical data and systems

**TRAINING AND DEVELOPMENT**

* Taking responsibility for own development with relevant evidence-based knowledge and competence in all aspects of the role to meet clinical governance guidelines for Continuing Professional Development (CPD) and a Personal Development Plan (PDP).
* Stay up to date through attendance at any courses and/or study days necessary to ensure that professional development requirements are met, demonstrating skills and activities to others who are undertaking similar work.
* Subject to a performance review, including taking responsibility for maintaining a record of own personal and/or professional development.
* Work closely with other clinical staff and administrative managers in the setting up and/or improving of practice systems for monitoring/measuring performance against Clinical Governance and Quality Indicator targets
* Work to deliver the NHS contract requirements related to the practice (including the terms of the Quality and Outcomes Framework and locally enhanced services)
* Commit to take and pass the necessary Physician Associate re-certification exams (currently every 6 years) to maintain qualifications required to carry out duties of the role and as statutory regulatory bodies require once qualification completed.

**GOVERNANCE**

* Produce complete and accurate records of patient consultation, in line with best practice, confidentiality, policies and procedures
* Deliver care according to NHS guidance, NICE guidelines and evidence-based care
* Take part in the maintenance of quality governance systems and processes across the Practice and its activities.
* Utilise the audit cycle as a means of evaluating the quality of the work of self and the team, implementing improvements where required.
* Work with other clinical teams on improving the quality of healthcare in response to local and national policies and initiatives as appropriate
* Evaluate patients’ response to health care provision and the effectiveness of care
* Support and participate in shared learning across the practice and wider organisation
* Manage, review and identify learning from patient complaints, clinical incidents and near-miss events
* Awareness of statutory safeguarding, notification processes and local guidance for children/vulnerable patients, applying relevant policies and legislation to protect them
* Ensure compliance with policies, procedures and guidelines for self and others, by taking action or alerting senior management team if the practice appears to contravene policy, or if there are concerns over any aspect of patient care.

**CONFIDENTIALITY**

* Maintain confidentiality of information, acting within the terms of the Data Protection Act and Caldicott guidance on patient confidentiality at all times.
* Maintain an awareness of the Freedom of Information Act.
* Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the Practice policies and procedures relating to confidentiality and the protection of personal and sensitive data

**HEALTH & SAFETY**

* The post-holder will manage their own and others’ health & safety and infection control as defined in the Practice’s Health & Safety Policy, the Practice Health & Safety Manual, and the Practice’s Infection Control Policy and published procedures.
* Comply with Practice health and safety policies by following agreed safe working procedures
* Actively reporting of health and safety hazards and infection hazards immediately when recognised
* Keeping work and general areas clean and tidy, and using appropriate infection control procedures to keep work areas hygienic and safe from contamination.
* Undertaking periodic infection control training (minimum annually)
* Awareness and compliance with national standards of infection control, hygiene, regulatory / contractual / professional requirements, and good practice guidelines.
* Correct personal use of Personal Protective Equipment (PPE) and ensuring correct use of PPE by others, advising on appropriate circumstances for use by clinicians, staff and patients.
* Reporting incidents using the organisations Incident Reporting System
* Using personal security systems within the workplace according to Practice guidelines
* Making effective use of training to update knowledge and skills

**EQUALITY AND DIVERSITY**

* The post-holder will support, promote and maintain the Practice’s Equality & Diversity Policy.
* No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.
* The jobholder must comply with all policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.

**OTHER DELEGATED DUTIES**

This job description is not intended to be exhaustive - it may be changed after consultation with the post holder. The employee shares with the employer the responsibility for review and modification of duties.