

## Job Description

<b>Job Title</b>	<b>Grade/Salary</b>
Nursing Associate (Wellbeing)	£26,700-£27,995
<b>Accountable to</b>	<b>Responsible for</b>
Clinical Team Leader	Health Care Assistants and volunteers

### Job Purpose and Role

Work independently under the leadership and support of Registered Nurses to deliver an excellent standard of care to patients and their families in the hospice. Working within the sphere of nursing and care in all aspects of the nursing process.

To monitor the condition and health needs of patients within the hospice in partnership with the wider multi-disciplinary team, promoting effective communication between all members of the team, patients, and relatives.

To contribute to the ongoing assessment of patients, providing, monitoring, and evaluating the care delivered.

To be the patients advocate and provide them with the opportunity to express their views on their nursing and medical care.

Have the relevant skills, attitudes, and behaviours relevant to employment as a Nursing Associate working within the NMC Code and Standards for Nursing Associates.

### Main Duties and key result areas

Clinical Responsibilities	<ul style="list-style-type: none"> <li>• Work in accordance with the NMC code of professional conduct and within Nursing Associates sphere of responsibilities, following the code at all times.</li> <li>• Be responsible for delivering high quality, patient centred, safe, compassionate and effective care for a group of patients under the supervision and partnership of a Registered Nurse with an emphasis on empathy, respect and trust.</li> <li>• To be responsible for own caseload, planning , prioritising and reprioritising daily.</li> <li>• Monitor the condition and health needs of patients within their care on a continual basis in partnership with patients, families, carers and members of the MDT team, ensuring appropriate escalation to a Registered Nurse when required.</li> <li>• Ensure the privacy, dignity and safety of patients is maintained at all times.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Support patients to improve and maintain their mental, physical and behavioural health and wellbeing.</li> <li>• Complete nursing risk assessments using recognise risk assessment tools.</li> <li>• Complete holistic nursing admissions, reviews and discharges with support from the Registered Nurse.</li> <li>• Assist in the implementation of appropriate action to meet and improve the specific physical, emotional, psychological, social, behavioural, cultural and spiritual needs of patients, their relatives and carers.</li> <li>• Contribute to the planning of care delivery in partnership with the Registered Nurse.</li> <li>• Contribute to ongoing assessment recognising when it is necessary to refer to others for reassessment and action.</li> <li>• Demonstrate the ability to recognise changing priorities seeking advice and guidance from the Registered Nurse or other registered care professionals as appropriate.</li> <li>• To contribute to the caseload review on a regular basis</li> <li>• To participate in weekly MDT discussion about patients progress.</li> <li>• Oversee the care delivered by Health Care Assistants, Wellbeing Co-Ordinators, Trainee Nursing Associates and Nursing Students to the designated patients allocated to them.</li> <li>• To contribute when needed to the delivery of group sessions</li> <li>• Demonstrate good understanding of principles of consent and ensure valid consent is obtained prior to undertaking nursing and care procedures.</li> <li>• Safely undertake the following routine procedures to meet patient's nursing needs to included but exclusive to the following: recording and interpreting vital signs, interpreting blood glucose levels, ECG, pressure area care, wound care, skin integrity, falls prevention, urinary catheterisation, nutritional support, enteral feeding, bowel and bladder care, syringe drivers, relaxation therapies. When required, to assist in personal care for patients attending the Wellbeing Centre, including toileting, stoma and urostomy care.</li> <li>• Maintain accurate, contemporaneous patient records, in line with hospice policy and NMC code.</li> </ul> <p>Any other appropriate duties which may be requested by the Wellbeing Centre Clinical Lead.</p>
Medicines Management	<ul style="list-style-type: none"> <li>• Adhere to Teesside Hospice 'Medicines Management' and 'Controlled Drugs' policies</li> <li>• Recognise the effects of medicines, allergies, drug sensitivity, side effects, contraindications and adverse effects.</li> <li>• Undertake safe and effective administration and optimisation of medication, in accordance with hospice policy and NMC standards of proficiency for Nursing Associates.</li> <li>• Administer medication via oral, topical and inhalation routes.</li> <li>• Administer injections using subcutaneous and intramuscular routes.</li> <li>• Administer and monitor medications using enteral equipment</li> </ul>



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	<ul style="list-style-type: none"> <li>• Monitor the condition and health needs of the patient, following administration of medication.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Communicate effectively with colleagues, providing clear verbal, digital or written information and instructions when sharing information, delegating or handing over responsibility for care.</li> <li>• Recognise and report any situations, behaviours or errors that could result in poor care outcomes.</li> <li>• Identify risks to safety or experience and take appropriate action, putting the best interests, needs and preferences of people first.</li> <li>• Promote the contribution of nursing within the multi-disciplinary team.</li> <li>• To be able to communicate effectively with all other professionals/agencies involved in the service delivery of palliative care.</li> <li>• To encourage, support and motivate patients to participate in sessions/groups.</li> <li>• To attend staff meetings and participate in other meetings as appropriate.</li> <li>• To encourage and promote the philosophy of Teesside Hospice and present a good public image, to co-operate with all staff in maintaining good relationships with outside agencies in order to uphold the charity's image and to win increased support for its work</li> </ul>
Educational and Personal Responsibilities	<ul style="list-style-type: none"> <li>• Comply with mandatory competencies in line with hospice requirements.</li> <li>• Engage in a preceptorship period that includes achieving the Nursing Associate Medicines Management Competency Framework.</li> <li>• Maintain own continuing professional development, in accordance with NMC CPD requirements and contribute to formulation of own objectives and personal development plan.</li> <li>• Maintain professional registration, and ensuring all the requirements for revalidation are met.</li> <li>• Support, supervise teach (where appropriate) and act as a role model to Trainee Nursing Associates, student nurses, health care assistants and new staff members promoting reflection and providing constructive feedback.</li> <li>• Adopt a reflective approach to own practice with a view to continually improve.</li> <li>• Undertake further training as required, prior to carrying out any additional duties identified as relevant to the role, to comply with hospice policies and procedures.</li> <li>• Engage and remain up to date with electronic record keeping, and electronic medication administration records.</li> <li>• To be responsible for maintaining a personal awareness of professional developments in nursing and particularly in palliative care.</li> <li>• Use evidence to underpin practice and the development of specialist palliative care.</li> <li>• To be actively involved in the collection of data regarding clinical audit, trails/studies and endorsing positive outcomes into clinical practice.</li> <li>• To be aware of the adult and child protection procedures and policy within Teesside Hospice, to attend all safeguarding training and to always adhere to the Local Safeguarding Procedures.</li> </ul>



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- To undertake risk assessment to ensure that staff, families and visitors are safe with support from the Registered Nurse.
- Ensure the proper use of Hospice resources such as single use items, stationary, printing ensuring minimal waste and cost.
- Exercise personal duty of care in the safe use and storage of equipment.
- To be able to carry out effective complaint, accident and incident reporting.
- Act as a resource to other areas within the Hospice when required.
- To play an active part in the Clinical Governance framework within the hospice.
- To be aware of the Infection Prevention and Control policies and work in accordance with IPC procedures at all times.
- To adhere to Teesside Hospice policies, procedures, guidelines, and standards at all times and to promote these to others.
- To be aware of, and responsive to, the changing nature of the Hospice and adopt a flexible and pro-active approach to work.
- To undertake administration changes in accordance with hospice policy.

### Delivering to our Values

#### Accountable

- Able to justify actions or decisions
- Takes personal responsibility for their actions
- Able to describe the impact of their work in a way others understand
- Welcomes feedback as an opportunity to grow and develop

#### Trustworthy

- Working collaboratively with beneficiaries, colleagues, partners and supporters
- Being authentic and transparent
- Trusted to respond to needs and deliver what is expected of us
- Projecting a professional image that engenders trust

#### Principled

- To adhere to professional and clinical standards
- Maintain appropriate boundaries and relationships which are built on trust and honesty
- Avoid and speak out against any actions, or behaviours, that conflict with our values or could cause harm to any stakeholders
- Demonstrate strong moral principles which embody Teesside Hospice's vision and bring our values to life
- Do the right thing even in difficult situations, and always endeavour to work effectively and efficiently to maximise results and service

#### Skilled

- Having and showing the knowledge, ability or training to work well
  - Seeking opportunities to learn from a wide range of sources
  - Contributing to the provision of excellent, safe and effective care no matter what your role is in the organisation
- Ensuring that the treatment, support and services we offer are effective

#### Compassionate

- *Feeling or showing kindness and concern for others*
- *Able to empathise with people who dealing with a terminal illness*
- *Being kind in use of language and behaviour*
- *Caring for others who need our support and help*

### All employees are expected to:

- Live the Hospice's values so that the highest standards of patient and customer care can be achieved.
- Be committed to diversity and inclusion of all, promote and improve service standards, so that excellence in all that we do is perused through continuous improvement.
- Contribute to development of and strive to meet departmental, team and individual targets
- Participate in the staff appraisal and development scheme, one to one performance discussions and attend identified training to ensure continuous learning and improvement
- Comply fully with the Code of Conduct, health and safety requirements, legislation, regulations, policies and procedures
- Attend meetings or provide services outside of the usual working hours where reasonably requested to do so



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- Have an overall understanding of the risks and implications associated with the requirements of the role and takes appropriate action to mitigate any potential consequences.
- Embrace digital ways of working to help improve efficiency and save costs to the Charity.
- Respect privacy and dignity at all times.

The duties outlined in within this document are not exhaustive and other duties may be expected in line with the level of the role at the discretion of the Head of Service. Teesside Hospice reserves the right to amend the job description at any time.

I have read and understand the duties required for the role.

**Signed** ..... **Date** .....

**Print name** .....



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## Person Specification

Attribute	Detail	Essential or Desirable
<b>Skills &amp; Abilities</b>	Excellent written and verbal communication skills are essential	<b>E</b>
	Ability to work on own initiative, to organise and prioritise own delegated workload, with evidence of good time management skills ensuring high standards are maintained	<b>E</b>
	Awareness of own limitations	<b>E</b>
	Possess the skills expected of a Nursing Associate, as recommended within the NMC Standards of proficiency for Nursing Associates	<b>E</b>
	Basic Information Technology Skills	<b>E</b>
	Evidence of enhanced clinical skills beyond requisite of Nursing Associate	<b>D</b>
<b>Knowledge &amp; Experience</b>	Understanding of the scope of the role of the Nursing Associate in context of the nursing and interdisciplinary team and the organisation and how the role may contribute to service development	<b>E</b>
	Insight into how to evaluate own strengths and development needs, seeking advice where appropriate	<b>E</b>
	Understands and acts in line with NMC professional standards for practice contained within The Code	<b>E</b>
	Possess the knowledge expected of a Nursing Associate, as recommended within the NMC Standards of proficiency for Nursing Associates	<b>E</b>
	Understanding of basic physiology, e.g. normal vital signs, fluid balance, nutritional requirements, etc	<b>E</b>
	Knowledge of when to seek advice and escalate to the appropriate professional for expert help and advice	<b>E</b>
	Understand requirements for NMC professional Revalidation	<b>E</b>
	Strong understanding of evidence-based practice	<b>D</b>
	Evidence of recent work-based learning or self-directed learning	<b>D</b>
	Understanding of SystmOne and ability to manage allocation of patients within	<b>D</b>
	Ability to develop effective and appropriate relationships with people, their families, carers and colleagues	<b>E</b>
	Ability to take part in reflective practice and clinical supervision activities	<b>E</b>



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	Ability to support, supervise, assess and act as a role model to Nursing Associate students, other learners and health care support worker	<b>E</b>
	Ability to identify problems and act appropriately to maintain an efficient service	<b>E</b>
	Understanding of the importance of following procedures and treatment plan	<b>E</b>
	Palliative Care experience and caring for those with life limiting illness	<b>D</b>
	Experience of working in teams under appropriate supervision as part of a multi-disciplinary team	<b>E</b>
	Experience of providing and receiving complex, sensitive information	<b>D</b>
	Experience of teaching/ mentoring/ supporting less experienced staff	<b>D</b>
	Experience of delivering/contributing to group activities	<b>D</b>
<b>Education &amp; Qualifications</b>	Registered Nursing Associate on the NMC register	<b>E</b>
	Nursing Associate foundation degree qualification	<b>E</b>
	GCSE Grade A-C in Maths & English or skills level 2 Maths & English or equivalent	<b>E</b>
	Essential induction training and experience	<b>D</b>
	• Level 3 Health related qualification	<b>D</b>
<b>Personal Attributes/ Key skills</b>	Ability to work in a multidisciplinary team	<b>E</b>
	Ability to remain calm and professional during difficult and demanding situations.	<b>E</b>
	Have a 'Can Do' adaptive attitude	<b>E</b>
<b>Other</b>	Be Supportive and helpful	<b>E</b>
	Be Respectful and Courteous	<b>E</b>
	Passionate and Enthusiastic	<b>E</b>
	Reliable and Trustworthy	<b>E</b>
	Be Innovative	<b>D</b>
	Be Collaborative	<b>D</b>



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