**PCN Nurse Associate
Job Description & Person Specification**

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| **Job title** | NURSE ASSOCIATE |
| **Line manager** | PRO-ACTIVE CARE TEAM MANAGER |
| **Accountable to** | CLINICAL DIRECTOR – PCN |
| **Hours per week** | 37.5 (part time job share hours would be considered) |
| **Salary** | Band 4 |

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| **Job summary** |
| The postholder will work as part of the proactive, multi-disciplinary care team to deliver nursing associate duties that complement our existing workforce. Your primary focus will be to support the delivery of the Enhanced Health in Care Home framework and achievement of the Quality Outcomes Framework, working within your professional competencies. Performing and recording clinical observations such as BP, temperature, respiratory rate and pulse. Promoting and supporting health and wellbeing to all patients. You will support our registered nurses to allow them to focus on more complex clinical care. To do this you will be expected to visit patients in their care home, own homes or the Practices.Additional training will be offered for vaccinations, ECGs and venepuncture as part of the career development opportunities that this role offers.  |

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| **Primary responsibilities** |
| The following are the core responsibilities of the PCN Nurse Associate:1. Delivery of high quality, compassionate care whilst undertaking specific clinical and care tasks under the direction of a registered nurse (or other registered care professional dependent on PCN) with a focus on promoting good health and independence
2. To provide high-quality holistic and person-centred care to individuals
3. To provide routine care to patients as required in accordance with evidence based care, NICE and the National Service Framework
4. To work as part of the PCN’s MDT to provide and monitor care, under direct or indirect supervision
5. To improve safety and quality of care at every opportunity
6. To contribute to the delivery of integrated care
7. To work with the PCN MDT to ensure delivery of nursing associate duties complement existing workforce
8. To work with a [supervisor](https://www.nmc.org.uk/globalassets/sitedocuments/education-standards/student-supervision-assessment.pdf) to take responsibility for developing own clinical competence, leadership and reflective practice skills within the workplace
9. To provide support and supervision to training nursing associates, healthcare assistants, apprentices and those on learning assignments/placements as required
10. To support registered nurses to enable them to be able to focus on the more complex clinical care
11. To develop relationships across the MDT to support integration of the role across health and social care including primary care, secondary care and mental health
12. To perform and record clinical observations such as blood pressure, temperature, respiratory rate and pulse
13. After undertaking additional training, to provide vaccinations, ECGs and venepuncture as well as other relevant clinical tasks as required by the PCN in line with the competencies of the role
14. To promote health and wellbeing to all patients, for example undertaking the NHS health check
15. To care for individuals with dementia, mental health conditions and learning disabilities
16. To provide wound care (ulcer/Doppler etc.) to patients
17. To support patients on general healthcare and promote self-management where appropriate, including signposting patients to personalised care colleagues and local community and voluntary sector services
18. To communicate proactively and effectively with all MDT colleagues across the PCN, attending and contributing to meetings as required
19. To maintain accurate and contemporaneous patient health records ensuring that clinical data is appropriately recorded with SNOMED codes
20. To process pathology results as required
21. To enhance own performance through continuous professional development, imparting own knowledge and behaviours to meet the needs of the service
22. To work with your line manager to access regular ‘clinical supervision’ to enable you to deal effectively with the difficult issues that people present
23. To contribute to and embrace the spectrum of clinical governance
24. To attend a formal appraisal with your manager at least every 12 months. Once a performance/training objective has been set, progress will be reviewed on a regular basis so that new objectives can be agreed
25. To contribute to public health campaigns e.g. COVID-19 or flu clinics through advice or direct care
26. To support and deliver health promotion and wellbeing programmes including any opportunistic delivery

ADDITIONAL RESPONSIBILITIESIn addition to the primary responsibilities, the nursing associate may be requested to:1. Be an accountable professional
2. Support delivery of Quality Outcomes Framework, incentive schemes, Quality, Innovation, Productivity and Prevention and other quality or cost effectiveness initiatives enhancing service delivery and patient care
3. Assist with COVID-19 tasks as required
4. Undertake any tasks consistent with the level of the post and the scope of the role, ensuring that work is delivered in a timely and effective manner
5. Duties may vary from time to time without changing the general character of the post or the level of responsibility
6. To understand practice and departmental policies
7. Undertake all mandatory training and induction programmes
8. To act as a chaperone

There may be, on occasion, a requirement to carry out other tasks. This will be dependent upon factors such as workload and staffing levels |

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| **Generic responsibilities** |
| All staff in the PCN have a duty to perform to the following:**Training and personal development*** Nursing associate and on the NMC register
* Meets the specific qualification and training requirements as specified in the Nursing Midwifery Standard of proficiency by having undertaken and completed the two year foundation degree delivered by a Nursing Wifery Council (NMC) approved provider.
* Training requirements will be monitored by yearly appraisal and will be in accordance with practice requirements. Personal development will be encouraged and supported by the practices. It is the individuals’ responsibility to remain up to date with recent developments.
* Participate in the education and training of students of all disciplines and the introduction of all members of the practice staff where appropriate
* Maintain continued education by attendance at courses and study days as deemed useful or necessary for professional development.
* If it is necessary to expand the role to include additional responsibilities, full training will be given.
* Develop and maintain a Personal Learning Plan

**Meetings*** It will be necessary to attend and contribute to various practice/PCN meetings as requested. The only reason for not attending will be annual, study or sick leave.

**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 practice as a business organisation.  All such information from any source is to be regarded as strictly confidential
* 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 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/PCN 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 recognizes 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
* Behaving in a manner that is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

**Personal/Professional development:**The post-holder will participate in any training programme implemented by the PCN as part of this employment, such training to include:* Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
* Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work

**Quality:**The post-holder will strive to maintain quality within the practice, and will:* Alert other team members to issues of quality and risk
* 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

**Communication:**The post-holder should recognize the importance of effective communication within the team and will strive to:* Communicate effectively with other team members
* Communicate effectively with patients and carers
* Recognize people’s needs for alternative methods of communication and respond accordingly

**Contribution to the implementation of services:**The post-holder will:* Apply practice policies, standards and guidance
* Discuss with other members of the team how the policies, standards and guidelines will affect own work
* Participate in audit where appropriate
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The person specification for this role is detailed overleaf.

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| **Person specification – PCN Nurse Associate**  |
| **Qualifications** | **Essential** | **Desirable** |
| Registered nursing associate and on the [NMC register](https://www.nmc.org.uk/Search-the-register/) | ✓ |  |
| Meets the specific qualification and training requirements as specified in the Nursing Midwifery Standards of proficiency by having undertaken and completed the [two-year Foundation Degree](https://www.nmc.org.uk/education/approved-programmes/) delivered by a Nursing and Midwifery Council (NMC) approved provider | ✓ |  |
| Is registered with the NMC and revalidation is undertaken in line with [NMC requirements](https://www.nmc.org.uk/about-us/our-role/who-we-regulate/nursing-associates/information-for-employers/) | ✓ |  |
| **Experience** | **Essential** | **Desirable** |
| Experience of working in a primary care environment |  | ✓ |
| Ability to work effectively as a team player under appropriate supervision and as part of a multi-disciplinary team  |  | ✓ |
| Insight into how to evaluate own strengths and development needs, seeking advice where appropriate  |  | ✓ |
| Understanding of the scope of the role of the nursing associate in the context of the nursing and interdisciplinary team and the organisation and how the role may contribute to service development |  | ✓ |
| Evidence of time management skills and ability to prioritise  | ✓ |  |
| Intermediate IT skills  |  | ✓ |
| Ability to communicate with members of the public and health and care providers | ✓ |  |
| Experience of providing and receiving complex, sensitive information |  | ✓ |
| Experience of working in teams under appropriate supervision as part of a multi-disciplinary team |   | ✓ |
| Understand the importance of following procedures and treatment plans | ✓ |  |
| Insight into how to evaluate own strengths and development needs, seeking advice where appropriate |  | ✓ |
| Chaperone procedure |  | ✓ |
| Ability to record accurate clinical notes | ✓ |  |
| **Skills** | **Essential** | **Desirable** |
| Ability to take part in reflective practice and clinical supervision activities |  | ✓ |
| Understanding of the wider determinants of health, including social, economic and environmental factors and their impact on communities |  | ✓ |
| Ability to organise and prioritise own delegated workload |  | ✓ |
| Knowledge of IT systems including ability to use word processing skills, emails and the internet to create simple plans and reports |  | ✓ |
| EMIS/SystmOne user skills |  | ✓ |
| Ability to work as a team member and autonomously | ✓ |  |
| Understanding of the importance of the promotion of health and wellbeing (Making Every Contact Count) |  | ✓ |
| Ability to communicate effectively (written, verbal and non-verbal communication) with patients/relatives and carers and all members of the multi -disciplinary team | ✓ |  |
| Ability to support, supervise, assess and act as a role model to nursing associate students, other learners and healthcare support workers as required within the clinical setting |  | ✓ |
| **Personal qualities** | **Essential** | **Desirable** |
| Ability to listen, empathise with people and provide person centred support in a non-judgemental way | ✓ |  |
| Able to get along with people from all backgrounds and communities, respecting lifestyles and diversity  | ✓ |  |
| Commitment to reducing health inequalities and proactively working to reach people from all communities | ✓ |  |
| Able to support people in a way that inspires trust and confidence, motivating others to reach their potential   |  | ✓ |
| Ability to use own initiative, discretion and sensitivity | ✓ |  |
| Ability to identify risk and assess/manage risk when working with individuals  |  | ✓ |
| High levels of integrity and loyalty | ✓ |  |
| Knowledge of when to seek advice and refer to a registered care professional | ✓ |  |
| Demonstrate personal accountability, emotional resilience and work well under pressure | ✓ |  |
| Ability to organise, plan and prioritise on own initiative, including when under pressure and meeting deadlines  | ✓ |  |
| Knowledge of and ability to work to policies and procedures, including confidentiality, safeguarding, lone working, information governance and health and safety | ✓ |  |
| **Other requirements** | **Essential** | **Desirable** |
| Willingness to work flexible hours when required to meet work demands | ✓ |  |
| Disclosure Barring Service (DBS) check | ✓ |  |
| Access to own transport and ability to travel across the locality on a regular basis, including to visit people in their own home | ✓ |  |
| Willingness to work flexible hours when required to meet work demands | ✓ |  |

This document may be amended, following consultation with the postholder, to facilitate the development of the role, the PCN and the individual. All personnel should be prepared to accept additional or relinquish existing duties to enable the efficient running of the PCN.