**Nursing Associate**

**Post holder: To be appointed.**

**Area of Work:** Inpatient Unit

**Accountable to:** Senior Staff Nurse and Hospice Lead Nurse

## **Mission**

## We offer the best care so that people in our community affected by progressive illnesses can live their lives to the full

#### Reporting Arrangements

The post-holder reports to the Senior Staff Nurse

#### Department Objectives

The purpose of the Inpatient Unit within KHH is to provide specialist palliative care provision to adult patients, their carers and friends within the palliative care philosophy framework identified by the World Health Organisation.

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**Role Objectives**

The post holder will deliver high quality compassionate care under the guidance of a Registered Nurse with a focus on delivering palliative and end of life care.

To contribute to the Nursing and the Care team, and work in an effective and efficient way and be able to identify situations that require senior intervention or escalation as needed.

The post holder will have responsibility for development and maintaining competence in the skills required to work in a specialist palliative care environment.

They will play a part in continuing to develop and maintain clinical standards ensuring that Katharine House Hospice meets local and national standards for providing Specialist Palliative Care.

#### Function and Responsibilities

The Nursing Associate will be an integral member of the care team reporting to the RN who is leading the shift. They will contribute to the ongoing care of patients and their carers who have been admitted for symptom control or for End of Life Care.

**Summary**

* Work as part of a designated clinical and care team delivering care that focuses on the direct needs of the individual
* Carry out specific delegated clinical and care tasks and responsibilities to a high standard and competency, under the direction and supervision of a registered nurse.

**Specific Objectives**

### Key Tasks and Responsibilities

To meet the above broad objectives, the post holder will have responsibilities in four main areas of work as follows:

* Clinical
* Managerial
* Education
* Personnel

**Clinical**

Understand all the elements of the nursing process and be able to assist the registered nurse in the on-going assessment, planning, management and evaluation of care

* Support individuals with all aspects of care including daily living, providing person-centred care and promoting independence where possible.
* Perform and record clinical observations including blood pressure, temperature, respirations, pulse
* Undertake clinical tasks including cannulation, venepuncture, ECGs as agreed with the RN and after achieving the agreed competencies.
* Accurately record nutritional and fluid intake
* Ensure the privacy, dignity and safety of individuals is maintained at all times
* Demonstrate the ability to recognise changing priorities seeking advice and guidance from the Registered Nurse or other registered care professionals as appropriate
* Report back and share information with the registered nurses on the condition, behaviour, activity and responses of individuals

Recognise issues relating to safeguarding vulnerable adults and report any problems or raise concerns to the Registered Nurse.

Assist in the assessment of and contribute to the management of risk across IPU.

* Assist in the implementation of appropriate action to meet the specific physical, emotional and psychological, social, cultural and spiritual needs of individuals and carers.
* Assist in the delivery of complex care as prescribed by the registered nurse. Including administration of medicines as agreed by KHH.
* Develop understanding of caring for individuals with particular conditions for example dementia, mental illness, learning disabilities
* Assist with the implementation and monitoring of clinical standards and outcomes.
* Engage in reflective practice, including management of self and reflection on own reactions, asking questions and reflecting on answers given
* Demonstrate good understanding of principles of consent and ensure valid consent is obtained prior to undertaking nursing and care procedures
* Demonstrate good understanding of the Mental Capacity Act / Deprivation of Liberties and applies principles to everyday practice seeking advice / guidance from the Registered Nurse or registered care professional as required.

**Managerial**

* Plan and manage competing demands of job role, study and placement activities.
* Work in an effective and organised manner demonstrating excellent time management and organisational skills to effectively deliver person-centred care for an allocated group of individuals.

**Education**

* Develop skills in relation to coaching/teaching individuals/carers/other staff
* Develop knowledge of the scope of practice of the Nursing Associate role within palliative and end of life care.
* Develop practical and theoretical knowledge, competence and skills to work confidently in palliative and end of life care.
* Contribute towards developing a culture of learning and innovation, developing a high quality learning environment for all health care professionals.

**Personnel**

* Complete Nurse Associate competencies – appropriate to the agreed role.
* Take all measures to ensure the safety and welfare of all patients and staff, having due regard to the Health and Safety at Work Act
* Attend annual statutory updates as required by the Healthcare Commission and Katharine House Hospice annual mandatory updates
* Participate in appraisal and undertake appraisal of junior staff
* Participate in continuing education and other activities to promote own professional growth
* Demonstrate an understanding and implementation of clinical governance
* Recognise stress in self and seek support as requires
* Demonstrate the use of reflective practice
* Maintain current registration with the Nursing and Midwifery Council

***Personal Development***

Katharine House will support the continuous development of the post holder who is expected to be proactive in ensuring their own clinical supervision and identifying their own developmental needs.

**Competencies**

Can meet/work towards achieving the competencies as identified in the Katharine House Hospice competency document.

**Job Revision**

This job description is not exhaustive, and the employee may be asked to undertake other duties commensurate with the role. This job description is subject to periodic revision following discussions with the post holder.

**Infection Prevention and Control**

In accordance with the Health and Social Care Act 2012, the post holder will actively participate in the prevention and control of infection within the capacity of their role. The Act requires the post holder to attend infection prevention and control training on induction and at regular updates and to take responsibility for the practical application of the training in the course of their work. Infection prevention and control must be included in any personal development plan or appraisal.

**Health and Safety**

All employees have a responsibility to abide by the safety practices and codes authorised by Katharine House Hospice. They have an equal responsibility with management for maintaining safe working practices.

**Smoking**

The hospice has a no smoking policy. All hospice premises are considered No Smoking Zones. Staff are not allowed to smoke when wearing Katharine House Hospice Uniform.

**Confidentiality**

Patient and/or staff information is confidential. It is a condition of Katharine House Hospice employment that you will not use or disclose any confidential information obtained in the course of your duty

**Accuracy of Data**

The accuracy of Service User information is paramount regardless of its format (hard copy or electronic).  All staff collecting and processing sensitive client information should be suitably trained to do so.  All such data should be monitored for accuracy and reconciled between the user record and data held on systems that support the provision of care, any errors or omissions should be identified and corrected.  Such activity should be undertaken under the guidance of the Director of Care.

**This post requires the individual to consent to an enhanced disclosure by the Disclosure and Barring Service**

***Person Specification – KHH Nursing Associate***

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|  | **Essential** | **Desirable** |
| ***Qualifications***   |  | | --- | | * Registered Nurse Associate on the NMC Register. * Nurse associate foundation degree qualification. * GCSE or skills level 2 in Maths and English. | |      |  |
| ***Experience***   * Experience of working in teams under appropriate supervision. * Experience of receiving and providing complex information. * Experience of working in palliative and end of life care. |    |  |
| ***Skills and attributes***   * Ability to take part in reflective practice * Ability to organize own workload * Ability to deal with an unpredictable workload. * Has effective communication skills and can build therapeutic relationships with patients and families. * Can act as a role model to Nursing Associate Students. |        |    |
| ***Knowledge***   * Understanding of the scope and role of the Nursing Associate and how the role can contribute to service developments. * Understands when to ask for advice or when to escalate to the RN. * Understands and acts in line with NMC professional standards. * Understands the rationale for following procedures and guidelines. |        |  |
| ***Other***   * Demonstrates initiative. * Resilience * Flexibility * Self-motivated * Able to work all shifts across 7 days. * Can use resources effectively and efficiently. * Maintains a safe environment for staff and patients. * Ensures infection prevention measures are maintained. |                |  |