

Job Description

Nursing Associate

Function:	Healthcare
Position:	Nursing Associate
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Team Leader
Additional reporting line to:	Registered Nurse
Position location:	HMP Forest Bank

1. Purpose of the Job – State concisely the aim of the job.

- The Nursing Associate will provide high quality care to patients with indirect supervision from a registered nurse/practitioner. The post holder will be required to play an integral role in the delivery of essential clinical care within HMP Forest Bank as part of the Integrated Substance Misuse services Team.
- Working within the ISMS Team, the post-holder will deliver a comprehensive range needs-based health care services to men across the Prison. Services will as a minimum deliver equivalent care to health care services provided in primary care settings by the NHS.

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Work within NMC guidelines, those of Sodexo and other statutory or advisory healthcare organisations.
- Work flexibly within a highly pressured environment.

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

Clinical practice

- Deliver high quality evidence-based care, acting as a role model at all times.
- Administer medications as prescribed according to local and Royal Pharmaceutical Society guidelines.
- Be professionally accountable for your care, including actions and omissions.
- Share best practice with colleagues and the wider MDT.
- Ensure that you are individually aware of changes to guidelines and policies that impact on clinical practice.
- Maintain own professional registration, complying with the profession's standards.
- Identify your own development needs, sharing these with your line-manager
- Take an active role within the Clinical Governance systems within the prison.
- Report any instances where care, clinical practice, behaviours or values go against that as set by the NMC and Sodexo.
- Communicate effectively within the multidisciplinary team and other prison departments to ensure that patient care is well planned and coordinated, under the guidance of the Registered Nurse.
- Attend meetings associated with your area of responsibility and in the absence of or at the request of the Head of Healthcare or Clinical Team Leader
- Promote and support multidisciplinary and interagency working throughout the delivery of healthcare, understanding the contribution of others in the wider prison system.

Education

- Use the clinical supervision offered to reflect on clinical practice, to continue personal and professional development
- Promote a creative, interesting, and safe learning environment for Trainee Nursing Associates and for the ongoing professional development of registered staff.
- Undertake supervision and teaching of Healthcare Assistants and Trainee Nursing Associates.

Safety

- Be aware of the safeguarding agenda, ensuring protection and identification of vulnerable patients and escalate any concerns to the Registered Nurse.
- Report all adverse events and near misses and take appropriate action
- Participate in all prison safety and risk training.

Effectiveness

- Identify new ways of working to improve the patient experience under the guidance of a Registered Practitioner.
- Foster an environment where practice is evidence based and take part in audits to ensure this is effective.
- In conjunction with the Head of Healthcare and Clinical Team Leaders, share the responsibility for facilitating change as a result of audit.
- Ensure effective working relationships are established and maintained with colleagues across the prison and externally.

Patient experience

- Act as patient advocate through the application of ethical, legal and professional knowledge and skills as required and escalate any issues arising to a Registered Nurse.
- Use a wide range of verbal and non-verbal communication methods, and consider cultural sensitivities, to better understand and respond to people's personal and health needs.
- Take reasonable steps to meet people's language and communication needs, providing assistance to those who need help to communicate their own or other people's needs.
- Deliver all care in a compassionate and caring manner through relationships based on empathy, respect and dignity.
- Deal with verbal complaints and concerns in an informed and effective manner, escalating as appropriate to the Registered Nurse.

Policy and Service Development:

- Be aware of and adhere to Sodexo policies and procedures.
- Assist the primary care manager in the development and implementation of policies, standards and procedures.
- To assist in the prevention of accidents within the department and to report incidents and accidents to the person in charge and complete an incident form where appropriate.
- Participate when requested in the investigation of all complaints from patients, visitors and staff according to Sodexo policy.

Personal Development and professional responsibility

- To attend all mandatory training as required by the Sodexo.
- To support newly appointed, qualified and unqualified members of the nursing team and students/learners on placement within the department.
- Display professional behaviours and attitudes and observe the Sodexo values at all times.
- Adhere to Sodexo's uniform policy.
- Take personal responsibility for keeping up to date with new developments and participate in research/ clinical audit. Act as a role model by upholding and implementing good practice in the workplace, always ensuring the highest standards of evidenced based care.
- To acknowledge any personal limitations of competence and to act only within own scope of practice, referring patients as required to registered practitioners/doctors.

This description is an outline of the duties of the post holder. It will be subject to regular review and may be amended following consultation with the post holder.

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Completion of all documentation to a high standard, maintaining accurate and up to date clinical records.
- Completion of accurate clinical assessments on all patients
- Completion of and contributing to care plans
- Making appropriate and timely referrals to relevant internal and external agencies
- Adherence to policies and procedures.

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

Essential

- Current NMC registration as a Nursing Associate.
- Evidence of professional development.
- Non-judgmental approach towards all individuals.
- Flexibility to work shift patterns on a 24-hour rotational basis in response to the needs of the prison including nights/weekends/bank holidays
- Excellent written and verbal communication skills.
- Ability to work independently and as a team member.
- Ability to prioritise and meet goals, sometimes with tight deadlines.

Desirable

- Previous prison or secure services experience

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

- Growth, Client & Customer Satisfaction / Quality of Services provided
- Rigorous management of results
- Brand Notoriety
- Learning & Development
- Innovation and Change

9. Management Approval – To be completed by document owner

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Document Owner	Jon Ruddock		