

Primary Care Network Nursing Associate Job Description

Primary Care Network: South East Shropshire Primary Care Network

Accountable to: PCN Clinical Director and Named Nurse in Primary Care Network

Salary: £21,892-£24,120 Depending on experience

Job Summary

The post holder is a Nursing Associate registered with the Nursing and Midwifery Council. They are required to act within their professional boundaries, supporting and working alongside a multi-disciplinary team within general practice and a Primary Care Network (PCN).

The post holder will contribute to providing nursing care to patients registered in the GP practices within the PCN.

The post holder will focus on assuming a lead role in specified areas, e.g., vocational and employment advice to patients, activities coordination, assisting in individual and therapeutic group work. Work with the qualified nurses to deliver individual treatment packages with an emphasis on collaborative care that focuses on recovery and the need to work towards discharge where appropriate. The post holder will work with other members of the Multi-disciplinary Team (MDT) to both organise and facilitate care appropriate to the individual needs of the patient.

Role and Responsibilities

Communication and Relationship Skills

- To engage in positive relationships with patients/carers/families and other staff based on respect and within appropriate boundaries.
- To act in a professional capacity at all times.
- To be able to set therapeutic limits with patients, carers or relatives.
- To be able to communicate with the patient about care planning risk assessment needs.
- Communicate complex and sensitive information verbally and in writing.
- Actively contribute during handovers to meet the care needs of patients.
- Actively contribute to staff meetings
- To be able to confidently and accurately convey patient information in the role of an associate nurse for MDT meetings.
- To be able to articulate an understanding of MDT structures and members roles.
- To formulate care plans under the supervision of registered staff.
- To communicate risk issues as they arise to ensure safe care.

- To communicate concerns relating to patient behaviour or mental state to other members of the multidisciplinary team

Knowledge, Training and Experience

- Demonstrate evidenced based knowledge in the main physical health problems that adult patients may present with i.e., high blood pressure, diabetes, obesity, epilepsy, respiratory issues, constipation, lack of personal hygiene, including foot care.
- Demonstrate an ability to undertake baseline physical observations and record results correctly. In addition, be able to identify anomalies that should be referred to a first level nurse or one of the medical staff Baseline observations include:
 - Phlebotomy
 - Blood pressure
 - Pulse
 - Respirations
 - Weight
 - Height
 - Elimination pattern
 - Eating pattern
 - Sleep pattern
 - Glucose monitoring

- Demonstrate an ability to complete ongoing monitoring templates
- Ability to carry out a full health assessment with support from other members of the MDT.

Analytical Skills

- To understand the concept of verbal and non-verbal communication and be able use the skills at the desired level.
- Has an understanding of risk behaviours and risk management.
- Understanding of the incident reporting, serious untoward incident reporting and risk assurance framework.

Planning and Organisational Skills

- Work as a supervised primary nurse planning and implement care to patients.
- Participate in effectively co-ordinating patient care as necessary
- Assist and support patients in planning and co-ordinating services to meet their needs.
- Can facilitate/co-facilitate group activities that focus on health promotion or social activity.
- To be able to plan and manage workload.

Responsibility for Patient

- Take an active part in team discussion and decisions relating to patient care and treatment and ensure these are carried out or reviewed as required.
- When required carry out increased observations as per requirement
- Ability to raise equality and diversity issues and concerns and report appropriately.
- To keep up to date with relevant areas of clinical practice.

Responsibility for Policy/Service Development

- Be responsible for adhering to Practice policies and procedures.
- Be aware and have a working knowledge of all clinical policies relating to practice.
- Promote the development of workers through involvement in education and work-based coaching.
- Identifying and communicating to senior staff how health, safety can be improved for patients
- To follow instructions from the Duty nurse including redeployment to another part of the service whenever requested.
- To understand the key performance requirements of the service.

Responsibility for Human Resources

- Provide general support to all team members.
- Participate in staff support groups/team away days.
- To address performance issues with designated staff under the direction of line manager.

Responsibility for Information Resources

- Record care undertaken in the MDT notes.
- Maintain notes that are accurate.
- Ensure patient records comply with issues relating to confidentiality and safe storage.
- Be able to use the email system in line with Practice policies and procedures.

Working Conditions

- Follow procedures for managing body fluids.
- Follow Health and Safety procedures and protocols and highlight any required actions to line manager.

Key Relationships

- Patients
- GPs
- Practice Managers
- Practice Nurse Teams
- Practice Administration Teams

- All member of the multi-disciplinary team (MDT)
- Patients and Carer Involvement Groups
- External Care Providers

Health and Safety

It is the responsibility of all employees to work with managers to achieve a healthy and safe environment, and to take reasonable care of themselves and others.

Equality and Diversity

It is the responsibility of all employees to support and promote a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of Equality & Diversity Strategies and Policies.

Information Governance

As an employee you will have access to information that is sensitive to either an individual or to the organisation and you are reminded that in accordance with the requirements of Information Governance, NHS Code of Confidentiality, Data Protection Act 1998 and also the terms and conditions in your contract of employment, you have a duty to process this information judiciously and lawfully; failure to do so may result in disciplinary action.

Performance Appraisal and Professional Development

The PCN is committed to providing a high-quality service through the effective management and development of its employees. The Performance Appraisal process ensures that the PCN is able to achieve its key aims of delivering cost effective, high quality and responsive healthcare, whilst enabling employees to understand how the outcome of their contribution fits within these overall aims.

All staff have the responsibility to support all learners and to keep their knowledge of supporting learners in practice up-to-date, according to appropriate governing bodies regulations.

Statutory and Mandatory Training

The PCN will assess the requirements for Statutory and Mandatory training for all new staff prior to commencement and aims to ensure that all Statutory and Mandatory training requirements are completed before staff start their full duties.

All required Statutory and Mandatory training must be completed within the first three months of staff start date and refresher training must also be undertaken on a regular basis and in accordance with the PCNs policy.

Safeguarding Children and Vulnerable Adults

The PCN is committed to safeguarding children, young people and vulnerable adults within its care. As an employee you are accountable to ensure that you know how to respond when you are concerned for the safety of a child, young person or vulnerable adult. The PCN will support you in this process by providing training, support and advice. There is a safeguarding team for children and young people and leads for vulnerable adults, who can be contacted for guidance in each practice and who provide safeguarding supervision. For children you should be aware of your responsibilities detailed in the '4 Local Safeguarding Children Boards Child Protection Procedures' and for vulnerable adults in the Safeguarding Adults Policy.

Infection Prevention and Control

The PCN has designated the prevention and control of infection and the full implementation of the Code of Practice (2008) as a core component in the organisations clinical governance, managing risk and patient safety programmes. All employees are expected to follow consistently high standards in the prevention and control of infection, especially with reference to hand hygiene, adherence to dress/uniform code and for clinical staff all procedures involving aseptic technique. Be aware of and follow all Trust Infection Control guidelines and procedures relevant to their work. Participate in mandatory training and annual updates. Protecting patients from infection is everyone's responsibility.

Smoke-Free Policy

The PCN operates a Smoke-free policy. This means that smoking is not permitted anywhere within owned or leased premises, including within their grounds and within owned or leased vehicles. In the interests of promoting responsible healthcare all staff are to refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place. The policy also applies to all staff employed by the PCN and Practices at any location they may work, whether within or external to the PCN's premises. The policy contains further details including support facilities; subsequent failure to comply with this policy may result in disciplinary action.

Confidentiality

In the course of your employment you will have access to confidential information of a personal and/or clinical nature, including information relating to the PCN, its clients, patients, employees and other parties.

You must not use such information for your own benefit nor disclose it to other persons without the consent of the Trust and the party concerned unless required to do so by law. This applies both during and after the termination of your employment. Any breach of confidentiality during employment may be regarded as serious misconduct and could lead to summary dismissal

Rehabilitation of Offenders Act 1974

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment but must be declared in writing at the appropriate stage during the recruitment process.

Data Protection

As your employer, the PCN needs to keep information about you for purposes connected with your employment. The sort of information we will hold includes information for payroll purposes, references, contact names and addresses and records relating to your career with the PCN. These uses are covered by our notification with the Information Commissioners Office under the Data Protection Act 1998.

The information which we hold will be for our management and administrative use only but we may need to disclose some information we hold about you to relevant third parties (e.g. Inland Revenue). We may also transfer information about you to the NHS Executive solely for purposes connected with the management of the NHS.

Records Management and Quality

As an employee, you are legally responsible for all records that you gather, create, or use as part of your work within the Trust and they remain the property of the Trust. This includes patient, financial, personal and administrative records, whether paper based or on computer. All such records are considered public records and you have a legal duty of confidence to all service users. You should consult the Trusts Records Management Policy and ask for guidance from your manager if you have any doubt about the correct management of records with which you work. All staff have a responsibility to ensure information quality standards are achieved.

Information Security

Under the provisions of the Data Protection act, it is the responsibility of each member of staff to ensure that all personal data relating to patients and members of staff, whether held in manual or electronic format, is kept secure at all times. Computer passwords must not be shared either between systems or users. The PCN may monitor e-mail messages, any files stored on the networks or on equipment and usage of the Internet, NHS.net and computer systems, irrespective of whether these relate to trust or personal use.

Access and usage of the PCNs computers must be in accordance with the PCN's Policies. Safe haven procedures are to be used for all electronic transfers of personal data. This is in order

to protect the Trust's patients and staff, and its reputation and to ensure that it complies with the law and other guidelines.