

Trainee Nursing Associate - Job Description & Person Specification

Job Summary

You will work as a member of the Nursing team, under the guidance of a Registered General Nurse, support the organisation and facilitation of clinical care in a holistic and proactive manner to patients registered at the practice. You will:

- Deliver 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
- Work as part of a multidisciplinary team (MDT), delivering a high standard of care that focuses on the direct needs of the patient
- Work with a supervisor to take responsibility for developing own clinical competence, leadership, and reflective practice skills within the workplace, while on placements and through attending the Nursing Associate Training Programme
- Develop, by the end of the Nursing Associate Training Programme, the ability to work without direct supervision, at times delivering care independently in line with the individual's defined plan of care, within the parameters of the nursing associate role, accessing clinical and care advice when needed.

The role of the Trainee Nursing Associate (TNA) needs to be flexible in line with the present atmosphere for change within the health service delivery. It is essential that the trainee nursing associate works within their own level of competency and expand her/his role in accordance with practice requirements and own scope of practice.

Principle Clinical Responsibilities:

Over the course of the 2-year TNA programme, develop the skills and knowledge to provide direct care to patients and families which may include:

- To assist and perform routine nursing tasks related to patient care, such as routine BP checks, ECG, suture and clip removal, BMI and lifestyle advice, as directed and agreed with line manager, registered general nurses and GP's.
- To support patients to improve and maintain their mental, physical, behavioural health and wellbeing by using behaviour change interventions, such as undertaking health checks (physical and mental), smoking cessation services.
- To support the RGN with the holistic assessment and planning of wound care plans for patients with chronic and acute wounds.
- To implement agreed wound care plans, following local and national evidence-based guidelines, inclusive of the treatment of minor traumatic wounds within own level of competency. To recognise any deterioration of wounds or infection and arrange early review with PN/GP or specialist as required.
- Following recognised Leg Ulcer management training and the completion of competencies, to undertake Leg Ulcer care and compression bandaging, following agreed care plans in line with local/practice policy.
- Following training and competency assessment, to undertake adult NHS immunisation programmes and ensure vaccines/injections are administered under patient group directives or patient specific direction

- To undertake administration of prescribed medicines via oral, IM, SC routes, following competency based training and practice policy.
- Provide holistic assessment and treatment of patients attending for ear irrigation following relevant training.
- To undertake the collection of pathological & microbiology specimens including venipuncture, swabs, urine culture in line with local guidelines
- To support chronic disease management – including monitoring patients with stable asthma, undertaking preliminary investigations for Type 2 diabetes patients, such as foot checks.
- To provide general health promotion education, advice on national screening programs and guide/refer patients to appropriate services.
- Provide contraception advice and sexual health guidance in line with competency. Undertaking annual contraceptive reviews in line with practice policies.
- In line with national guidance and with recognised competency-based training, undertake screening programs such as cervical screening tests.
- To undertake any investigatory test, such as Ambulatory BP monitoring, automated Dopplers and Spirometry, taking basic history and referring patients to relevant clinician for interpretation/ planning of care.
- To be able to provide appropriate self care advice for patients presenting with minor illness within own level of competency and referring to GP/ANP where appropriate.
- Chaperone and assist patients where appropriate who are being examined by another clinician.
- To maintain effective infection control measures in line with local guidelines and practice policy.
- Ensure safe storage, rotation and disposal of vaccines and medication. Assist in the completion of monthly stock take and support the cost-effective use of disposable items.
- Maintain adequate stock within the treatment room and assist with the re-stocking of other clinical rooms as required.
- To participate in developments within the practice and support QOF requirements.
- Maintain accurate record keeping on our medical record system (EMIS Web), as per NMC guidelines.
- Recognise and understand the importance of observing, documenting and communicating the signs and symptoms of child and adult abuse.
- Attend and actively participate in practice meetings as required.
- Awareness of referral mechanisms for mental health issues, family violence, vulnerable adults and addictive behaviours.
- Actively take part in mandatory and internal\external training as requested.
- Adhere to and follow all policies and protocols as listed in the Staff Handbook and contract.

This list is not exhaustive and specific tasks may vary always allowing the individual to work within their own competence and required remit of their role.

Person Specification – Trainee Nursing Associate		
Qualifications & Eligibility	Essential	Desirable
GCSE Maths and English at Grade 9-4 (A to C) or Functional Skills Level 2 in Maths and English	✓	
Health Care Certificate		✓
Enrolled on the Nursing Associate Foundation Degree		✓
Working towards completion of the Nursing Apprenticeship Programme		✓
Clinical Knowledge & Skills	Essential	Desirable
Knowledge of clinical skills relevant to primary care, such as ECG, venepuncture, suture removal, urinalysis and swab taking.		✓
An understanding of the data protection act and patient confidentiality,	✓	
Knowledge of NMC code of conduct and professional accountability.	✓	
Skills & Experience	Essential	Desirable
Experience of working in a healthcare setting	✓	
Experience of working in a primary care or community setting		✓
Excellent interpersonal skills	✓	
Effective written, verbal, and non-verbal communication with patients, carers, and all members of the multidisciplinary teams.	✓	
Strong IT skills	✓	
Knowledge of clinical IT systems		✓
Effective time management	✓	
Evidence of, and willingness to, undertake quality improvements	✓	
Personal Qualities	Essential	Desirable
Empathetic, approachable, polite and confident	✓	
Self-motivated, reliable and forward thinking	✓	
High levels of integrity and loyalty	✓	
Able to work under pressure & recognise own limitations	✓	
Patient focused approach to clinical care	✓	
Committed to ongoing professional development	✓	
Committed to supporting colleagues and the practice's strong team ethic	✓	
Able to embrace change & open to innovative ways of working	✓	
Other requirements	Essential	Desirable
Flexible and willing to work outside core hours	✓	
Disclosure Barring Service (DBS) check	✓	
Occupational Health Clearance	✓	