**Claypath and University   
Primary Care Network**

**Job Description  
PCN Nurse Associate**

Hours of duty: Full-time  
  
Responsible to: Nurse Practitioner/Nursing Team Leader, Claypath and University   
 Medical Group  
  
Employer: Claypath and University Medical Group

Pay: Equivalent to NHS Agenda or Change Band 4 (£21,892 p.a. WTE)

The PCN Nurse Associate will be employed by the Claypath and University Medical Group to work for the Claypath and University Primary Care Network. Direct line management and supervision will be provided by the Nurse Practitioner/Nursing Team Leader, Claypath and University Medical Group.

**1. Job Summary:**

The post holder will have completed their Nurse Associate training and be registered with the NMC.   
  
The post holder will work independently under the leadership of registered nurses, working within the sphere of nursing and care, and within all aspects of the nursing process.

Nurse Associates are equipped with the knowledge, understanding, skills, attitudes and behaviours relevant to employment as a Nurse Associate and will work to a nationally recognised code of conduct.

The role will assist PCN/practice clinicians:

* Complimenting the role of GPs, practice nurses, and other health professionals as an integral and key member of the care team;
* to make the best use of clinical skills within the PCN/practice in order to promote well-being and maximise health gain for patients.
* to provide a safe, high quality and accessible treatment room service to the PCN/practice population.

**2. Primary Duties and Areas of Responsibility:**Professional:

* Provide continuing care to patients across the PCN's practice population.
* Treatment room duties in line with competency e.g. Suture/clip removal, basic wound care, ECG, phlebotomy, urinalysis.
* Assessment and planning of delegated care.
* Monitoring of long-term conditions and well-being of service users including escalation of interventions when necessary.
* Administering of medication, where necessary, in accordance within regulatory guidelines for Nurse Associates.
* Assist with the implementation and monitoring of clinical care and monitor outcomes
* Contribute to ongoing assessment recognising when it is necessary to refer to others for reassessment.
* Be able to perform cardio-pulmonary resuscitation according to current UK guidelines.
* Ensure infection control guidelines are maintained.
* Communicate effectively with other members of the PCN and primary health care team.
* Preserve confidentiality.
* Emphasise with, and support people to improve and maintain their mental and physical health and wellbeing.
* Pro-actively prevent and protect against disease and ill health.
* Act in the best interests of service users, carers, families and communities cared for.
* Use knowledge and experience to make evidence-based decisions and solve problems.
* Recognise and work within the limits of their competence.
* Engage in reflective practice including management of self and reflection on own reactions, asking questions and reflecting on answers given.
* Participate in Quality Improvement activities.
* Be responsible for own actions.
* Act professionally at all times.
* Any other duties considered relevant to the post.

Administrative:

* Assistant patients to identify their health needs.
* Maintain accurate records in line with practice policy and NMC Guidelines using appropriate computer software.
* Contribute to the assessment of service needs.
* Responsible for the maintenance of equipment and stock control; including refrigeration, vaccine ordering, single use equipment, general treatment room equipment and stock and emergency equipment.
* Attend staff meetings.
* Effectively manage own time, workload and resources.
* Preserve confidentiality of information gained at all times.

Educational:

* Identify personal development and training needs in conjunction with the Nurse Manager.
* Participate in an annual individual performance review, including taking responsibility for maintaining a record of own personal and or professional development.
* Participate fully in practice audit and quality development programmes.
* Participate in formal tutorials and informal training of student nurses and GP trainees in the practice.

Management of Chronic Disease:

* To develop knowledge base and support the management of Chronic Disease patients within the primary care setting.
* Checking compliance with an adherence to appropriate treatments using a holistic patient centred approach.
* Recognising abnormalities.
* Research projects:  
  Cooperate and participate as required in any research projects within the PCN/practice.

**3. Organisational Responsibilities:**

* To maintain the confidentiality of the PCN in respect of patient and staff information obtained at all times and use such information only as authorised for specific purposes. Reports any concerns about the use of such information to the Nurse Manager.

**4. Personal Responsibilities:**

* The postholder is responsible for taking reasonable care with regard to him/herself as well as for any colleagues, patients, or visitors who might be affected by any act or failure to act by the postholder in accordance with the PCN/Practice policies on Health and Safety at work.
* To report any accident, untoward incident or loss relating to staff, patients, or visitors according to practice policies.
* To undertake in-service training relevant to the post.

**5. 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. The postholder will be expected to adhere to this.
* In the performance of the duties outlined in this Job Description, you may have access to confidential information relating to patients and their carers, PCN and practice staff and other healthcare workers. You may also have access to information relating to the organisation 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 organisation may only be divulged to other authorised persons in accordance with the organisation's policies and procedures relating to confidentiality and the protection of personal and sensitive data.

**6. Quality:**

You will be expected to strive to maintain high quality within the organisation, and will:

* Alert your PCN/practice manager 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 patient's needs.
* Engage in, and contribute to, organisational and clinical audit when requested.

**7. Communication:**

* You will be required to recognise the importance of effective communication within the team and will strive to:
* Communicate effectively with other team members.
* Communicate effectively with patients and carers.
* Recognise people's needs for alternative methods of communication and respond accordingly.

**8. Health and Safety:**

* Comply at all times with the practice health and safety policies by following agreed safe working procedures and reporting incidents using the organisation's Incident Reporting System.
* Comply with the Data Protection Act (1984) and the Access to Health Records Act (1990).

**9. Equality and Diversity:**

* Cooperate with all policies and procedures designed to support equality of employment. Co-workers, patients and visitors must be treated equally irrespective of gender, ethnic origin, age, disability, sexual orientation, religion, etc.

**10. Communication and Working Relationships:**

Establish and maintain effective communication pathways with all PCN/practice staff and visiting clinical team members such as District Nurses, Health Visitors, etc.

**11. Job Description:**

This job description is intended to provide an outline of the key tasks and responsibilities. There may be other duties required of the postholder commensurate with the position. This description will be open to regular review and may be amended to take into account developments within the PCN/practice.

**Person Specification:**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Knowledge and Experience** | | |
| Experience of working in a Primary Care Setting.  Detailed knowledge and understanding of appropriate procedures and treatment plans.  Ability to participate in reflective practice and clinical supervision activities.  Ability to recognize own limitations in the context of the Nurse Associate role.  Experience of working with patients with long term conditions.  Understanding of the scope of the role of Nurse Associate in context of the team and the organization, and how the role contributes to Quality Improvement.  Ability to support, supervise, assess and act as a role model to Nurse Associate trainees, other learners and care support workers as required within clinical settings.  Able to work with patients and staff in emotional circumstances e.g. terminal illness or bereavement.  Experience of using EMISWeb.  Significant experience within a health/care setting relevant to the role. | √  √  √  √ | √  √  √  √  √  √ |
| **Skills and Abilities** | | |
| Manage the boundaries of the patient/Nurse Associate relationship effectively, and to behave professionally at all times.  Ability to organize and prioritise own delegated workload.  Ability to support, supervise, assess and act as a role model to Nurse Associate trainees, other learners and care support workers as required within clinical settings.  Understands the importance of team working.  Ability to work on own initiative.  Able to meet deadlines.  Good IT skills. | √  √  √  √  √  √ | √ |
| Personal Attributes | | |
| Ongoing training and commitment to development.  Excellent interpersonal skills.  Effective written, verbal and non-verbal communication with patients, relatives, carers, and all members of multi-disciplinary teams.  Ability to work with patients from a diverse range of religious, cultural and social backgrounds to meet their needs.  Flexible and adaptable to change. | √  √  √  √ | √ |

/GPB  
13 April, 2021