

**Nursing Associate**  
**JOB DESCRIPTION**

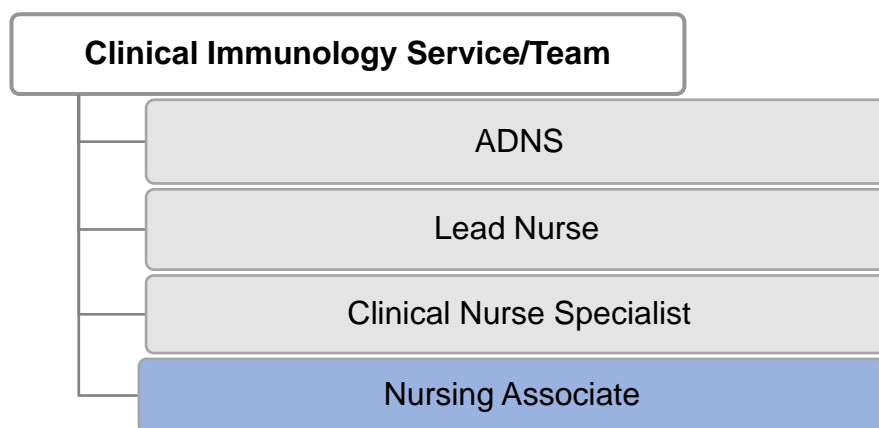
<b>Job Title:</b>	<b>Nursing Associate for Clinical Immunology</b>
<b>AfC Band:</b>	Band 4
<b>Directorate/Service:</b>	Tertiary Medicine 2, Immunology
<b>Accountable To:</b>	Lead Nurse
<b>Responsible To:</b>	Clinical Nurse Specialist
<b>Base Location:</b>	Clinical Immunology OPD and Day unit (Brooke Treatment unit)
<b>Hours:</b>	24 hours (over 3 set days)
<b>On-Call Requirement:</b>	No
<b>AfC Job Code:</b>	Add Job Code

**Values**

Three values are at the heart of our organisation: **Care, Appreciate** and **Inspire**.

Our values and behaviours define what's important to us as we work alongside each other and with our patients and service users. They also shape what it feels like to work at the NCA and will be central to your development and performance conversations. Together, we will create a culture where care, appreciation and inspiration thrive.

**Structure Chart**



## Job Summary

The role of the Clinical Immunology Nursing Associate is to work as part of the clinical and multi professional team supporting the specialist nursing team to assess, plan, organise and deliver clinical care in line with the service and patients' needs as agreed with the clinical team.

The Nursing Associate has a breadth of knowledge across the lifespan, providing holistic and person-centred care and support for people of all ages and in a variety of settings.

The Nursing Associate will help to bridge the gap between Health Care Assistants and Registered Nurses by working independently under the leadership of Registered Nurses, working within the sphere of nursing and care and within all aspects of the nursing process

**Become part of our dynamic and leading Immunology and Allergy service and help us improve the lives of our patients from across the north of England and Wales.**

The post is a fixed term contract for 12 months.

You will work in a small specialist team alongside a Consultant Immunologist, Nurse Consultant and 3 Clinical Nurse Specialists caring for patients with Immunodeficiency and Allergy. The role is diverse, and training will be provided by the Immunology team. You will work in Outpatients and the Brooke treatment unit at Salford Care Organisation.

At SCO we have many patients with Immunodeficiency receiving care and treatment in the hospital and at home. Your role will involve supporting and delivering treatment to our day case patients under supervision of the Clinical Nurse specialist. This will also include being involved in training patients to administer Immunoglobulin at home, giving vaccines in clinic and caring for patients during allergy testing to medications and food. You will also be trained to carry out allergy skin prick testing and adrenaline pen training for patients.

You will receive training from the team to carry out all aspects of the role.

## Job plan

Day	Time	Location
Monday	DO	DO

Tuesday	<b>8am - 1pm</b> Order blood tests, Administer vaccines, provide support in the running of the clinic  <b>1.30pm – 4.30pm</b> Team teaching sessions, weekly MDT, stock check	Immunodeficiency Clinic, Outpatient Department  Immunology offices
Wednesday	<b>8am – 4.30pm</b> Caring for patients attending for treatment, administering S/C injections, venepuncture, cannulation, home therapy training and giving tailored advice to patients	Brooke Treatment Unit (BTU)
Thursday	DO	DO
Friday	<b>8am – 4.30pm</b> Looking after Allergy challenge patients, administering doses for food/drug challenges.  Carry out skin testing and intradermal testing (to be trained for)	Brooke Treatment Unit (BTU)

### Key Role and Responsibilities

Areas of responsibilities and expectations for the role.

#### Professional Duties;

The following list is indicative as tasks and responsibilities for the nurse associate working in the Immunology and Allergy department.

The nursing associate will:

- Ensure a high standard of nursing care to patients attending the Immunology [Outpatient clinics, Day unit] and Allergy [Bee & Wasp venom desensitisation] clinics working in line with Trust and departmental policies and procedures.
- Assist the nurse specialist by contributing to the on-going assessment, planning, management and evaluation of care of all patients attending the department.
- Perform, record and interpret clinical observations including, blood pressure, temperature, respirations, pulse, oxygen saturations in order to identify signs of improvement, deterioration or concern.

- Support the nurse specialist in the recognition and management of anaphylaxis, due to the nature of our high-risk activity.
- Undertake a full range of clinical skills including venepuncture, subcutaneous immunoglobulin infusions, administration of oral challenges and administer intra muscular injections
- Demonstrate the ability to recognise the effects of medicines, allergies, drug sensitivity, side effects, contraindications and adverse reactions.
- Manage medical devices utilised within the department.
- Understand the ongoing needs of the clinic and maintaining and managing stock levels of medication and equipment.
- Record all care delivered appropriately and in accordance with Trust policy and NMC standards.
- Ensure the privacy, dignity and safety of patients is always maintained.
- Demonstrate the ability to prioritise and know when to escalate to the appropriate individual for expert help and advice.
- Develop understanding of caring for patients with conditions relevant for this speciality.
- Develop a working knowledge of other providers' resources and referral systems to ensure individuals' needs are met i.e., homecare providers.
- 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.

### **Responsibility for Patient Care**

- Provide compassionate, safe and effective care and support to patients in a range of care settings.
- Monitor the condition and health needs of patients within their care on a continual basis in partnership with patients, families and carers, ensuring appropriate escalation to a registered nurse when required.
- Support patients to improve and maintain their mental, physical, behavioural health and well-being.
- Promote comfort and well-being by ensuring that patients' personal and social needs are met and be able to care for a patient's nursing needs.
- Provide and receive sensitive information concerning a patient's medical condition.
- Provide effective evidence based care for service users under the supervision of registered nurses in order to perform non-complex activities, in line with clinical governance and professional standards
- Recognise the effects of medicines, allergies, drug sensitivity, side effects, contraindications and adverse reactions. Undertake safe and effective administration and optimisation of medicines in accordance with Trust policy and the NMC standards of proficiency for nursing associates.

- Administer medicines via the following routes, oral, topical, rectal, subcutaneous and intramuscular in line with NMC Standards and Trust policies. Comply with Trust policy in relation to any safety critical medicines to be administered by Nursing Associates
- Monitor the condition and health needs of patients within their care following administration of medication. Recognise and report any situations, behaviours or errors that could result in poor care outcomes related to medicines management

### **Communications and Relationships**

- Communicate effectively across a wide range of channels (including telephone) and with a diverse range of individuals, the public, health and social care professionals, maintaining the focus of communication on delivering and improving health and care services.
- Communicate effectively using a range of skills and strategies with colleagues and people at all stages of life and with a range of mental, physical, cognitive and behavioural health challenges.
- Refer patients to the relevant professional/agency in response to the identified need in consultation with the nurse specialist.
- Demonstrate inter-personal skills that promote clarity, compassion, empathy, respect and trust.
- Contribute to team success and challenge others constructively.
- Communicate with individuals, carers and other visitors in a courteous and helpful manner, whilst being mindful that there may be barriers to understanding.
- Report to appropriate registered care professional information received from the individuals, carers and members of the team.
- Ensure all patient related information is treated sensitively and always adhere to the principals of confidentiality. Provide information to patients, their families and carers both informally and formally to enable them to make informed choices about current and future care needs.
- Report any accidents or incidents and raise any concerns as per organisational policy that may adversely impact safe and effective care provision
- Ensure clear, concise, accurate and legible records that are documented in a timely manner.
- Ensure ability to manage electronic records system taking cognisance of need to protect access (ID, passwords)

### **Analytical and Judgmental Skills**

- Under the supervision and working in partnership with a registered nurse provide and deliver a high standard of nursing care contributing to the ongoing assessment, providing and monitoring care based on evidence and working in partnership with the multi-disciplinary team

### **Planning and Organisational Skills**

- Prioritise and manage own workload, recognising where elements of care can safely be delegated to other colleagues, carers and family members.

### **Administrative Responsibilities**

- Ensure relevant patient databases are kept up to date.

### **Policy and Service Development**

- Undertake audits as per departmental needs in order to improve service delivery.

### **Financial Responsibility**

- Exercise personal duty of care in the safe use and storage of equipment including Immunoglobulins.
- Be environmentally aware and prudent in use of resources and energy.

### **Education and Training**

- Support and teach patients to self-manage their condition and treatment where possible and empower patients.
- If appointed and trained as a mentor/practice supervisor/practice assessor then appropriately participate in competency assessment, this would include teaching and assessment of home therapy patient.
- Develop knowledge of the scope of practice of the Nursing Associate role within immunology and allergy settings.
- Continue to consolidate practical and theoretical knowledge and competence and maintain all evidence required for continuous professional and practice development.
- Contribute towards developing a culture of learning and innovation, developing high quality learning environments.
- Support and supervise the learning and development of other members of the team, student nurse, nursing associate trainees, and nursing assistants.

### **Responsibility for Information Resources**

- Maintain accurate, contemporaneous patient records in line with Trust policy and the NMC Code.

### **Responsibilities for Research and Development**

- Support, supervise, teach (where appropriate) and act as a role model to trainee nursing associates, student nurses, healthcare support workers and new staff members, promoting reflection and providing constructive feedback.
- Contribute to the maintenance of the learning environment.
- Adopt a reflective approach to own practice with a view to continually improve. Undertake further training as required, prior to carrying out any additional duties identified as relevant to role, to comply with Trust policies and procedures.

### **Freedom to Act**

- Nursing Associates are equipped with the knowledge, understanding, skills, attitudes and behaviours relevant to employment; and will act in accordance with the NMC Code: Professional standards of practice and behaviour for nurses, midwives and nursing associates.

### **Equality and Diversity**

- Nursing Associates have a duty to ensure compliance with policies on equality and diversity

### **Making Every Contact Count**

- Front line staff are in an ideal position to offer support and advice on how to improve health and wellbeing.
- Staff should use their interactions with the public to give them additional advice on health and wellbeing. Staff will be given training and support to help them to signpost people to other services which may improve their health and wellbeing

### **Health & Safety**

- Nursing Associates have a general duty of care, including those relating to staff or patients on health & safety and any hazards associated in the normal course of the role.

### **Safeguarding**

- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.
- You will be expected to fulfill your mandatory safeguarding training at the level applicable to this role.

### **Code of Conduct**

- Nursing Associates have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Staff who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.



## PERSON SPECIFICATION

<b>Job Title:</b>	Nursing Associate
<b>AfC Band:</b>	Band 4

	Essential	Desirable	Assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Registered Nursing Associate on the NMC</li> </ul>		Nursing Registration, Application form
<b>Professional Registration</b>	<ul style="list-style-type: none"> <li>Foundation Degree - GCSEs Grade C or above in Maths and English Language / New GCSE Grade 4-9 in Maths and English Language OR Functional Skills Level 2 in Maths and English or Equivalent (not entry level 2)</li> </ul>		Application form
<b>Knowledge, Training &amp; Experience</b>	<ul style="list-style-type: none"> <li>Willingness to undertake relevant training for Allergy and Immunology</li> <li>Understanding of the scope of the role of the Nursing Associate in context of the nursing and interdisciplinary team and the organisation, and how the role contributes to service development.</li> <li>Understands and acts in line with NMC professional standards for practice contained within The Code</li> <li>Knowledge of when to seek advice and escalate to the appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of working on a day unit or Outpatient setting</li> <li>Knowledge of anaphylaxis and BLS training</li> </ul>	Application form, Interview



	<p>professional for expert help and advice</p> <ul style="list-style-type: none"> <li>• Understand requirements for NMC professional Revalidation</li> <li>• Understanding of the importance of following procedures and treatment plans</li> </ul>		
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to organise and prioritise own delegated workload</li> <li>• Ability to communicate effectively (written, verbal and non verbal communication) with patients/relatives and carers and all members of the multi-disciplinary team</li> <li>• Ability to develop effective and appropriate relationships with people, their families, carers and colleagues</li> <li>• Have effective time management skills and the ability to prioritise</li> <li>• Maintain high standards of quality in record keeping ensuring information is always recorded accurately and appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• Venepuncture</li> <li>• Cannulation</li> <li>• BLS</li> <li>• Medicine Management competency</li> </ul>	Application form, Interview
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Positive approach to work</li> <li>• Capacity to work with colleagues at all levels</li> <li>• Open minded, treats colleagues and the</li> </ul>		Application form, Interview

	general public with dignity and respect <ul style="list-style-type: none"> <li>• Compassionate and caring</li> </ul>		
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## Living our Values

All colleagues are expected to demonstrate the NCA values and underpinning behaviours as you carry out your role.

Values	Behaviours (I will...)
<b>CARE</b>  We listen and treat each other with kindness.	Provide the highest standard of care, with compassion and kindness.
	Communicate clearly, actively listen and be person centred.
	Seek to understand and empathise.
	Collaborate to deliver services that are safe and give confidence in our care.
<b>APPRECIATE</b>  We value and respect each other's contribution.	Recognise and openly acknowledge how we all make a difference.
	Value and respect others and share in celebrating our successes.
	Treat people fairly, notice, champion and positively appreciate diversity.
	Provide constructive feedback to support growth and development.
<b>INSPIRE</b>  We speak up and find ways to be even better.	Have a voice and act with integrity and honesty.
	Make time to learn, share and find new ways of working.
	Be positive, be open to change and empower others.
	Work with my team and other teams to agree and deliver best outcomes.

## Appendix

The below details all the standard Trust requirements which must be incorporated within the role.

<b>Infection Prevention</b>
Employees will adhere to all Trust Infection Control policies and procedures which are relevant to the post and undertake any appropriate mandatory training. All colleagues will ensure that advice is sought from the infection control team as required and appropriate action is taken to minimise cross infection.
<b>Safeguarding</b>
The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.
<b>Health and Safety</b>
Employees must act in accordance with the Health & Safety at Work Act 1974, and subsequent legislation, under which they must take reasonable care to avoid injury to themselves and to others who may be affected by their work activities. Employees are required to co-operate with the Trust in meeting statutory requirements. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of colleagues, patients, and the general public.
<b>Confidentiality and Data Protection</b>
Employees are required to uphold the confidentiality of all records held by the Trust, whether patient records or Trust information. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.
<b>Equality and Diversity</b>
<p>All colleagues are required to understand the equality and diversity commitments and statutory obligations under the Equality Act 2010. You must act in ways that support Equality, Diversity, and Inclusion (EDI) and recognise the importance of people's rights in accordance with legislation, policies, frameworks, procedures, and good practice.</p> <p>Colleagues must recognise and report any behaviour that undermines equality under Trust policy and further EDI activity by:</p> <ul style="list-style-type: none"> <li>• eliminating discrimination, harassment and victimisation</li> <li>• advancing equality of opportunity between people who share a protected characteristic and those who don't</li> </ul>

- fostering good relations between people who share a relevant protected characteristic and those who don't
- understanding the impact of policies, services and practice on people with different protected characteristics

### **Code of Conduct**

Colleagues that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Colleagues who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

### **Leadership and Development**

We believe our colleagues play a vital role in delivering excellence, and that everyone has the ability to demonstrate leadership and make a difference. As a member of our team, we expect you to live the NCA values: Care, Appreciate and Inspire through your daily habits, to improve outcomes for patients, customers and service users across the system. In return we provide a range of development opportunities that help you to realise your potential and reach your professional best.

As you join us, you are required to attend our Corporate Induction, complete the Trust's mandatory training and participate in the NCA Accelerated Leader Development Programme if you are in a leadership or management role. Your annual My Time appraisal conversation helps to continually review your contribution and ongoing priorities through your Personal Development Plan, informed through a wide choice of development available to you.

### **Flexibility**

This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time, in discussion with the post holder. This job description is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.