



## Nursing Associate

### Summary of the role

Specialist nursing and therapy roles at all levels are critical to the successful delivery of care within Accelerate CIC. The organisation has a strong and determined focus on our core mission, which is to impact on and make a difference to the lives of those communities we serve, individuals living with wounds and/or lymphoedema.

The introduction of the nurse associate role to Accelerate CIC is seen as critical to enabling the team to operate efficiently and to achieve our mission of improving lives for the community we serve. The role will focus on delivering planned and prescribed programmes of care for our citizens, under the supportive supervision of the specialist nurses and therapists and in accordance with practice guidelines and protocols.

### Role purpose

The post holder will work as part of the specialist team both out in the community and in the clinic environment, demonstrating clinical excellence and high standards of clinical practice in the fields of wound care and lymphoedema management within a population health model. The post holder will work under supervision specifically from the Specialist Nurses or Therapists and will undertake a wide range of duties and clinical interventions as delegated. The individual will be expected to work collaboratively and proactively with the Wound Care, Lymphoedema and Leg Ulcer teams to meet the needs of citizens. This will include being actively involved in carrying out clinical activity as directed in a shared plan of care, enabling citizens, their families, and carers to be involved in a therapeutic maintenance of any condition being managed. The Nursing Associate will have the knowledge and skills to deliver effective lower limb management and support our citizens in supported self-management. They will be part of a team that understands the importance of creating meaningful interventions and the good utilisation of escalation to expert clinicians when required to manage the complex cohort. In choosing to undertake this role the post holder will also be required to undertake other duties which will assist the wider multidisciplinary team in operating an efficient and effective service for the population served.

### The essential deliverables for the Nursing Associate Role

1. To exercise accountability as set out in the Nursing Midwifery Council (NMC) Code of Professional Conduct. To work within Accelerate CIC policies, procedures, and guidelines to ensure the delivery of high clinical standards and patient safety
2. Effective and high-quality care is essential for our citizens, and so you will deliver all aspects of the recommended treatment plan under indirect supervision, monitoring and evaluating the effectiveness of the treatment plan and liaising with your supervisor to ensure it is effective and risks are managed.



3. Providing the highest standard of evidence-based care for people living with wounds and lymphoedema is essential at Accelerate, and so a commitment to personal and professional development to support this is crucial.
4. Understanding complex conditions is part of the role; we believe there is no such thing as a standard patient. With this philosophy in mind, you will be supported to develop your knowledge, skills and understanding of citizens with more complex presentations, so that you can then escalate safely to the senior clinicians to ensure improved outcomes and the safety of our community.
5. We have great people at Accelerate and this is built on effective and respectful communication; you will be required to work collaboratively and respectfully with all members of the multi-disciplinary team both internally and externally.
6. Health education and empowerment is part of our philosophy; you will contribute to this by working with citizens to support self-management and their understanding and management of their condition and improve their wellbeing.
7. Data gives evidence that we bring value to the services we provide; you will participate in the capture of data and recording of outcomes to demonstrate the worth of the service and research programmes we deliver.
8. You will always maintain accurate, comprehensive, and timely records, in line the NMC Professional Code of Conduct and to aid excellent communication within our team, with colleagues and with our patients.

**Title:** Nursing Associate

**Salary scale:** From **£27,500** [£29,800 (eligible at 3 years practice), £31,000 (eligible at 5 years practice)]

**Accountable and responsible to:** **Specialist Nurse or Therapist (Wound / Lymphoedema)**

**Hours:** 37.5 hours per week

**Location:** Accelerate Head Office, community sites.

**This job description will be subject to review**

### **Uphold the mission and values of the company**

As a member of Accelerate CIC you will be expected to understand and espouse the philosophy and values of the organisation and at all times represent the organisation in a positive and professional way.



### Clinical delivery

- Provide nursing treatments and interventions as planned with the citizen and the Nurse Specialist
- Continual development of clinical expertise to underpin the management, planning and delivery of expert and evidence based clinical care under indirect supervision
- Assess patients in accordance with skills set and competencies and to plan, monitor and evaluate their care, proposing care plans to the Specialist team as appropriate.
- Excellent record keeping that provides clarity of expectation and communication for the patients and clinicians. All consultations will be documented accurately and appropriately according to NMC guidelines, including the capture of informed consent
- Provide additional support to patients, enabling them to understand their role in their own health and treatment programme, liaising with the personalisation lead.
- Assess and identify client risk status. This will take account of any changes or concerns relating to the client which includes their wounds, oedema, and skin management, as well as their general condition and their environment as it relates to safeguarding issues. Escalating concerns to the senior clinicians.
- Assist in ensuring the clinics run to time by helping patients to and from the waiting areas and booking of follow up appointments. To ensure that clinics run smoothly you will be expected to assist in the setting up of rooms and equipment for clinics, ensuring that stocks of dressings and equipment are adequate and that rooms are clean.
- Actively contribute service that promotes intelligent care and best practice in ways that will deliver greatest impact
- Be a reflective practitioner and thus aware of gaps in expertise and when to escalate.
- Adherence to infection control processes and practices: provide evidence of audit.
- Support the clinical team in ensuring that there is efficient and effective use of the local dressing optimisation scheme and compression garment spend. This will include the monitoring and management of stock and equipment.

### Leadership

Essential to this role is embedding professionalism, critique and clinical expertise at the heart of Accelerate. This requires leading with humility and openness, kindness and enthusiasm. You need to

- Be a reflective practitioner. Recognise and work within your own competence and professional code of conduct as regulated by the Nursing and Midwifery Council
- Lead by example and as a representative of Accelerate CIC in all clinical or business events as well as attending conferences.
- Embrace Accelerates vision, mission and values policies; find opportunities for your personal development.
- Participate in enabling a positive environment where you contribute to the principles of working as a team.



- Take an active and visible role in the Wound and Lymphoedema Multidisciplinary Team. Actively contribute to a service that promotes intelligent care and best practice in ways that will deliver greatest impact

### Management

There is an expectation that the post holder will

- Prioritise and manage own workload and recognise where elements of care can be delegated to others
- Complete all mandatory training.
- Participate in enabling a positive environment where you contribute to the principles of working as a team.
- To use effective prioritisation and problem-solving skills to manage own time effectively.
- Assist in the delivery of practice audits

## Standards for all employees of Accelerate CIC

### Governance and responsibilities for resources

Each member of staff of Accelerate CIC has a personal accountability and responsibility to ensure patient safety at all times, to ensure that care is given in line with plans and direction, to report incidents, accidents and any adverse events involving clients and to deal with any emergencies appropriately. It is your responsibility to convey and report any concerns to the Senior Leader on duty.

### Communication and relationships

Effective communication holds the key to good results and the building of trust. Collaborative working is essential. As such you will need to;

- Give due consideration to how you communicate with others ensuring that clear understanding is your goal at all times whatever medium of communication you may be using.
- Build and maintain strong working relationships that partner key stakeholders to achieve good liaison and mutually agreed goals.
- Close partnership working with the Clinical Leadership Team to create consensus and strength to the team

### Data Collection, Research and Audit

Audit and research are important components of Accelerates work. As part of any workstream you will be required to collect data. In audits there will be an expectation that you will both participate in and be actively involved in the evolution of and collection of data. An understanding of the patient population will be a key asset which you will be required to develop. As part of this there is an

expectation that you will promote and participate in the activity and governance of all aspects of evaluations and research.

### **Personal responsibility within development, health and safety**

You are expected to take ownership for your personal developmental learning needs and for your performance. In line with revalidation this includes keeping a record of your personal development plans and activities and playing a proactive role in your objective setting and appraisal process incorporating reflection. You are responsible for maintaining your own professional registration with the regulator (NMC).

You should be familiar both with legal issues pertinent to your role and with the changing structures of health care provision that may impact on the position of the company.

It is also your responsibility and duty to observe standards of health safety and security which includes adopting appropriate infection control procedures, ensuring work areas are clean safe and free from hazards and reporting any potential risks.

### **Information Governance**

Accelerate CIC adheres to the principles of information governance and data protection. All employees must abide by the UK General Data Protection Regulation (UK GDPR) tailored by the Data Protection Act of 2018. Incorporated within this is confidentiality, records management, information security as well as the Freedom of Information Act 2000. Compliance with these standards is embedded within Accelerate CIC's day to day responsibility and it is expected that all employees will observe and comply with these legal requirements.

### **Duty of Candour**

Accelerate fully endorses the principles of being open and embraces the Duty of Candour. We are committed to an open and fair culture and the overall approach expected within the organisation is one of help and support rather than blame and recrimination. All staff are expected to follow this approach.

### **Equality, diversity and inclusion**

Accelerate is committed to creating and sustaining a positive working environment for our team and for our patients. Our aim is to ensure that all our members are equally valued and that our membership is representative of our society. We believe we all stand to benefit from this diversity of thought, experience, and identity; the actions taken to be an inclusive employer will ensure that our



community is well served and that Accelerate is a safe place in which to work and grow. We are clear that we do not tolerate any unacceptable behaviour, discrimination or bullying within the membership or from users of the service. Each of us has our personal responsibility for implementing equality so that all are treated with dignity and respect.

### **Adult and Child Protection**

Accelerate CIC promotes a safeguarding child and adult culture. It will be the responsibility of each staff member to ensure that the risk status of all patients will be assessed for safeguarding issues. Any individual whose welfare is deemed at risk will be referred to the appropriate safeguarding team. All staff will receive the appropriate safeguarding training and required updates to ensure that they are able to identify risk and follow specified guidance.