

## **Recruitment Pack**

### **Nursing Associate**

Full or part time hours considered

Permanent

20<sup>th</sup> June 2022

Dear Candidate

I am delighted that you have shown an interest in joining our team.

Our Nursing Team is made up of Phlebotomists, Health Care Assistants, Practice Nurses and Specialist Nurses. As a large and established team we recognise the value of clinical diversity and experience. As such we are expanding our team to embrace the contributions and skillset of the Nursing Associate role.

Whilst the ideal candidate will have some post registration Nursing Associate experience, we would welcome applications from individuals who are newly qualified or shortly due to qualify. We have established training policies and protocols, and an existing team of experienced and supportive nurses able to mentor and train the right candidate. Working with the support of the wider nursing team we also offer rotational educational posts within our specialist respiratory hub, Diabetes care and Tissue Viability Clinic.

Once competent and confident, Nursing Associates in General Practice can carry out a variety of care activities, including: - Vaccinations & Immunisations; cervical screening; wound care; long term conditions management; investigations such as spirometry and ECG; contraception care, and much more.

No two days will be the same and you will be involved in the full life span of patient care.

If this is you, we would really like to meet you.

#### To apply

- Provide an up-to-date CV and a supporting cover letter, detailing how you meet the requirements of the role. candidate for this post
- Indicate your availability for the interview date
- Please specify if you are seeking full or part time hours
- Applications are to be e-mailed to [soccg.livingwell-recruitment@nhs.net](mailto:soccg.livingwell-recruitment@nhs.net)
- Applications must be received by 18:00 on Monday 4<sup>th</sup> July
- Interviews will be held over the 14<sup>th</sup>, 15<sup>th</sup> & 19<sup>th</sup> of July

We look forward to hearing from you.

*Dave Barclay*

Managing Partner (Non-clinical)

## About Living Well

### Our foundations

Living Well Partnership was formed in 2017 following the merger of four GP surgeries and three smaller branch sites. The GP partners, many of whom continue to lead LWP, were brought together by a growing awareness that we could deliver more streamlined medical care by sharing resources rather than operating on a smaller scale as individual practices.

We are delighted that our patients have benefited from faster access to a larger range of services while achieving operational efficiencies behind the scenes.

### Our reach

We care for 38,000 adults and children across the eastern Southampton region. Our seven different sites ensure everyone has local GP access, from the inner city to the rural outskirts.

Our clinical team is made up of 10 GP Partners, as well as 18 Non-Principal GPs including 4 retainers, employed directly by LWP. Our GPs work alongside Advanced Nurse Practitioners, Practice Nurses, Health Care Assistants, Social Prescribers, Care Coordinators and our own in-house Pharmacy team.

### Our vision

The health and well-being of our patients is at the heart of everything we do. Our goal is to provide an accessible, friendly, evidence based and compassionate service. By considering an individual's holistic needs we will utilise the correct professionals from our large multi-disciplinary team to address the problem presented. We pride ourselves that we are able to address medical, physical, psychological and social aspects of care.

### Next generation

As a practice that strives for continuing clinical excellence, we are passionate about helping to train the next generation of competent clinicians. We are a thriving and progressive training hub supporting physician associates, nurses, HCA's, pharmacy technicians, independent prescribers, medical students, newly qualified doctors and GP registrars through their academic and clinical education.

### Come and join us

We are looking for outstanding Nursing Associate who want to embrace the changes in general practice but value the preservation of continuity. We can accommodate and help you develop skills, and we welcome part-time agile working.

Come and talk to us, come and see what we are doing, come and join us.

### Job description & person specification

Job Title:	Nursing Associate
Status:	Permanent
Salary:	£25,126 to £27,140 depending on experience
FTE:	Full-time (37.5 hours)
Location:	Practices of Living Well Partnership, Southampton
Accountable to:	Living Well Nursing Services Lead
Team / Function	Nursing

### Job summary

Nursing Associates are often the first point of contact for many patients and will play a key role in providing direct care and interventions to positively impact patient's health. The fulfilment of overall patient-centred care is key to this role: listening, educating, planning and delivering care that meets the individual's needs.

As a Nursing Associate you will provide nursing treatments (following specific training and within agreed protocols and guidelines) to patients independently or in participation with nurse colleagues and general practitioners with reference to agreed protocols and guidelines, this includes:

- Patient assessment
- Wound care
- Injections & immunisations (adult)
- Cervical smears
- Undertake the collection of pathological specimens including swabs etc.
- General health promotion including patient self-education
- To act as a "chaperone" when requested by a clinician.
- Diabetes management and education
- Respiratory disease management
- Respiratory disease investigation
- Cardiovascular disease monitoring and management

### Duties and responsibilities

- To deliver a high standard of patient care using evidence-based practice working under the relevant protocols and policies in conjunction with other allied healthcare professionals.
- To manage and meet the individual needs of the patient presenting in the primary care setting
- Offer a holistic service to patients and their families, developing where appropriate an on-going plan of care/support with an emphasis on prevention and self-care
- Refer patients directly to other services or agencies using appropriate referral pathways
- Ensure safe handover of care within and outside the practice as appropriate
- Undertake consultations for (e.g., face to face, telephone, video, home visits) in accordance with their clinical skills.
- Manage patients living with a Long-Term Condition, including taking a history, physical examination or investigation, providing education and support within your competence and skillset.
- Utilise clinical guidelines and promote evidence-based practice.
- Work directly with other members of the practice primary health care team and support integrated patient centred care through appropriate working with wider primary care / social care networks
- Contribute to the practice quality targets to consistently achieve high standards of safe, evidence-based, cost-effective patient care and service delivery

### Training and development

- Participate in continuing professional development opportunities to keep up to date with evidence-based knowledge and competence in all aspects of the role to meet clinical governance guidelines for Continuing Professional Development (CPD) and a Personal Development Plan (PDP) utilising a reflective approach to practice.
- Promote and support a learning culture within the practices.
- Contribute to regular multi-disciplinary and or practice educational meetings.

### Administration

- Fully document all aspects of patient care and complete all required paperwork for legal and administrative purposes in accordance with relevant standards
- Work in accordance with internal administrative systems relating to but not limited to the management of clinical data on EMIS (full training to be provided).
- Send and receive written information on behalf of the practice relating to the physical and social welfare of patients
- Ensure that all practice policies are fully implemented
- Support, contribute to and participate in external inspections
- Monitor fridge temperatures

- Attend and participate in nurse and practice meetings as required
- Ensure that the Nurse Practitioner/Nurse Manager is informed of any matters arising or problems / potential problems.
- To take responsibility for clinical equipment and security
- To assist in the movement of equipment and materials as required.
- To assist in the education of colleagues (HCAs) and medical students where required

#### Professional

- Maintain NMC registration, meeting revalidation requirements.
- Undertake statutory and mandatory training as required by the practice
- Pro-actively promote the role of the Nursing Associate within the practice and externally to key stakeholders and agencies
- Respect patient confidentiality at all times unless sanctioned by the requirements of the role, under guidance from a senior clinician.

#### Health and Safety

- Comply at all times with the practice health and safety policies by following agreed safe working procedures and reporting incidents.
- Comply with the Data Protection Act (1984) and the Access to Health Records Act (1990).

#### Equality and Diversity

Co-operate 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.

#### Communication and working relationships

Establish and maintain effective communication pathways with all practice staff and visiting clinical team members such as district nurses, community matrons, health visitors etc.

This Job description does not constitute a 'terms and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job.

#### Other duties

General practice is fast moving and therefore changes in 'employees' duties may be necessary from time to time.

The post holder will be required to undertake other appropriate duties according to the needs of the service.

## Travel

The post holder may be required to travel to other practices within the partnership during their working day although this will be kept to a minimum where possible.

## Key results

1. Good communication and relationships must be established and maintained with patients, colleagues, and employers.
2. Deliver excellent, patient centred care.

It is a requirement of all staff that they are aware of and follow the Partnership's policies and procedures, with attention to patient confidentiality, health and safety, equality and diversity and customer service excellence. To further your development and knowledge you will be expected to attend training as necessary.

The Partnership reserves the right to amend this role profile as necessary, after consultation with the post holder, to reflect changes in or to the job.

**Person specification**

Essential/ Desirable

Qualifications	• Foundation Degree or equivalent	E
	• Registered with the Nursing and Midwifery Council	E
	• Evidence of continued professional development	D
Experience/ Achievements	• Demonstrates an understanding of the role of a Nursing Associate	E
	• Experience of managing long term conditions	D
	• Wound care management	D
	• Ability to work autonomously within the scope of supervised practice	E
	• Detailed knowledge of maintaining confidentiality and implementing data protection legislation requirements including information governance	E
Aptitudes Teaching and training	• Ability to organise and prioritise workload effectively	E
	• Ability to exercise sound judgement when faced with conflicting pressures	E
	• Excellent written and verbal communication skills	E
	• IT literate (EMIS training will be provided)	E
Audit and Research	• Understanding of applying evidence to clinical practice	D
	• Enthusiasm to participate in Audit and Research within own scope of practice	D
Attitude/ Commitment	• Good communication and empathy skills with patients	E
	• Able to participate in a multi- disciplinary team environment to provide and integrated service for patients	E
	• Ability to work as a member of a team, both through communication and sharing workload	E
	• Willingness to work flexibly to deliver clinically effective care	E
Practical and personal qualities	• Evidence of continual learning and development	E
	• Understands self (strengths/weaknesses) and impact of behaviour on others	E
	• UK Driving Licence	E



### Salary & remuneration

<b>Position</b>	Nursing Associate
<b>Normal Work location</b>	Across Living Well Practice sites – all within a 5 mile radius
<b>Remuneration</b>	£25,126 to £27,140 depending on experience (£12.85 - £13.88 per hour)
<b>Hours of work</b>	Full or part time, open to discussion with the successful candidate
<b>Annual Leave</b>	25 days per annum plus bank holidays, pro rata.
<b>Pension</b>	NHS pension scheme

### Key Dates

<b>Closing date for completed applications</b>	Please submit by 18:00, Monday 4 <sup>th</sup> July
<b>First Interview</b>	14 <sup>th</sup> , 15 <sup>th</sup> & 19 <sup>th</sup> July

If you have any queries please contact the recruitment team on [soccg.livingwell-recruitment@nhs.net](mailto:soccg.livingwell-recruitment@nhs.net)