**Recruiting Nursing Associates (NA) & Trainee Nursing Associates (TNA)**

This pack contains an example job description, person specification and job advert for a Nursing Associate (NA) / Trainee Nursing Associate (TNA). These resources align to the requirements set out in the Network Contract DES and are intended to be helpful for PCNs as they recruit to the Additional Roles Reimbursement Scheme. They are based on the role outline included in section B of the Network Contract DES, which can be found [here](https://www.england.nhs.uk/wp-content/uploads/2020/03/Network-Contract-DES-Specification-PCN-Requirements-and-Entitlements-2020-21-October-FINAL.pdf) and incorporate wider responsibilities that NA/TNA may undertake.

However, they are intended as helpful resources only: **they are not mandatory for use and PCNs should create their own versions of each resource to align to their individual needs**.

**EXAMPLE Job Description**

**Job Title: Trainee Nursing Associate**

**Responsible to:** To be determined by the PCN

**Accountable to:**  To be determined by the PCN

**Hours of work:** To be determined by the PCN

**Salary:** To be determine by the PCN [*note*: *the role outline and reimbursement is based on indicative AfC Band 3*]

**Description of role/core responsibilities**

* Up to indicative Agenda for Change band 3

Where a PCN employs or engages a trainee nursing associate (TNA) under the Additional Roles Reimbursement Scheme, the PCN must ensure that the TNA:

* has a minimum of GCSE Maths and English at grade 9 to 4 (A to C) or Functional Skills Level 2 in Maths and English
* is working towards completion of the [Nursing Associate Apprenticeship](file:///C:\Users\cmaher1\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\A8WB6CUT\nmc.org.uk\standards\standards-for-nursing-associates\standards-for-pre-registration-nursing-associate-programmes\)  [programme](https://www.nmc.org.uk/globalassets/sitedocuments/education-standards/nursing-associates-programme-standards.pdf)
* is enrolled on a foundation degree awarded by a [Nursing and Midwifery Council](https://www.nmc.org.uk/education/approved-programmes/) (NMC) - approved provider over a 2-year period

The PCN must ensure that each TNA undertakes the following key responsibilities, when delivering health services:

* delivery of 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 PCN’s multidisciplinary team (MDT), delivering a high standard of care that focuses on the direct needs of the patient
* work with a [supervisor](https://www.nmc.org.uk/globalassets/sitedocuments/education-standards/student-supervision-assessment.pdf) 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

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:

* after undertaking additional training, provide flu vaccinations, ECGs, venepuncture, and other relevant clinical tasks as required by the PCN, in line with the competencies of the role
* supporting individuals and their families and carers when faced with unwelcome news and life-changing diagnoses, for example by providing relevant information on the diagnosis, signposting patients to further information or referral to social prescribing link workers etc.
* performing and recording clinical observations such as blood pressure, temperature, respirations, and pulse
* discussing and sharing information with registered nurses on patients’ health conditions, activities, and responses
* developing an understanding of caring and supporting people with complex conditions such as dementia, mental health conditions, and learning disabilities

**Supervision**

PCNs must ensure that the postholder has access to appropriate clinical supervision and an appropriate named individual in the PCN to provide general advice and support on a day to day basis.

**Example Person Specification – Trainee Nursing Associate**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualifications** | |  | | --- | | * Registered Nursing Associate on the NMC register * Demonstrable ability to study at Level 5 Diploma of Higher Education Level and commit to completing the Foundation Degree programme * GCSE Grade A-C in Maths & English or skills level 2 Maths & English or equivalent | | * Qualifications and Credit Framework Level 3 in Care or equivalent in terms of both academic attainment and previous care experience * Essential induction training and experience – care certificate or equivalent |  |
| **Knowledge and expertise** | |  | | --- | | * 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 may contribute to service development * Understands and acts in line with NMC professional standards for practice contained within The Code. * Knowledge of when to seek advice and escalate to the appropriate professional for expert help and advice * Understand requirements for NMC professional Revalidation * Understanding of the importance of following procedures and treatment plans | | * Previous experience of working within a health / care setting * Understanding of evidence based practice * Completion of an HCA development programme |  |
| **Experience** | |  | | --- | | * Experience of working in teams under appropriate supervision as part of a multi-disciplinary team * Insight into how to evaluate own strengths and development needs, seeking advice where appropriate * Experience of providing and receiving complex, sensitive information | | * Understanding of basic physiology, e.g. normal vital signs, fluid balance, nutritional requirements etc. * Evidence of involvement in support / development of less experienced staff * Evidence of recent work-based learning or self-directed learning |  |
| **Skills** | * Ability to take part in reflective practice and clinical supervision activities * Ability to organise and prioritise own delegated workload * Ability to deal with non- routine and unpredictable nature of workload and individual patient contact * Ability to communicate effectively (written, verbal and non verbal communication) with patients/relatives and carers and all members of the multi-disciplinary team. * Ability to develop effective and appropriate relationships with people, their families, carers and colleagues * Ability to support, supervise, assess and act as a role model to nursing associate students, other learners and health care support workers as required within the clinical setting. |  |  |

**EXAMPLE Job Advert**

Job Title: Trainee Nursing Associate

Working hours: 37.5 hours per week, full time

Rate of pay:

Contract:

Closing date:

Interview date:

We are looking to recruit to the post of Trainee Nursing Associate, to work within our Primary Care Network multidisciplinary healthcare team.

FURTHER LOCAL INFORMATION TO BE ADDED BY PCN

The postholder will work with a diverse range of people from different cultural and social backgrounds. The ability to work confidently and effectively in a varied, and sometimes challenging environment is essential.

The successful candidate will have excellent interpersonal and communication skills, and be organised, patient and empathetic. They will have experience of working in health, social care or other support roles including direct contact with people, families or carers.

**EXAMPLE Job Description**

**Job Title: Nursing Associate**

**Responsible to:** To be determined by the PCN

**Accountable to:**  To be determined by the PCN

**Hours of work:** To be determined by the PCN

**Salary:** To be determine by the PCN [*note*: *the role outline and reimbursement is based on indicative AfC Band 4*]

**Description of role/core responsibilities**

Where a PCN employs or engages a Nursing Associate under the Additional Roles Reimbursement Scheme, the PCN must ensure that the Nursing Associate:

* Meets the specific qualification and training requirements as specified in the Nursing Midwifery Standards of proficiency by undertaking the two-year Foundation Degree delivered by a Nursing and Midwifery Council (NMC) - approved provider
* is registered with the NMC and revalidation is undertaken in line with NMC requirements

Where a PCN employs or engages one or more nursing associates (NA) under the Additional Roles Reimbursement Scheme, the PCN must ensure that each nursing associate has the following key responsibilities in relation to delivering health services:

* work as part of the PCN’s Multidisciplinary team (MDT) to provide and monitor care, under [direct or indirect supervision](https://www.nmc.org.uk/standards/standards-for-nursing-associates/standards-of-proficiency-for-nursing-associates/)[[1]](#footnote-1)
* improve safety and quality of care at every opportunity
* contribute to the delivery of integrated care
* work with the PCN MDT to ensure delivery of nursing associate duties complement existing workforce
* provide support and supervision to Training Nursing Associates, Healthcare Assistants, Apprentices, and those on learning assignments/placements as required
* support registered nurses to enable them to be able to focus on the more complex clinical care
* develop relationships across the MDT to support integration of the role across health and social care including primary care, secondary care, and mental health
* perform and record clinical observations such as blood pressure, temperature, respirations, and pulse
* after undertaking additional training, provide flu vaccinations, ECGs, and venepuncture, and other relevant clinical tasks as required by the PCN, in line with the competencies of the role
* promote health and well-being to all patients, for example undertaking the NHS health check
* care for individuals with complex conditions such as dementia, mental health conditions, and learning disabilities
* advise patients on general healthcare and promote self-management where appropriate, including signposting patients to personalised care colleagues and local community and voluntary sector services
* communicate proactively and effectively with all MDT colleagues across the PCN, attending and contributing to meetings as required
* maintain accurate and contemporaneous patient health records
* enhance own performance through continuous professional development, imparting own knowledge and behaviours to meet the needs of the service

**Supervision**

PCNs must ensure that the postholder has access to appropriate clinical supervision and an appropriate named individual in the PCN to provide general advice and support on a day to day basis.

**Example Person Specification – Nursing Associate**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | Method of Assessment |
| **Qualifications** | |  | | --- | | * Registered Nursing Associate on the NMC register * Nursing Associate foundation degree qualification * GCSE Grade A-C in Maths & English or skills level 2 Maths & English or equivalent | |  |  |
| **Knowledge and expertise** | |  | | --- | | * 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 may contribute to service development * Understands and acts in line with NMC professional standards for practice contained within The Code. * Knowledge of when to seek advice and escalate to the appropriate professional for expert help and advice * Understand requirements for NMC professional Revalidation * Understanding of the importance of following procedures and treatment plans | |  |  |
| **Experience** | |  | | --- | | * Experience of working in teams under appropriate supervision as part of a multi-disciplinary team * Insight into how to evaluate own strengths and development needs, seeking advice where appropriate * Experience of providing and receiving complex, sensitive information | |  |  |
| **Skills** | * Ability to take part in reflective practice and clinical supervision activities * Ability to organise and prioritise own delegated workload * Ability to deal with non- routine and unpredictable nature of workload and individual patient contact * Ability to communicate effectively (written, verbal and non verbal communication) with patients/relatives and carers and all members of the multi-disciplinary team. * Ability to develop effective and appropriate relationships with people, their families, carers and colleagues * Ability to support, supervise, assess and act as a role model to nursing associate students, other learners and health care support workers as required within the clinical setting. |  |  |

**EXAMPLE Job Advert**

Job Title: Nursing Associate

Working hours: 37.5 hours per week, full time

Rate of pay:

Contract:

Closing date:

Interview date:

We are looking to recruit to the post of Nursing Associate, to work within our Primary Care Network multidisciplinary healthcare team.

FURTHER LOCAL INFORMATION TO BE ADDED BY PCN

The postholder will work with a diverse range of people from different cultural and social backgrounds. The ability to work confidently and effectively in a varied, and sometimes challenging environment is essential.

The successful candidate will have excellent interpersonal and communication skills, and be organised, patient and empathetic. They will have experience of working in health, social care or other support roles including direct contact with people, families or carers.

For more information and a job pack:

Call us on:

Email:

Website:

1. For example, as set out in the [NMC Standards for Nursing Associates](https://www.nmc.org.uk/standards/standards-for-nursing-associates/standards-of-proficiency-for-nursing-associates/) [↑](#footnote-ref-1)