

Cheshire & Merseyside Additional Roles Recruitment Scheme (ARRS) Recruitment Pack Nursing Associate

This complementary guidance has been provided to support Primary Care Networks (PCNs) and candidates in the recruitment or engagement of Nursing Associates. It is based on the role outline included in section B of the NHS Network Contract DES, which can be found [here](#), and also incorporates wider responsibilities that Nursing Associates may undertake which PCNs may wish to include in the JD as appropriate.

However, they are intended as helpful resources only: **they are not mandatory for use and PCNs will have their own versions to align to their individual needs.** PCNs will design the job descriptions and person specifications for the relevant roles over a broad range of responsibilities. However, PCNs must ensure that, in order to be acceptable for reimbursement through the Network Contract DES Additional Roles Reimbursement Scheme, they contain as a minimum the role requirements outlined in section B, which can be found [here](#).

Candidates should ensure they understand the role requirements specifically of the role before asked for by the individual PCN before entering recruitment and contract discussions.

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]

Key Duties and 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](#)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

¹ For example, as set out in the [NMC Standards for Nursing Associates](#)



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.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 	



Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 	