



*"Trust our family to look after your family"*

## RECRUITMENT OPPORTUNITY

### Qualified Nursing Associate

Full time – although job shares considered  
Salary dependent on experience, as a guide - band 4

York Medical Group are a large, inner city practice their own Primary Care Network serving a population of 44,000 over 8 sites and consider themselves as a forward thinking, innovative and driven team of professionals meeting the demands of patient care. We have a diversified workforce made up of GPs, ANPs, UCPs, Nurses, Assistant Practitioners, Health Care Assistants, Care Coordinators, Link Workers and Mental Health Workers.

Even though the Covid pandemic has turned our 'normal practice' upside down, we are continuing to plan for the future and are committed to providing a friendly, open and supportive environment where our staff feel valued, safe, appreciated and comfortable with sharing ideas which could improve and diversify our services further.

We are looking for a motivated, friendly, **clinically qualified and experienced** Nursing Associate to join our fantastic Clinical team and provide the best course of action for our patients care.

We have several sites across York, so a degree of flexibility is required as you may be asked to cover clinics across the group.

We offer 6 weeks annual leave and encourage and support further personal development.

Please see corresponding Job Description and Person Specification.

For an informal chat with Gill Tyro, Nurse Manager please email HR at [kaywilson5@nhs.net](mailto:kaywilson5@nhs.net) to arrange, alternatively please submit your CV and covering letter.

**Closing date: 9<sup>th</sup> February 2021**

## Job Description

<b>JOB TITLE:</b>	<b>NURSING ASSOCIATE</b>
<b>RESPONSIBLE TO:</b>	Nurse Manager
<b>JOB PURPOSE:</b>	<ul style="list-style-type: none"> <li>To provide nursing support to the Practice Nurses and General Practitioners to ensure the efficient and effective provision of the full range of nursing services to the patients of the practice.</li> </ul>

<b>MAIN DUTIES AND RESPONSIBILITIES</b>	
<b>1.</b>	To undertake all duties in line with the training and instruction provided by the Practice Nurse and General Practitioners.
<b>2.</b>	Assistance at clinics ensuring patient care by chaperoning and assisting patients to dress and undress.
<b>3.</b>	Conduct weight and height measurements, test and record blood pressure and blood sugar levels, pulse rate and temperature.
<b>4.</b>	Venepuncture and the taking and preparing of pathology samples.
<b>5.</b>	Undertake ECG and Spirometry testing.
<b>6.</b>	Undertake simple dressing procedures following practice guidelines and using aseptic technique
<b>7.</b>	Assist with the provision of health checks
<b>8.</b>	Support immunisation programmes
<b>9.</b>	Provide healthy lifestyle advice regarding diet/exercise/smoking
<b>10.</b>	Urinalysis and preparation of specimens for investigation by the lab
<b>11.</b>	Assist in minor surgery procedures, implant insertions/removals, coils using aseptic technique
<b>12.</b>	The collection of clinical waste, ensuring appropriate storage prior to disposal.
<b>13.</b>	To ensure adequate clinical stock levels and maintain an effective stock management system.
<b>14.</b>	Ensure adequate stock levels in stock room, treatment rooms, fridges and cupboards.
<b>15.</b>	The checking and recording of medical supplies on receipt.
<b>16.</b>	Ensure adequate infection control procedures in treatment and consulting rooms.
<b>17.</b>	To maintain accurate patient records and enter onto the computer using agreed Read Codes
<b>18.</b>	Ensure accurate completion of all necessary documentation associated with patient health care
<b>19.</b>	Ability to understand when to seek advice and refer patient to other health professionals.
<b>20.</b>	To continue with professional development .
<b>21.</b>	Participate in meetings and projects within the PCN.

This job description is not exhaustive and may be adjusted periodically after review and consultation. You will also be expected to carry out any reasonable duties which may be requested from time-to-time.

Date: January 2021

## Specimen Person Specification – Nursing Associate

<b>Job Title:</b>	Nursing Associate
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Qualifications	Essential	Desirable
Registered Nursing Associate on MNC Register	✓	
Nursing Associate Foundation Degree qualification level 5	✓	

Experience	Essential	Desirable
Minimum of one year's experience post qualification	✓	
Experience of working within a nursing or healthcare environment	✓	
Practical experience of computerised recording system		✓
Portfolio of learning in relation to knowledge and experience acquired whilst completing Nursing Associate course	✓	

Skills	Essential	Desirable
Excellent communication skills (Written and Oral)	✓	
IT skills		✓
Time Management and the ability to work to deadlines	✓	
Problem solving skills	✓	
Interpersonal skills	✓	

Behaviours	Essential	Desirable
Smart, polite and confident	✓	
Planning and organising	✓	
Performing under pressure	✓	
Adaptability	✓	
Team working	✓	
Using initiative	✓	
Self motivated	✓	
Flexibility	✓	
Confidentiality	✓	

Knowledge	Essential	Desirable
A basic understanding of a General Practice environment		✓