

LINCOLNSHIRE
TRAINING HUB
Primary Care Education

Nursing Associate Apprentice Guidance

Congratulations on starting your role as a **Nursing Associate Apprentice (NAA)**. As per the Memorandum of Understanding that you signed with the Lincolnshire Training Hub (LTH), there are **NAA support requirements** that need to be met by your practice and you whilst on your **NAA Programme**. This is to ensure that you are able to meet all aspects of programme training and achieve the required competencies to achieve **NMC registration** at the end of the programme.

You will be issued with a programme planner that timetables workplace time, university and placement days as well as “yellow block” sessions at different times of the year, such as over winter pressures time. The timings on this planner equate to a 37.5 hours working week for all **NAA**s. Please ensure that prior to beginning on the programme, you have a full-time contract in place as a **NAA** at your workplace.



Practice Information and Daily Routine

General Practice working days are split into morning and afternoon clinics. How your clinics are organised will depend on where you are in your training. For example, as a first-year Nursing Associate Apprentice you would expect to be working closely with a Supervisor or other Healthcare Professional each day, observing appointments, and beginning to assist with appropriate tasks such as manual blood pressures and basic wound-care under supervision. In second year placements, if you are progressing well, you may have some of your own supervised clinics and you will be expected to take the lead in these appointments.

Do not worry, you will be well supported, your supervisor will work hard to ensure that you have lots of learning and practical opportunities to give you an in-depth understanding of general practice. Your supervisor will also ensure time is blocked off within clinics to review your learning and progress and conduct your placement interviews.

Types of Appointments

Nursing Associates carry out a wide and diverse range of tasks. Typically, these include:

- Blood Tests
- Blood Pressure and Weight Checks
- ECGs
- Performing Patient Observations
- Health Screening
- Health and Wellbeing Promotion
- Support Chronic Disease Monitoring and Management
- Routine Wound care and Management
- Immunisations
- Therapeutic Injections Administration and Monitoring, for example B12 injections
- Assisting in Minor Surgery
- INR Clinics
- Home Visits

Please note, this list is not exhaustive and not all surgeries conduct the same clinics.

Once you have qualified as a Nursing Associate, you will be offered a General Practice Nursing “Career-Start” programme. Joining this will provide you with further training opportunities such as the General Practice Nursing Fundamentals course, cervical cytology, child immunisations and chronic disease. You will also be offered a mentor to support you in your new role and help you settle in.



Practice Time

You must work 22.5 hours per week in practice as a NAA, not a Healthcare Assistant. Although this is classed as a supernumerary role, you can perform appropriate, supervised clinical practice and must also be given opportunity to assimilate your university learning in the workplace.

Supervisors and Assessors must ensure that they work with you to identify learning needs and arrange supervised clinics to help you to address those learning needs and achieve associated clinical competencies.

If you are a former HCA with general practice experience you may already be able to already perform many of the skills undertaken by NAAs and qualified NAs. For example, IM injections, wound care and taking observations, but you are now required to approach these tasks from a different angle, that of a NAA. Therefore, you need to be supported in not just being task focused, you must also work with your Supervisors through clinical observation of others and practice supervision activities to gain knowledge and understanding regarding the theory and rationale for such tasks.

It is recommended that Practices name your clinics as NAA clinics and not HCA clinics. NAAs and Supervisors must collaborate so that allocation of appointments in these clinics to ensure that they remain appropriate for the NAA and their learning needs, throughout their programme of learning.

To support this, Practice Supervisors must ensure they have regular debriefs with their NAA and are available to answer any queries they may have concerning clinical practice. When the Supervisor and/or Assessor is not available, NAAs must be allocated a "go to" person for their working day. Please seek further guidance from your practice supervisor or assessor regarding this.

You must also communicate to your Supervisors what you are learning in University and work with them to plan and arrange appropriate clinics and in-practice insight sessions to support your learning.

We do realise that there may be challenges supporting you in practice, but NAAs, Supervisors, Assessors and the wider practice must exercise compromise so that not only are the needs of the NAA met, the day to day practice needs are also supported as well.



University Days

Typically, you will attend university 1 day per week. However, at the beginning of the programme and each placement, you will also be expected to attend a certain number of induction days to ensure that you can practice safely.

Placements

These are spread throughout the two-year programme. For each one you will be allocated a “spoke” placement for a certain number of weeks, to attend one day per week alongside your university day. These placements may be located in a hospital, the community, residential and nursing homes or other health and social care organisations. Attending these placements will give you a good understanding of how other organisations manage and deliver patient care. These placements will also facilitate you to obtain further nursing knowledge and practical skills beyond your “hub” workplace.

Insight Visits

You must be able to book insight visits and choose where to spend these hours to ensure they meet the hours and exposure requirements of the course. Altogether, these hours count towards “off the job” learning requirements for your training course. It is recommended that where possible, you use the allocated placement day to arrange insight days when you are not on placement. This should then have minimal impact on day to day practice operations.

You are advised not to book insight days outside of working hours, unless it is for an insight day that can only be arranged on a weekend day. If this occurs, please ensure you communicate with your practice to receive **Time Off Back in Lieu (TOIL)**

Supernumerary hours are not expected to occur during the yellow blocks on the planner, which are classed as outside of programme hours, in which you will be full time in your workplace. However, it may be useful to arrange some insight visits during these time periods as practices will be well accustomed to their NAAs not being in practice on the days which are normally university or placement days.

Insight visits are very beneficial as they enable you to experience more opportunities and gain insight into other health care professions. This is particularly beneficial as it gives you more information and knowledge about other health services to share with your patient and the nursing team. As a student, now is the best time to make the most of taking insight days. Insight visits can vary in length from a few hours to a few days.

You can spend time working with the variety of health professionals that we are fortunate enough to have within our practices in order to gain more awareness of their roles.

Potential General Practice and PCN insight visits can include working with:

- Community/District Nurses
- Palliative Care Team
- Community Diabetes Team
- Community Respiratory Team - Pulmonary Rehabilitation
- Heart Failure Team
- Midwives and Health Visitors
- Tissue Viability Nurses
- Physiotherapists
- "One You" Lincolnshire Team
- Anti-coagulation service

It may also be possible to visit another general practice or to 'swap' with another general practice NAA for a short time. Different practices work in different ways and have different patient demographics. It can be interesting to see this difference in action, and it also gives you wider knowledge of primary care as a whole.

This list is not exhaustive - you can arrange to visit any areas that are of interest and relevant to your placement.

Please note that observing other clinics within the GP practice such as child immunisations, cytology screening, sitting in with a GP or other allied health professional also counts as insight hours. You are in a unique position in primary care because of the wealth and diversity of patient types that attend surgery. Please work with your Supervisor and/or Assessor to maximise these opportunities.

Additional Training Needs

Your practice may identify some practical skills you may need for your role. These may include:

- Phlebotomy
- Wound care
- Adult Immunisations
- Ear Care

It is recommended that practices use their HEE Training Grants to fund such training needs. LTH may be able to recommend or arrange specific training courses for Nursing Associate Apprentices to attend. Please contact LTH to discuss training needs.

In addition, there is lots of relevant e-learning available at HEE elfH Hub. <https://portal.e-lfh.org.uk/Login>

To access this e-learning, you just need to register with them. E-learning modules can easily be searched for and accessed.

Modules include:

- Anaemia in primary care
- Supporting carers in primary care
- Promoting self-care in out of hours primary care
- Heart failure and heart valve disease
- Sepsis in primary care
- NEWS in primary care
- Mental health in primary care
- Promoting physical activity in primary care
- Suggestions for therapeutic drug monitoring in adults in primary care

If you come across any useful e-learning resources whilst on your programme of learning please email LTH so they can be shared out to the wider GPN community.

Programme Assessments

During this course, you will be both practically and academically assessed in university. Practical assessments may take the form of OSCEs (Objective Structured Clinical Examination). This may include practical skills sessions. These sessions provide a safe environment to practice skills and be assessed for competency prior to being let loose on live patients. These sessions are also really useful for self-confidence building regards performing practical skills and promoting safe practice that you can then apply within your workplace.

With regards to academic assignments, we understand that completing them may be a challenge if you are not used to academic styles of writing. The links below provide some useful resources to support your academic writing activities:

[Academic writing - Oxford Brookes University](#)

[OxfordBookesUni-Bemorecritical2 \(nottingham.ac.uk\)](#)

<https://libguides.hull.ac.uk/criticalwriting/descriptive-critical>

https://library.leeds.ac.uk/info/14011/writing/106/academic_writing

<https://www.phrasebank.manchester.ac.uk/>

Within practice, you will also be assessed on two formal episodes of care in each year. Do not worry, you will be given plenty of guidance and practical opportunities with your practice supervisors prior to the episodes of care assessments.

If you have any questions regarding your new role in practice, please contact LTH.

LTH Buddying Scheme

The Lincolnshire Training Hub's (LTH) buddying scheme offers an informal support mechanism to help people settle more quickly into their role in general practice. This scheme will provide new in role staff such as Nursing Associate Apprentices and new Practice Nurses with a "go to" person who has more experience in a similar role and organisation, whom can be confided in, is able to answer questions you may have about your role and work through any concerns you may have. In essence, it provides informal peer to peer learning and support. This scheme is being rolled out in phases starting initially with Nursing Associate Apprentices who have just started on their programmes of learning.

Annual Leave

Your leave periods are fixed throughout the 2 year programme. Leave must be taken when students are not in university nor on placement, for example, during the "yellow block" time periods. You must negotiate with your employer regards taking leave.

Our expectations

We expect you to be punctual, professional and eager to learn. You should ensure that you are appropriately dressed for work, with a clean uniform and sensible shoes.

In general practice we see many patients each day. We expect you to maintain an approachable and friendly but professional manner with all staff and service users. You must treat every individual with respect and dignity.

It is important that you work within your own





competency. If you have been asked to do something that you have not yet received training for or do not feel comfortable or competent to do, be honest, and tell your Supervisor or lead nurse immediately. You are here to learn - this means that you are not expected to know or be able to do everything already. It is important to remember this!

You must also maintain patient safety and confidentiality at all times.

We hope that you will enjoy your time with us and that you will find this to be a very beneficial and insightful learning experience. If there is anything which you are concerned about or feel that we could better support you with please do talk to your Supervisor. If you feel unable to talk to your Supervisor please bring this to the attention of the lead nurse or the nurse manager.

Illness and Absence

If you are unwell or unable to attend work, please let your Supervisor or lead nurse know as soon as possible. This is very important as it ensures that we know that you are safe rather than having an unexplained absence and also ensures that if you do have any appointments scheduled that these can be rearranged. You must also report your absence to the university.

Infection prevention and control is also important. If you have had any episodes of diarrhoea or vomiting please ensure that you have been symptom-free for 48 hours before returning to work.

Health and safety

On your first day you should be introduced to your Supervisor and orientated to the surgery. You will receive other general information such as how to access the building, staff parking, kitchen, toilet and changing facilities should also be explained to you. You will also be shown fire safety policies and procedures, emergency exits and where the emergency equipment is kept. Please ensure that you are familiar with these things and ask if there is anything that you are unsure about.

Further support

The Lincolnshire Training Hub aim to meet the educational needs of those in primary care and to provide information and support where needed. They may be able to support you with insight days in other areas. They will also continue to support you once you have qualified via their "Career Start" Programme.



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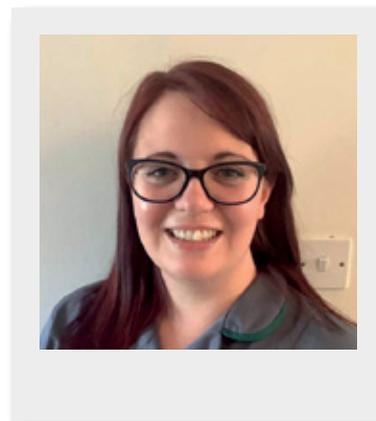
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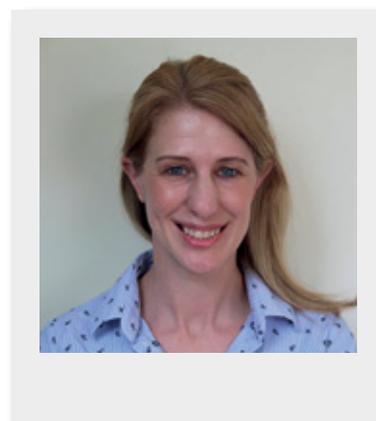
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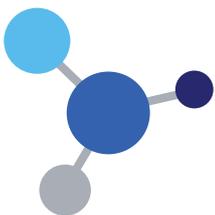
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