

JOB DESCRIPTION

Job Title:	Assistant Practitioner
Band:	Band 4
Responsible To:	Senior Occupational Therapists and Physiotherapist
Accountable To:	Therapy Service lead and Service Manager
Section/Department/Directorate:	Occupational Therapy and Physiotherapy/ Clinical Support and Specialist Services

Job Purpose:

Responsible for delivering effective, specialised, high quality care and carrying out specific clinical tasks, ensuring the area of work runs smoothly and efficiently

Works under the guidance of a Registered Practitioner

Works within the boundaries of existing competence, adhering to local and national protocols/standard operating procedures/policies

Delivers high standards of compassionate, dignified care, managing their time, tasks and resources effectively

Undertakes training, assessment and facilitation of peers and other staff as required

To support Registered Practitioners in their duties and contribute to the holistic care of patients as part of a Multi-Disciplinary team

To ensure that the environment is clean, safe, tidy and welcoming for patients and visitors

To undertake rotational work within the department as/if required

Context:

To act as a role model for other staff members

Contributes to the management of a safe working environment by minimising clinical risk

Compiles comprehensive records of care delivery as per best practice principles

Records patient information accurately using Trust software systems

Utilises highly complex, specialist equipment to provide treatment, where required

As part of the multi-disciplinary team, they will provide a key role in providing care and support to individuals as specified in a written care or service plan, in a range of environments.

The objectives are to

Enable and empower individuals to develop, sustain and improve their overall health and wellbeing.

Lone working as required in accordance with Trust policy and procedures.

The **Assistant Practitioner** will be based at North Devon District Hospital or Hugh Squire (South Molton). Working with the inpatient Occupational Therapy and Physiotherapy Team.

The post holder will fulfil all tasks and work as part of a team. To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager.

Key Working Relationships:

To establish effective communications amongst all staff within the service thus creating conditions conducive to good patient care.

To work collaboratively with:	Frequent	As Required
Clerical Staff	√	
Cluster Manager, Service Lead or Team Lead		√
Community equipment store	√	√
Health and Social Care Teams		√
Consultants		√
GPs and other practice staff		√
Head of Physiotherapy and Occupational Therapy Services		√
NDHT staff at all levels	√	
Nursing Staff /specialist nurses	√	
Other specialist services		√
Patients, relatives and carers	√	
Social Services		√
Voluntary agencies		√

The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media.

Organisational Chart:



Key Result Areas/Principal Duties and Responsibilities

Communication and Relationship Skills

This role requires excellent communication skills, verbal, written and use of IT

Exchange information with patients/clients requiring support, tact and reassurance.

Form professional relationships with patients/clients and communicate and cooperates with them in a way that respects their views, autonomy and culture.

Constructively manage barriers to effective communication and works cooperatively with patients and team members.

Instruct and guide individuals/groups of patients in therapeutic programmes and activities.

Understand the implications of the Mental Capacity Act and acts to assess capacity as appropriate.

Understand the safeguarding adult's issues and act within the guidance of the policy to keep adults within their care safe.

Able to keep accurate contemporaneous documentation using and supporting the organisation's documentation.

Report effectively to the relevant team on patients' progress.

Feedback accurately to the appropriate team member any interventions taken and the outcomes achieved.

Communicate with other staff and agencies as appropriate in written and oral format to report on patient progress.

Attend meetings and feedback relevant information.

Assist in obtaining valid patient consent and work within a legal framework with patients who lack capacity to consent to treatment.

Contribute to multi-disciplinary meetings and case conferences helping to ensure that there is an integrated approach which benefits the patient's overall care and discharge plans.

Analytical and Judgement Skills

Carries out delegated assessment of patients and their condition, monitors the patient's response to intervention and adapts treatment as necessary with own competence.

Recognise the need for further advice, guidance and support as appropriate.

Undertake delegated risk assessments providing accurate feedback to the team as necessary e.g. in relation to lone working.

Planning and Organisational Skills

The post holder will be expected to:

Support the planning, implementing and evaluating programmes of care for individual patients.

Record appropriate outcome measures, contributing to the development and implementation of these as required.

Work without direct supervision of the registered practitioner in the implementation of programmes of care and evaluate the effectiveness of interventions and feedback appropriately.

Prioritise own tasks under the appropriate delegation of the registered practitioner.

Liaise with other providers regarding care provision.

Physical Skills

A range of clinical skills including; dexterity and accuracy for therapeutic interventions

Able to carry out clinical observations of patients interpreting and acting on these as required and escalating concerns as necessary.

Responsibility for Patient and Client Care

To always work within clearly defined accountability framework.

To demonstrate clinical competence developed through continual professional development, reflective practice and maintain a skills portfolio relevant to the service specification.

To recognise and appropriately address risk factors to patients/clients and carers within their healthcare setting and feedback appropriately to the registered practitioner.

To prepare patients for assessment and diagnostics and / or implement treatment within therapeutic programmes of care.

To report any incidents, untoward incidents, complaints and near misses to self, patients or carers to the appropriate professional within the stated timescales and record these on Datix.

Utilises, and prescribe when appropriate, specialist equipment where required to provide care.

Responsibility for Policy and Service Development

To work to Trust Policies, Procedures and Standard Operating Procedures (SOP).

To maintain Trust Standards of Clinical Governance.

To support Professional Standards of Practice.

To contribute to areas of service development with support from registered professionals.

Responsibility for Financial and Physical Resources

Support the efficient use of resources including; maintaining stocks and supplies and ordering equipment & resources as agreed or directed.

Ensure safe and efficient use of stock and equipment including; ensuring equipment is checked appropriately and any defects reported

Demonstrate and instruct the use of equipment to ensure safety.

Where appropriate understand and apply the eligibility criteria for services.

Responsibility for Human Resources

Supervising, assessing and supporting peers, including bank and agency staff in the clinical area.

Maintain own professional development and attending training, including all mandatory training to enhance the role within the clinical area.

Be prepared to share knowledge and experience both formally and informally.

Take a flexible approach in supporting colleagues during times of caseload pressures.

Participate in the training and induction of other staff/students as appropriate.

Participate in supervision and appraisal process, identifying own areas of development, & undertaking relevant activities to meet objectives set in Personal Development Plan.

Keep a record of own training and development, maintain a portfolio, working to sustain acquired competencies for the post.

Responsibility for Information Resources

Inputting, storing and providing information on relevant IT systems and patient records.

Accurately completing and maintaining effective patient records including confidentiality issues.

Responsibility for Research and Development

Contribute to developing own and team evidenced based practice including quality improvement, audit and research activity.

Decision Making

Adhere to professional and organisational standards of practice, and work with in guidelines.

Work alone at times in a variety of settings, under the direction of the Registered Practitioner with access to support and supervision.

Work within organisational Policies, Procedures and Standard Operating procedures (SOP)

May be required to take decisions alone and then escalate to the registered practitioner.

Physical Effort

Daily work involves frequent driving, sitting/standing, walking, moving equipment and manual handling.

Lift and carry equipment (wheelchairs, health care equipment) and furniture frequently.

Treatment will necessitate working in restricted positions or limited space.

Driving to meet the requirements of the post

Moving & handling of patients and equipment in relation to assessment, treatment and rehabilitation

Mental Effort

Work in an unpredictable pattern when required

Read and decipher patient information.

Help patients to make appropriate choices.

Help motivate patients.

Have the ability to communicate with the appropriate response and manner to both patients and carers/family during emotional times.

Ability to use and concentrate for long periods using IT.

Being an advocate for patients even in pressurised situations.

Emotional Effort

Caring for patients at end of life, chronic conditions and their families, carers and friends. This may include supporting patients, relatives and carers in dealing with emotional circumstances.

Working with patients with mental health, learning disabilities and challenging behaviour.

Ability to cope and deal with areas of conflict.

Working Conditions

Frequent contact with body fluids, infection and unpleasant smells.

Some roles will require the frequent need to visit patients in their own homes.

GENERAL

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff's commitment to meeting the needs of our patients.

The Trust operates a 'non-smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010.

SAFEGUARDING

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.



HEALTH AND SAFETY AT WORK

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

INFECTION CONTROL - ROLE OF ALL STAFF

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

- Attending mandatory and role specific infection prevention education and training.
- Challenging poor infection prevention and control practices.
- Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

CONFIDENTIALITY

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

JOB DESCRIPTION AGREEMENT

Job holder's Signature:

Date:

Manager's Signature:

Date:

PERSON SPECIFICATION

POST: Assistant Practitioner

REQUIREMENTS	E/ D*	HOW TESTED? Application Form/Interview/ Reference/Test	INTERVIEW COMMENTS	SCORE (1 Low – 10 High)
<p><u>QUALIFICATIONS/SPECIAL TRAINING :</u></p> <p>Relevant Foundation Degree Programme (as agreed by TAP programme Leads)</p> <p>Level 2 or above qualification (e.g. NVQ 2, QCF 2)</p> <p>GCSE English and Maths grade c / level 4 or above or Functional English and Maths level 2.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>			
<p><u>KNOWLEDGE/SKILLS:</u></p> <p>Sound knowledge of a range of clinical presentations and how to escalate concerns.</p> <p>Knowledge of correct assessments of patients and their condition and monitors the patient's response to intervention.</p> <p>Knowledge of accountability, relevant SOP's policies and importance of patient documentation.</p> <p>Knowledge of client conditions related to the setting.</p> <p>Health, safety and risk awareness.</p> <p>Safeguarding and MCA understanding.</p> <p>Demonstrates a commitment to lifelong learning.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>			

Knowledge / understanding of promoting patient's independence.				
<u>EXPERIENCE:</u>				
Proven experience of working in an appropriate health care setting.	E			
Experience of working directly with patients providing care or treatment interventions.	E			
Experience of training others in technical skills/life skills	D			
<u>PERSONAL REQUIREMENTS:</u>				
Good communication skills, written and verbal.	E E			
Ability to work autonomously.				
Ability to work under pressure and with flexibility.	E			
Empathetic and demonstrates patient focus.	E			
Able to manage own emotions and cope in sometimes difficult situations with patients or their relatives.	E			
Basic computer skills.	E			
Understand the need for professional conduct.	E			
Demonstrate understanding of the boundaries of their existing competence and authority levels for delegation of tasks.	E			
Competent listening and observation skills.	E E			
Positive interpersonal skills.				
Good co-ordination/organization skills.				

Ability to work positively and professionally as part of a team.	E			
Able to contribute to the training of other staff/students.	E			
Willingness/commitment to undertake training.	D			
Understands and demonstrates commitment to the Trust's values.	E			
	E			
<u>OTHER REQUIREMENTS:</u>				
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	E			
To be willing to work throughout the Trust.	D			
Flexible working re working in a range of clinical settings and environments and shift patterns.	E			
Able to travel to meet needs of the job	D			
Able to manage the moving and handling duties required of working with patients in various settings.	E			
Dextrous and accurate for therapeutic interventions.	E			

*Essential/Desirable

HAZARDS : ADD AS APPROPRIATE					
Laboratory Specimens Proteinaceous Dusts		Clinical contact with patients	x	Performing Exposure Prone Invasive Procedures	
Blood/Body Fluids	x	Dusty Environment		VDU Use	x
Radiation		Challenging Behaviour	x	Manual Handling	x
Solvents		Driving	x	Noise	
Respiratory Sensitizers		Food Handling		Working in Isolation	x
Cytotoxic drugs		Night working			