

***“Our vision is to provide safe, high quality seamless service delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust Values”***

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| **JOB DETAILS** | |
| **Job Title** | Assistant Practitioner |
| **Reports to** | Clinical Nurse Managers |
| **Band** | 4 |
| **Department/Directorate** | Acute Medical Unit, Medicine Division |

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| **JOB PURPOSE** |
| * To provide a high standard of Acute Care to patients and families. * To care for a group of patients under the indirect supervision of a Registered Nurse. * To understand and act as an honest, professional and accountable practitioner. * To assess, plan, implement, co-ordinate and evaluate acute care of designated patients.   To work within the boundaries of the role to ensure patient safety and security is paramount. |
| **KEY WORKING RELATIONSHIPS** |
| **Directorate:** Assistant Director of Nursing  Clinical Nurse Manager for AMU  Speciality Teams (incl. Doctors, Nurses and Therapists)  **Clinical Area:** Clinical Nurse Managers for AMU and SDEC  Ward Sisters and Charge Nurses AMU  Nursing Staff  Medical Staff  Support workers, Domestics, Housekeepers  **Multidisciplinary Team:** Therapists  Paramedical Services  Volunteers  Pharmacists  Site Management Team  Ward Support/Administration Teams |

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| |  | | --- | | **ORGANISATIONAL CHART** | | **Clinical Matron (Band 8a)**  **Clinical Nurse Manager (Band 7)**  **Sisters and Charge Nurses (Band 6)**  **Registered Nurses (Band 5)**  **THIS POST - Assistant Practitioners (Band 4)**  **Senior Healthcare Assistants / Trainee Assistant Practitioners (Band 3)**  **Health Care Assistants (Band 2)** | |
| |  |  | | --- | --- | | **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** | | | **Care Management**   * To perform the assessment of patient needs and the evaluation of care programs within the Acute Medical Unit under the direct or indirect supervision or delegation of the registered practitioner. * To provide patient care as directed by a registered practitioner and in accordance with the specifications of each patients care needs. * To evaluate and monitor the effects of appropriate care planning for individual patient needs. * Provide care and support to patients with activities of daily living including the patient and or carer in shared decision making. * Co-ordinate a team of unregistered nurses and support workers in care delivery. * Maintain excellent communication with patients, relatives and the multi-disciplinary team. * To undertake skilled nursing activities for which training and competency assessment has been undertaken i.e. venepuncture, catheterisation, wound care, cannulation. * Undertake physiological observations or delegate them to be taken and take appropriate action depending on results. * Maintain excellent documentation * Obtain relevant samples, swabs and specimens or investigations as planned or as condition dictates. * Undertake relevant patient assessments i.e. MUST, EPRAT, falls risk and ensure appropriate action is taken and documented. * Ensure safe handover and transfer of patients between clinical areas. * Ensure and encourage a safe and efficient admission and discharge process of emergency patients to assist with flow through the unit. * Undertake duties relating to last offices ensuring spiritual and cultural wishes are adhered to   **Quality Management**  • To participate in the monitoring and use of nursing and patient care standards.  • To participate in the implementation of action plans to improve patient care standards and  services.  • To participate in the implementation of improvements to working methods and practices.  • To participate in and contribute to improvements and changes within the Directorate and Trust.  • Undertake specific organisational and administrative duties as required.  • Monitor supplies and report shortages to nurse in change to ensure supplies do not run out  • As far as possible to be flexible in working hours to enable the service to run effectively.  **Financial Management**  • To participate in the monitoring and control of the use of resources within budgetary limits.  • To participate in developing the financial awareness of the team so that individual staff contribute  to the efficient use of resources.  **Information Management**  • To contribute to the collection, recording and storage of information.  • Record and report information in a timely and accurate manner, in line with Policies and  standards.  **Staff Management**  • To contribute to the supervision, development and coaching of other nursing staff so that they  function effectively within the roles and responsibilities as laid down by the Trust Vision for Nursing  • To develop own supervisory skills and competence.  • Maintain good relationships with all members of the AMU team and others who are involved in patient care, in order that the best quality of care can be delivered and all are well informed.  • Act as a link or associate link for specific area of practice, e.g. health and safety, infection  Control, palliative care.  • Report adverse incidents and take part in meeting/investigations as appropriate to ensure that  lessons are learnt from mistakes and that team working is enhanced.  **Professional development**  • To practice in accordance with standards as laid down by the Trust.  • To develop own knowledge and practice, in particular supervisory skills and Health Diploma Assessor Award  • To participate in a personal development review in accordance with knowledge and skills  framework. | | | **OTHER RESPONSIBILITIES** | | | * To take part in regular performance appraisal * To undertake any training required in order to maintain competency including mandatory training, * i.e. Fire, Manual Handling * To contribute to and work within a safe working environment * The post holder is expected to comply with Trust Infection Control Policies and conduct * themselves at all times in such a manner as to minimise the risk of | | **THE TRUST- VISION AND VALUES** | | | We are committed to serving our community by being a high quality specialist Hospital with consultant-led services. We aim to co-ordinate our services with primary and community care, and to develop a limited number as Sub-Regional Referral Centres with appropriate levels of research, development and educational involvement. Where appropriate, and consistent with our services, we may provide services aimed at preventing disease and debilitation.  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 that 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.  We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.  The Trust is committed to recruiting and supporting a diverse workforce and so we welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. The Trust expects all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards. | | | |
| **GENERAL** |
| T*his*   |  |  | | --- | --- | | This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the Manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, the Trust reserves the right to insist on changes to your job description after consultation with you.  The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462.  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  The post holder is expected to comply with Trust Infection Control Policies and conduct him/her at all times in such a manner as to minimise the risk of healthcare associated infection.  This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. | | | **POST** | **Assistant Practitioner** | | **BAND** | 4 | |

PERSON SPECIFICATION

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| **Job Title** | Assistant Practitioner |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Good standard of English.  3 GCSEs including English and Maths Grade A\* to C or equivalent.  Foundation Degree (FdSc in Healthcare Practice (Nursing Associate) | E  E  E |  |
| **KNOWLEDGE/SKILLS**  Ability to communicate effectively on day to day matters.  Able to carry out basic care activities.  Able to work within current Trust policies, procedures and legislation.  Able to demonstrate an understanding of the role and its limitations.  Understanding of evidence based practice.  Knowledge of when to seek advice and refer to a registered care professional  Intermediate IT skills.  Understanding of the importance of the promotion of health and wellbeing . | E  E  E  E  E  E  E |  |
| **EXPERIENCE**  Ability to work effectively as a team player under appropriate supervision, and as part of a multi-disciplinary team.  Ability to work independently with a delegated caseload, use initiative whilst understanding limits of scope.  Ability to support the development of less experienced staff. | E  E  E |  |
| **PERSONAL ATTRIBUTES**  Ability to make suggestions for improving services  Flexibility in day-to-day work routine  Ability to undertake rota requirements/ rotation to night duty where require.d  Ability to work on own initiative.  Ability to take part in reflective practice and clinical supervision activities.  Courteous, respectful and helpful at all times.  Excellent communication skills.  Excellent written skills.  Evidence of time management skills and ability to prioritise  Insight into how to evaluate own strengths and development needs, seeking advice where appropriate.  Ability to communicate with members of the public and health care providers.  Ability to deal with non-routine and unpredictable nature of the workload and individual patient contact. |  | D  D  D  D  D  D  D  D  D  D  D  D  D |
| **OTHER REQUIREMENTS**  Ability to make suggestions for improving services.Flexibility in day-to-day work routine.Ability to undertake rota requirements/rotation to night duty where required.Commits to maintaining personal development and meeting requirements of revalidation |  | D  D  D |

Complete the table below as appropriate

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| Contact with patients | Y |  |  |  |  |
| Exposure Prone Procedures | Y |  |  |  |  |
| Blood/body fluids | Y |  |  |  |  |
| Laboratory specimens | Y |  |  |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | Y |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | Y |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | N |  |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | Y |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | Y |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  |  |
| Heavy manual handling (>10kg) | Y |  |  |  |  |
| Driving | N |  |  |  |  |
| Food handling | Y |  |  |  |  |
| Night working | Y |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  |  |  |  |
| Mental Effort | Y |  |  |  |  |
| Emotional Effort | Y |  |  |  |  |
| Working in isolation | N |  |  |  |  |
| Challenging behaviour | Y |  |  |  |  |