

###### JOB DESCRIPTION

|  |  |
| --- | --- |
|  |  |
| **Job Title:** | **Assistant Practitioner - Generic** |
|  |  |
| **Band:** | **Band 4**  |
|  |  |
| **Responsible To:** | **Senior Therapist** |
|  |  |
| **Accountable To:** | **Professional Lead (Therapy)**  |
|  |  |
| **Section/Department/Directorate:** | **Health and Social Care Directorate** |

**Job Purpose:**

|  |
| --- |
| The role of the Assistant Practitioner is to support the Therapy practitioners by undertaking delegated aspects of their role for which they will have been trained and deemed competent. The Assistant Practitioner on completion of training always continues to act under the guidance of a registered practitioner.The Assistant Practitioner does not require daily supervision and should be able to take responsibility for their work within pathways of care and that of others within a broad framework laid down by and as directed by the supervisor of practice.**Context:**The post holder will work as part of the Adult Health and Social Care Team delivering health and/or social care that focus on the direct need of patient/service users, within the home environment or alternative care setting.The post holder will work autonomously within the clearly defined boundaries of their assistant practitioner competencies and carry out specific delegated clinical tasks and responsibilities that may cross professional demarcations of care.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 plans, in a range of environments as outlined.The objectives are to support people, who need help because of age, disability or personal circumstances, to enable them to remain in their own homes or alternative care setting with as much independence as possible.To participate in the assessment process and contribute to the on-going monitoring and review of the goals set for an individual by the Adult Health and Social Care Team.To ensure that all activities undertaken with the patient, relative, carers or other people involved follow the policies and procedures laid down nationally and locally.There will be an element of lone working, remote working without direct supervision and supervising, teaching and involvement with the development of peers and other relevant team members, carers and clients.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:** |  |
|  |
| * Patients, Relatives and Carers
* Community Nursing Team
* Senior Nurse Community
* Community Services Managers
* Community Matron
* Adult Health and Social Care
* Community Hospitals
* General Practitioners and other members of the Primary Health Care Team
* Palliative Care Teams
* Continuing Healthcare
* Safeguarding Lead/Team and Care Home Educators
* Rapid Intervention Centre/Rapid Response
* Statutory and Voluntary Agencies
* Secondary Care Providers including Discharge Teams
* Specialist Nurses
* Out of Hours Services
* Adult Mental Health Teams
* Public Health Teams
* Other Agencies/Providers

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** |  |

Community Services Manager

Community Nurse Team Manager/Therapy Manager

# Community Matron/Associate Community Matron/Clinical Lead Therapist (OT/PT

Specialist Therapist (Community)

Phlebotomist

Clinical Support Worker

Higher Level (Community)

**Assistant Practitioner**

**(Community)**

Therapist (Community)

Direct Line Mangement Key Working Relationship

|  |
| --- |
| **Key Result Areas/Principal Duties and Responsibilities*** Some services will require post holders to work on weekend rotas, with instruction/ support/guidance from the senior therapist on duty.
 |

* To work as part of the multi-disciplinary Adult Health and Social Care Team to prevent admission and support early discharge from acute and community hospitals.
* To assist and promote independent social and living skills based on a person centred approach.
* To assist in the delivery of therapy interventions as appropriate.
* To feedback any outcomes/concerns/progression/deterioration with regard to the achievement of the set goals.
* To maintain patient records using appropriate documentation for intervention carried out.
* To enable and empower patients to develop self and environmental management skills.
* To promote and facilitate access to community resources.
* Enable individuals to sustain and improve their overall health and wellbeing.
* Identify, act and minimise risk to patients and clients.

|  |
| --- |
| **Communication and Relationship Skills*** 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/nursing 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.
* 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 and monitors the patient’s response to intervention.
* Undertake delegated risk assessments providing accurate feedback to the team as necessary e.g. in relation to lone working.
* elegated nt team on patients’ ps as approrpaite. r memebrs of teh ircumstnacesRecognise the need for further advice, guidance and support as appropriate.

**Planning and Organisational Skills*** The post holder will be expected to:
* Support the planning, implementing and evaluating programmes of care for individual patients.
* Work without direct supervision of the registered practitioner in the implementation of programmes of care appropriate to the community 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 e.g. dexterity and accuracy for therapy and nursing interventions.

 **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 undertake training to develop a range of knowledge and skills in order to deliver high quality clinical interventions.
* To recognise and appropriately address risk factors to patients/clients and carers within their healthcare setting and feedback appropriately to the registered practitioner/nurse.
* To undertake delegated nursing interventions, identify any changes in the patient’s condition and refer and feedback to the appropriate professional.
* To report any untoward incidents, complaints and clinical emergencies to the appropriate professional within the appropriate timescales.
* To prevent adverse effects on health and wellbeing.
* To support good health for all patients within the local community.

**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

**Responsibility for Financial and Physical Resources*** Support the efficient use of resources
* Assist with maintaining stocks and supplies
* Prescribing equipment from community equipment store
* Order equipment & resources as agreed or directed.
* Ensure safe and efficient use of stock and equipment.
* Ensure equipment is checked appropriately.
* Report any equipment defects.
* Demonstrate and instruct the use of equipment to ensure safety.
* Understand and apply the eligibility criteria for services.
* To be responsible for the use of resources in the most efficient and effective way.
* To authorise spending on equipment from Community Equipment Store up to a value of £100 [2008] following authorisation training.

**Responsibility for Human Resources*** Supporting the training and development of new staff, pre-registration students, those undertaking Care Certificate, work experience students, support workers, formal and informal carers.
* Individual responsibility for ensuring attendance at mandatory training.
* 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.
* Teach therapy related skills and techniques to other support staff e.g. care home staff.
* 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.
* Completing activity data using the Trust agreed data collection sets.

**Responsibility for Research and Development*** Contribute to developing own and team evidenced based practice including research and involvement in the audit process.

**Decision Making*** Work is managed rather than directly supervised.
* Work within organisational Policies, Procedures and Standard Operating procedures (SOP)
* May be required to take decisions alone and then escalate to the registered nurse, nurse specialist (community) or therapist.
* Can identify through risk assessment when to escalate to : Registered Nurse, Therapist, Nurse Specialist Community, Therapy Practitioner, Community Nurse Team Manager, Senior Nurse Community, Professional Lead for Therapy and Community Services Manager and if required the use of the on-call escalation process and other healthcare professionals.

**Physical Effort*** Daily work involves frequent; sitting/standing, walking, moving equipment and manual handling in restricted positions.
* Working hours negotiated according to service need.
* Moving & Handling in relation to equipment and resources required for therapeutic rehabilitation.
* Treatment will necessitate frequently working in restricted positions or limited space.
* Moving & Handling of patients  in relation to assessment, treatment and rehabilitation which at times may require prolonged physical effort for example during balance groups.
* Work in the community where appropriate equipment is often not available. (e.g. moving & handling equipment)
* Use of IT equipment.

**Mental Effort*** Understanding of a range of procedures which are evidenced based:
* Community procedures
* Clinical observations
* Basic life support
* Support assessing, planning, implementing and evaluating patient care
* Infection control
* Instigate emergency procedures i.e. finding a collapsed patient and commencing basic life support.
* Accurately completing and maintaining effective patient’s records including addressing confidentiality issues.
* Work pattern is unpredictable and subject to interruption i.e. calls being prioritised, other work colleagues, family/patient/carers needs.
* Ability to use and concentrate for long periods using IT.

**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 daily contact with:* Body fluids e.g. faeces, vomit
* Smells
* Infections
* Dust
* Occasional exposure to unpleasant working environment
* Transportation of samples in own vehicle
* Visual Display Unit (VDU)
 |

**Other Responsibilities:**

To take part in regular performance appraisal

To undertake any training required in order to maintain competency including mandatory training, e.g. 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 him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

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

**THE TRUST – Vision and Values**

Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:

Honesty, Openness & Integrity

Fairness,

Inclusion & Collaboration

Respect & Dignity

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.

We are committed to recruiting and supporting a diverse workforce and 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. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards.

### **GENERAL**

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, we reserve 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.

**PERSON SPECIFICATION**

**POST: Assistant Practitioner (generic)**

**BAND: 4**

|  |  |  |
| --- | --- | --- |
| **REQUIREMENTS** | **At** **Recruitment** | **At PDR** |
| **QUALIFICATIONS / TRAINING*** Foundation Degree or working towards
* Programme or Equivalent relevant qualification
* National Vocational Qualification (NVQ) Level 3: Credit Framework QCF
 | E/DE/DE |  |
| **KNOWLEDGE / SKILLS*** Knowledge/ understanding of promoting independence.
* Awareness of Health and Social care.
* Knowledge of client conditions related to therapy/nursing setting.
* Demonstrate a commitment to lifelong learning.
* Basic IT Skills
 | DEEDE |  |
| **EXPERIENCE*** Experience of working in a Health and Social Care Setting
* Experience of training others in technical skills/life skills.
 | ED |  |
| **PERSONAL ATTRIBUTES*** Ability to work single handed.
* Ability to work under pressure and with flexibility.
* Basic computer skills.
* Competent listening and observation skills.
* Good communication skills, written and verbal.
* Positive interpersonal skills.
* Good co-ordination/organisation skills.
* Ability to work as part of a team.
* Ability to teach technical skills/life skills to clients.
* Able to contribute to the training of other staff/students.
 | EEEEEEEEED |  |
| **OTHER REQUIREMENTS:*** The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by Trust.
* To be willing to work throughout the Trust
* Flexible working re working in a range of clinical settings and environments and shift patterns.
* Ability to travel between locations meeting time restraints and / or holds a valid driving licence and access to road worthy vehicle.
 | EEEE |  |

\* Essential/Desirable

|  |
| --- |
| HAZARDS:- Updated 31st May 2013 |
| Laboratory Specimens  |  | Clinical contact with Patients | X | Dealing with violence & aggression of patients/relatives |  |
| Blood / Body Fluids | X | Dusty Environment |  | VDU Use | X |
| Radiation / Lasers |  | Challenging Behaviour | X | Manual Handling | X |
| Solvents |  | Driving | X | Noise / Vibration |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in isolation | X |