

JOB DESCRIPTION

JOB DETAILS	
Job Title	Assistant Practitioner
Reports to	Clinical Nurse Manager
Band	Band 4
Department/Directorate	Endoscopy/ Medical Services Division

JOB PURPOSE
<p>The Assistant Practitioner will work as part of a team, delivering health and social care that focus' on the direct needs of service users. They will work autonomously within the clearly defined boundaries of their Assistant Practitioner role and carry out specific clinical tasks and responsibilities that may cross professional demarcations of care and therapy.</p> <p>This will include recording and documenting observations and changes to the patient's clinical condition. To practice in accordance of Trust standards and policies and to work within the boundaries of their role and individual competence. Provide and ensure patients have high standards of care and safety, under the guidance of the registered nurse as appropriate.</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> • Deliver a high standard of clinical and/or therapeutic care within varied care settings recognising and meeting the specific needs of the patients/clients in accordance with instructions and training received. To evaluate delivered care and feedback progress or concerns to the registered nurse in a timely manner. • Work within clearly defined accountability frameworks, recognising at all times the boundaries to the remit of the Assistant Practitioner role. • To be able to take responsibility for, prioritise and manage own work load under the direction of the appropriate professional/line manager. • Communicate effectively with patients and their carers using tact, diplomacy, empathy and reassurance during potentially difficult or stressful situations or where there may be barriers to understanding, i.e. confusion, physical impairment, cognitive failure or language barrier. • Demonstrate the ability to recognise changing priorities seeking advice and guidance from the registered nurse or other registered care professionals as appropriate • To act as an effective and resourceful source of information for patients and carers. • Liaise effectively and work collaboratively with team colleagues and the multidisciplinary team. • Take responsibility for maintaining optimum care for service users through the application of evidence based practice and actively participate in and understand the role of clinical governance. • Maintain accurate, up to date records of care, report back and share information with the registered nurses on the condition behaviour, activity and responses of individuals.

- Maintain and develop clinical competence through Continual Professional Development, take part in regular Professional Development Reviews, mandatory and service specific training, peer supervision, reflective practice and clinical supervision
- Respect the diversity of individual service users and colleagues ensuring that the maintenance of their dignity and your respect for them is an integrated part of all activities undertaken
- Actively participate in team meetings, team development and service improvement as required.
- Supervise, assess and mentor Healthcare Assistants, Trainee Assistant Practitioners and other unqualified staff and assist in the supervision and learning of other students with the exception of their assessment.
- Report concerns regarding health and safety issues within the working environment to the appropriate staff and work to minimise risk at all times whilst delivering care
- Demonstrate good understanding of the mental capacity act/deprivation of liberties and apply principles to everyday practice seeking advice/guidance from the registered nurse as required
- Report untoward incidents and risks according to the Trust/Employer policies and procedure and participate in incident and complaint investigations as required.
- Deal safely and effectively, in accordance with Trust policy, with exposure to hazards and highly unpleasant working conditions including face to face physical/verbal aggressive behaviour from patients or relatives and contact with body fluids, using the incident reporting system to report any incidents or near misses

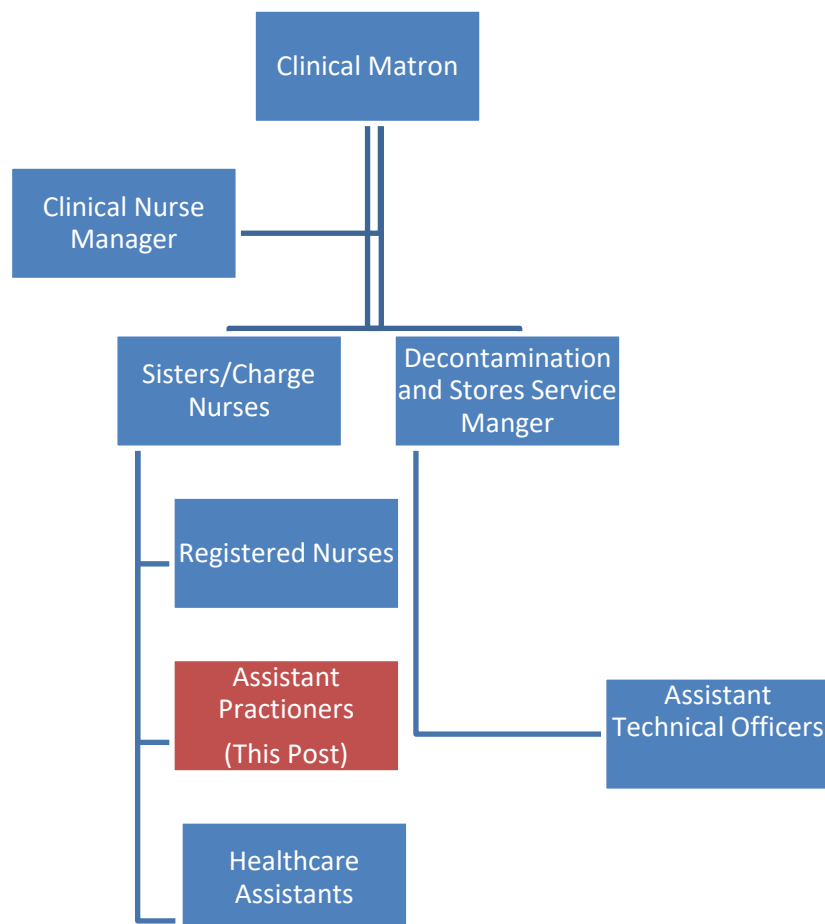
KEY WORKING RELATIONSHIPS

The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis. In addition, the post holder may deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> • Doctors of all grades • Allied Health Professionals • Registered Nurses • ATO's • Administrative Staff • Facilities and Estates staff • Learning and Development Team 	<ul style="list-style-type: none"> • Social care providers/agencies • Members of the public • Care/Nursing home staff

ORGANISATIONAL CHART



FREEDOM TO ACT

The postholder will work autonomously, in line with Trust Policies and Standard Operating Procedures under the direction of the designated Registered Healthcare Professional (HCP).

The post holder should raise concerns or any matter outside of their scope of competence, to the Registered HCP or appropriate person.

COMMUNICATION/RELATIONSHIP SKILLS

The post holder will communicate effectively across a wide range of channels and with a wide range of individuals, the public and health social and care professionals. They will use both verbal and non-verbal

ANALYTICAL/JUDGEMENTAL SKILLS

The postholder will exercise personal responsibility and work independently within defined parameters of practice and their scope of competence, taking the initiative in a variety of situations and performing a range of clinical interventions, consistent with their role, responsibilities and professional values.

PLANNING/ORGANISATIONAL SKILLS

The postholder will be responsible for working in an effective and organised manner, prioritising the clinical needs of their patients, demonstrating excellent time management and organisational skills to effectively deliver person centred care.

The postholder will deliver care based on the risk assessments completed by the registered nurse and following the individual patient's care plan.

PATIENT/CLIENT CARE

The postholder will be in continual direct contact with patients, providing personal care, performing clinical interventions and supporting the health and well being of the patient. The frequency and level of contact will be determined for each patient based upon their individual needs, as set out in the patients care plan.

POLICY/SERVICE DEVELOPMENT

The postholder will promote health and safety at all times. Share ideas with colleagues to improve care and suggest ideas for innovation. Participate in audit activity undertaken in area of practice. Adhere to legislation, policies, procedures and guidelines, both locally and nationally.

FINANCIAL/PHYSICAL RESOURCES

The postholder will exercise personal duty of care in the safe use and storage of equipment. Be environmentally aware and prudent in the use of resources and energy. Ensure safe keeping of patient property, in line with Trust policy.

Ensure that adequate stock levels are maintained through standard ordering procedure, non-stock requisition and sourcing individualised resources through procurement.

HUMAN RESOURCES

Act responsibly in respect of colleague's health, safety and welfare following safety at work practices, whilst working in compliance with local health and safety policy and guidance.

Recognises and respects equality and diversity, demonstrating an inclusive approach in all environments.

Understands the importance of role modelling and participates in the training and their own supervision of staff as appropriate to the postholders' competency.

INFORMATION RESOURCES

The postholder will be expected to develop skills to maintain professional standards of record keeping. They should follow all information governance guidance and policies, maintain confidentiality as outlined within Trust policies.

methods of communication, dependent on the needs of the patient and address communication barriers. They should demonstrate the interpersonal skills that demonstrate empathy, compassion, courtesy, respect and trust.

Ensure clear, concise, accurate and legible records and all communication is maintained in relation to care delivered, adhering to local and national guidance.

Ensure all patient related information is treated sensitively and adhere to the principals of confidentiality at all times.

RESEARCH AND DEVELOPMENT

The postholder will engage with local audit in their clinical areas focused of maintaining and improving standards.

PHYSICAL SKILLS

The postholder will demonstrate skills of manual dexterity and manipulation of clinical instruments and equipment, in line with appropriate training.

The postholder will need to demonstrate keyboard skills to support their own learning and entering information into the patient record system.

PHYSICAL EFFORT

The postholder will be required to use a combination of standing/walking/bending/stretching/pushing/pulling/carrying throughout the shift.

Frequent and moderate effort will be required when undertaking moving and handling of individuals and equipment, in line with organisational guidelines.

MENTAL EFFORT

The postholder may be required to work a variety of irregular shift patterns, in line with the Roster policy. A continual level of concentration will be required throughout the clinical shifts in order to provide a safe and harm free environment.

Maintain a professional approach while working in challenging, distressing situations or dealing with challenging behaviors.

Support individuals, families and carers when faced with diagnoses.

EMOTIONAL EFFORT

The post holder will be required to support the emotional needs of patients, families, and carers experiencing a range of complex and varied clinical conditions, which may be life changing or life limiting.

WORKING CONDITIONS

The postholder will be working in a busy and potentially noisy environment and will be subjected to a range of bodily odours, with the expectation of being able to support patients with these in a professional and non-judgemental manner.

The postholder may be exposed to a variety of challenging behaviours and should respond, within their individual competence whilst maintain their own health and safety and that of their colleagues and other patients.

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are 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.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

DISCLOSURE AND BARRING SERVICE CHECKS

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.

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.

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.

PERSON SPECIFICATION

Job Title	Assistant Practitioner
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING <ul style="list-style-type: none"> • Foundation Degree or working towards Programme or Equivalent relevant qualification • National Vocational Qualification (NVQ) Level 3: Credit Framework QCF 	X X	
KNOWLEDGE/SKILLS <ul style="list-style-type: none"> • Basic computer/keyboard skills. • Fine motor skills – for venepuncture, phlebotomy and other clinical tasks • Healthcare competencies appropriate to area of work • Good interpersonal and communication skills. • Understands the need for strict confidentiality. • Working knowledge of complex care needs of some families including Safeguarding Children & Adults, Domestic Abuse and Mental Health. • Able to prioritise and organise work. • Able to work under instruction, under pressure and as part of a team. • Record keeping competency in handwritten and electronic records. • Experience within an Endoscopy setting • Able to recognise need to escalate patient care concerns • Mentoring/coaching skills 	X X X X X X X X X X X	X X
EXPERIENCE <ul style="list-style-type: none"> • Previous experience in an acute healthcare environment or able to demonstrate a caring nature/ life experience. • Previous experience in an Endoscopy setting • Supervision of other staff 	X	X X
PERSONAL ATTRIBUTES <ul style="list-style-type: none"> • Able to demonstrate empathy, sensitivity, and to adapt communication style to circumstances. • Able to manage stress in themselves and others. • Able to offer support at times of emotional distress. • Willingness to undertake new skills and training • Physical ability to undertake demanding moving and handling tasks, maintaining ward hygiene and stock levels. • Able to work as a team member or independently • Ability to adapt behaviour to changing and challenging situations. • To be flexible, adaptable, reliable and punctual. • Ability to deal with non-routine and unpredictable nature of the workload and individual patient contact • Ability to take part in reflective practice and clinical supervision activities • Insight into how to evaluate own strengths and development needs seeking advice where appropriate 	X X X X X X X X X X X X X	
OTHER REQUIREMENTS <ul style="list-style-type: none"> • The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. • Ability to travel to other locations as required. • Works well in a busy environment • Flexible approach to work and routine shift patterns and area of work 	X X X X	

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