

**JOB DESCRIPTION**

**Job Title: Assistant Practitioner**

**Band: 4**

**Reports to: Urgent Community Response Clinical Lead**

**Accountable to: Urgent Community Response Clinical Specialist**

**Department / Directorate: Urgent Community Response / Community 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 within the Urgent Community Response 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 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.

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 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. This will be in accordance with lone working Trust policy and procedures.

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.

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

The Assistant Practitioner will be community based within the Urgent Community Response Team.

**Key working relationships**

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| **Internal to the Trust** | **External to the Trust** |
| * Urgent Response Team Manager * Therapy Manager * Single Point of Access * Community Nurse Team Managers and Teams * Urgent Community Response Support Workers * Community Rehabilitation Teams * Admission avoidance teams * Community Hospitals | * Patient/Clients and families/carers * GPs and other members of the Primary Health Care Teams * Palliative Care Teams * Continuing Healthcare * Safeguarding Lead/Team * Devon Doctor’s on Call * West Country Ambulance Services * External Stakeholders for that division * Out of Hours Services |

**ORGANISATIONAL CHART:**

Health & Social Care Community Services Manager

Urgent Community Response Clinical Lead

Urgent Community Response

Specialist

Urgent Community Response Assistant Practitioner

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| **Key Result Areas/Principal Duties and Responsibilities** |

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 nursing and or 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.

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| **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.  **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 :UCR clinicians, 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 driving, 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 * Driving hazards * Transportation of samples in own vehicle * Visual Display Unit (VDU) |

**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 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.

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 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 Disability Discrimination Act 2010.

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| **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.  **STAFF HEALTH AND WELLBEING**  You must take responsibility for your workplace health and wellbeing:   * Be physically active at work (i.e. take breaks away from your desk, taking the stairs where possible) * 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.   If you are a line manager, in addition to the above, it is expected you will:   * Champion health and wellbeing. * Encourage and support staff engagement in delivery of the service. * Encourage staff to comment on development and delivery of the service. * Ensure during 1:1’s / supervision with employees you always check how they are.   **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**

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| REQUIREMENTS | E/D\* | HOW TESTED?  Application Form/Interview/Reference/Test | INTERVIEW COMMENTS | SCORE  (1 Low – 10 High) |
| QUALIFICATIONS/SPECIAL TRAINING :  Relevant Foundation Degree Programme (as agreed by TAP programme Leads)  Level 3 or above qualification (e.g. NVQ 3, QCF 3)  GCSE English and Maths grade c / level 4 or above or Functional English and Maths level 2.  Full driving licence | E  E  E  E  E |  |  |  |
| KNOWLEDGE/SKILLS:  Sound knowledge of a range of clinical presentations and how to escalate concerns.  Knowledge of correct assessments of patients and their condition and monitors the patient’s response to intervention.  Knowledge of accountability, relevant SOP’s policies and importance of patient documentation.  Knowledge of client conditions related to the setting.  Health, safety and risk awareness.  Safeguarding and MCA understanding.  Demonstrates a commitment to lifelong learning.  Knowledge / understanding of promoting patient’s independence. | E  E  E  E  E  E  D |  |  |  |
| EXPERIENCE:  Proven experience of working in an appropriate health care setting.  Experience of working directly with patients providing care or treatment interventions.  Experience of training others in technical skills/life skills | E  E  D |  |  |  |
| PERSONAL REQUIREMENTS:  Good communication skills, written and verbal.  Ability to work autonomously.  Ability to work under pressure and with flexibility.  Empathetic and demonstrates patient focus.  Able to manage own emotions and cope in sometimes difficult situations with patients or their relatives.  Basic computer skills.  Understand the need for professional conduct.  Demonstrate understanding of the boundaries of their existing competence and authority levels for delegation of tasks.  Competent listening and observation skills.  Positive interpersonal skills.  Good co-ordination/organization skills.  Ability to work positively and professionally as part of a team.  Able to contribute to the training of other staff/students.  Willingness/commitment to undertake training.  Understands and demonstrates commitment to the Trust’s values. | E  E  E  E  E  E  E  E  E  E  E  E  D  E  E |  |  |  |
| OTHER REQUIREMENTS:  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  To be willing to work throughout the Trust.  Flexible working re working in a range of clinical settings and environments and shift patterns.  Able to travel to meet needs of the job, access to own vehicle and have business insurance  Able to manage the moving and handling duties required of working with patients in various settings.  Dextrous and accurate for therapeutic interventions. | E  D  E  E  E  E |  |  |  |

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| HAZARDS: | | | | | |
| Laboratory Specimens |  | Clinical contact with Patients |  | Dealing with violence & aggression of patients/relatives |  |
| Blood / Body Fluids |  | Dusty Environment |  | VDU Use (occasional) |  |
| Radiation / Lasers |  | Challenging Behaviour |  | Manual Handling |  |
| Solvents |  | Driving |  | Noise / Vibration |  |
| Respiratory Sensitizers |  | Food Handling |  | Working in isolation |  |
| Cytotoxic Drugs |  | Electrical work |  | Night Working |  |