

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Assistant Practitioner (Bladder & Bowel Care) |
| **Reports to** | Clinical Team Lead |
| **Band** | Band 4 |
| **Department/Directorate** | Bladder and Bowel Care Service – Community Care Group (Planned) |

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| **JOB PURPOSE** |
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| **KEY WORKING RELATIONSHIPS** |
| Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | |  | | --- | | * Specialist Nurses & Physiotherapists * Community Nursing Teams * Perinatal Pelvic Health Clinicians * GP’s * Consultant Urologists * Gynaecologists * Geriatricians * Colorectal Surgeons * Learning Disability Nurses * Mental Health Nurses * Gastroenterologists * Social services * Specialist continence therapists * Safeguarding teams * Intermediate Care Teams and Rapid Response | | * Care Home Managers & staff * Staff Organisation representatives * Managed Clinical Network * Peripheral Hospital Managers * Neighbouring Hospital colleagues * Medical School representatives * Patients/representatives * Public | |
| **ORGANISATIONAL CHART** |
| |  | | --- | | **Principle Duties and Responsibilities:** | | Clinical  1. To deliver skilled clinical care to patients based on their needs and wishes 2. To undertake specialist assessment of patients allocated to their care by registered members of the bladder & bowel care team. 3. To interpret assessment information and plan patient care using judgement skills to decide upon and recommend best course of action. 4. To develop, and implement appropriate plans of care with other members of the multi-professional team, patients, and carers 5. To refer patients to other practitioners when their needs are beyond their own role or scope of practice 6. To accept clinical responsibility for designated case load, taking an active role in progressing the programme of care 7. To work without direct supervision of a registered practitioner in the implementation of programmes of care and evaluate effectiveness of interventions 8. To support the assessment and continual evaluation of patients’ care needs through data collection, monitoring of patients’ progress and acting on findings. 9. To be aware of, and respect, responsibilities and accountabilities involved in the confidential nature of the work 10. To ensure that patients and carers are treated with dignity and respect at all times  Communication and Leadership  1. To maintain excellent communication with patients and carers at all times 2. To maintain excellent communication with other members of the multi-professional team and all other agencies with whom you have contact with 3. To maintain comprehensive and accurate documentation records in line with legal and trust requirements and report as needed 4. Recognise and be able to respond to challenging behaviour 5. To report immediately and concerns regarding safeguarding or shortfalls in patient care 6. Offer appropriate health promotion to patients 7. To work collaboratively across agencies and organisational boundaries to ensure delivery of an equitable and integrated service 8. To provide support and supervision to clinical support workers up to NVQ level3 and students 9. To report immediately ay incidents, complaints, or other untoward occurrences  Education and Development  1. To complete and maintain mandatory training needs as specified by the Trust. 2. To attend organised training sessions and complete all relevant competencies within recognised time frames. 3. To maintain a personal development plan to guide continuing personal and professional development to ensure clinical practice is evidence based and up to date 4. To keep up to date with all policies and protocols related to relevant clinical practice 5. To be involved in appraisal systems, clinical supervision and be active in identifying aims and objectives for personal development in line with departmental policy 6. To help develop and deliver education to care home staff. 7. To be involved in the training and development of new members of staff, students etc. 8. To keep up to date with correct use of equipment/training in use of new equipment  General Responsibilities  1. To observe the provisions of and adhere to all Trust policies and procedures 2. To be familiar with and follow health and safety policy and procedures and to be aware of individual responsibilities under legislation 3. To ensure a safe environment for patients, visitors, and staff, and report any hazards to senior person in charge. Take remedial action where appropriate 4. To attend team meetings as requested by the Team Leader 5. To undertake any other duties, which are appropriate to the grade, when requested by Senior Staff   The above indicates the main duties of the post, which may be reviewed in the light of experience and developments within the service. Any review will be undertaken in conjunction with the post holder. | |
| **FREEDOM TO ACT** |
| * Work is managed rather than directly supervised. * To be professionally and legally responsible and accountable as a practitioner for all aspects ow own professional activities |
| **COMMUNICATION & RELATIONSHIP SKILLS** |
| |  | | --- | | * Communicating and building therapeutic relationships with clients and professional partners to ensure patient care is focal and managed effectively. * Act at all times in a manner which illustrates respect for privacy, dignity and confidentiality. * This role requires excellent communication skills, verbal, written and use of IT. | |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * Judgements on complex facts requiring interpretation and comparing options. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * To support the planning, implementation and evaluating programmes of care of individual clients. * Works 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 feeds back appropriately. Prioritises own tasks under the appropriate delegation of the registered practitioner. |
| **PATIENT/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 clients and carers within their healthcare setting and feedback appropriately to the registered practitioner. * To undertake designated nursing interventions, identify any changes in the patient’s condition and refer to the appropriate professional if this is outside the post holder’s scope of practice. * To report any untoward incidents, complaints and clinical emergencies to the appropriate professional within the appropriate timescale. * To prevent adverse effects on health and wellbeing. * To support good health for all patients within the local community. |
| **POLICY/SERVICE DEVELOPMENT** |
| * To work to Royal Devon University Healthcare policies. * To maintain Royal Devon University Healthcare standards of clinical governance. * To maintain professional standards of practice.   **Overall Trust Management**   * Compliance with the Health & Safety at Work Act 1974 – the post holder is required to fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards and a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions * Compliance with the Trust policies and procedures including code of conduct. * Responsibility for all records (including patient health, financial, personal and administrative) that they gather or use as part of their work within the Trust. The records may be paper, electronic, microfiche, audio or videotapes and x-ray images. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| |  | | --- | | * Support the efficient use of resources ie using appropriate continence pads. * Assist with maintaining stocks and supplies within homes. | |
| **HUMAN RESOURCES** |
| * Supporting the training and supervision of all care home staff. |
| **INFORMATION RESOURCES** |
| * Inputting, storing and providing information as per KSF outline. |
| **RESEARCH AND DEVELOPMENT** |
| * To take a supporting role in collecting audit information. * Make recommendations for and support change within the service. |
| **PHYSICAL EFFORT** |
| * Daily work involves frequent driving, sitting/standing, walking, moving equipment, manual handling in restricted positions. * Working hours negotiated according to service need. |
| **MENTAL EFFORT** |
| * + Understanding of a range of procedures which are evidence based:- * Community procedures * Clinical observations * Basic life 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 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.   + Capacity to balance the clinical and the day to day management aspects of the role. |
| **EMOTIONAL EFFORT** |
| * Caring for patients with terminal illness, chronic conditions and their families, carers and friends. This includes having to break bad news or give distressing news to patients/relatives/carers and dealing with emotional circumstances. * Working with patients with mental health issues, learning disabilities and challenging behaviour. |
| **WORKING CONDITIONS** |
| * Frequent daily contact with: * Body fluids e.g. faeces, vomit * Smells * Infections * Dust * Occasional exposure to unpleasant working environment * Driving hazards |
| **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 (DSE) 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.  We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.  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.  **Note:** To meet the needs of the service and minimise clinical risk the post holder may be required to work in other areas as appropriate and as directed by their Line Manager / General Manager.  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 Royal Devon University Healthcare’s 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.  Royal Devon University Healthcare continues to develop our long-standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability.  T*his is* |

PERSON SPECIFICATION

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| **Job Title** | Assistant Practitioner (Bladder & Bowel Care) |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING** |  |  |
| NVQ level 3 in Care | E |  |
| Foundation Degree in Health & Social Care or be working towards | E |  |
| Numeracy and Literacy skills | E |  |
| GCSE English and Maths |  | D |
| **EXPERIENCE** |  |  |
| Minimum 2 years experience as a level 3 practitioner within multi professional team framework | E |  |
| Experience of developing clinical competencies at level 3 | E |  |
| Supervision of junior staff |  | D |
| **SKILLS** |  |  |
| IT skills | E |  |
| Knowledge of multi-professional roles | E |  |
| Excellent verbal and written skills | E |  |
| Excellent interpersonal skills | E |  |
| Good organisational and problem solving skills | E |  |
| Ability to prioritise own workload and to work to deadlines | E |  |
| Ability to identify own strengths and limitations |  | D |
| **PERSONAL ATTRIBUTES** |  |  |
| Able to demonstrate drive, commitment and enthusiasm | E |  |
| Able to demonstrate commitment to team working | E |  |
| Ability to work without supervision | E |  |
| Ability and willingness to undertake further training to develop clinical competencies relevant to role/service | E |  |
| Reliability and flexibility | E |  |
| Ability to motivate and enthuse others |  | D |
| **Other Requirements** |  |  |
| Willing to work throughout the PCT | E |  |
| Willing to travel to community hospitals and care homes | E |  |

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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 |  |  |  | x |
| Exposure Prone Procedures | Y |  |  | x |  |
| Blood/body fluids | Y |  |  | x |  |
| Laboratory specimens | N |  |  |  |  |
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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) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| 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) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | x |
| Manual handling | Y |  | x |  |  |
| Driving | Y |  |  | x |  |
| 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 |  |  |