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**ROYAL DEVON & EXETER NHS FOUNDATION TRUST**

**JOB DESCRIPTION**

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.

**1. JOB DETAILS**

**Job Title:** Assistant Practitioner

**Band:**  4

**Responsible To:**  Clinical Team Manager for ESD

**Accountable To:**  Matron for ESD

**Section/Department/Directorate:** Medical Services Division

**2. JOB PURPOSE**

The post holder is responsible for providing support to the specialist nurses and healthcare assistants within the seven day Stroke ESD team. He/she will provide stroke skilled nursing therapy at the patient’s home for stroke patients within the service.

As a core member of the multidisciplinary team, the post holder will work collaboratively to ensure holistic, patient-centred nursing interventions.

This position is based at the Trust’s main site, the Royal Devon & Exeter NHS Foundation Trust. It is a community based job that covers the whole of the RDE localities.

Case load will be allocated and indirectly supervised by the relevant Registered Nurse and will include supervising some shifts (with Registered Nurse on call if needed).

Patient management will include responsibility for the delivery of care including liaison with patients, family, members of the MDT and external agencies.

The post holder will frequently work independently and unsupervised in the community setting

**3. KEY WORKING RELATIONSHIPS**

* Stroke ESD interdisciplinary team
* Therapy and nursing staff on the stroke units at the RDE
* Patients and carers
* Lead Stroke consultant
* External agencies

Band 6

Specialist Physiotherapist

Band 6

Specialist OT

**4. DIMENSIONS**

Band 6

Specialist SLT

Member of an interdisciplinary team, with responsibility for assisting with and carrying out therapy needs of the stroke patient at home

**5. ORGANISATIONAL CHART**

Band 6

Specialist Nurse

Therapy Lead and Clinical Matron

Stroke Early Supported Discharge

Clinical Team Manager

Band 4

Assistant Practitioner

**6. KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES**

**Communication and Relationship Skills**

* Communicate complex condition-related information to members of the multidisciplinary team/other agencies in a way that is accessible and easily understood. Be able to communicate with patients/carers following discussion with MDT as appropriate
* Maintain close collaboration with other members of the multidisciplinary team through joint working and effective communication regarding treatment aims, progress and discharge planning (providing written reports and referrals as appropriate).
* Demonstrate a full understanding of stroke (including the escalation of the unwell patient) to enable you to explain to the patient , carers etc the effects of a stroke and the care available
* Support the patient to take responsibility for their rehabilitation needs. This may involve treating patients with communication impairment, deafness or other sensory impairment, with cognitive impairment, low mood or when English is not the first language. Develop empathy in working with these patients and act as an advocate for the patient whilst demonstrating skills to deal with emotional or aggressive responses from patients and carers.
* Maintain strong working relationships with all members of the team and individuals that contribute to patient care.
* Organise and manage own caseload ensuring effective communication with team members
* Be an active participant in weekly MDT and forge integrated relationships with the wider community teams

**Clinical Skills**

* Demonstrate safe and effective skills in helping patients with dysphagia to eat and drink to ensure nutritional needs are met in the most suitable manner.
* To participate in clinical treatment and rehabilitation programmes and deliver appropriate nursing therapy.
* To provide care for hemiplegic upper limb following, provide passive movements, with an awareness of pain and the physical limitations of this process.
* To participate in and provide clinical treatment with or without Specialist nurse supervision, following professional assessment and guidance including remote therapy if appropriate.
* To provide accurate manual observations and understand the rationale behind it.
* To provide catheter care, including problem solving and re-catheterisation as appropriate
* To administer first line wound care and plan future care and assessment of wound
* To be competent in venepuncture and be able to complete orders on mycare
* To provide secondary education as instructed by Specialist Nurse
* Be responsible for all aspects of patient documentation and statistical data as required.
* To carry out 6 week follow up appointments, face to face or remote, under supervision of Band 6 specialist nurses.

**Responsibility for Patient and Client Care**

* Negotiate appropriate treatment goals with patients, undertaking regular re-evaluation with Band 6 colleagues.
* Develop a meaningful relationship with family and carers as needed to enable optimum collaborative care
* Take a balanced, patient-centred approach to the ethical considerations of all stroke care management.
* Facilitate the empowerment of patients in the therapeutic and nursing process.
* Communicate effectively with patients and carers to maximise rehabilitation potential, ensure understanding of their condition and a safe and efficient discharge.
* Liaise and co-ordinate with other professionals to ensure that all interventions are an integral component of the patients’ multidisciplinary care package and actively support and promote the discharge process.
* Ensure patient and staff safety during treatment and be able to take appropriate decisions with regards to risk.

**Analytical and Judgement Skills**

* Identify those patients who may need alternative support and liaise effectively with the multidisciplinary team.
* Guide and work in conjunction with the multidisciplinary team demonstrating clear clinical reasoning.
* Demonstrate competent problem solving skills and the ability to use innovative ideas to enhance and improve service delivery with professional guidance.

**Planning and Organisational Skills**

* Liaise with the multidisciplinary team to assist with timely assessment and intervention and clear communication to patients and their families.
* Identify patient priorities and choices and assist in intervention to accurately incorporate these wishes.
* Work autonomously at a high level whilst seeking professional support, providing advice and support to patients, carers and other healthcare professionals.

**Responsibility for Policy and Service Development**

* Participate in team and department audit activity and peer review to ensure best practice.

**Responsibility for Financial and Physical Resources**

* Be aware of the efficient use of resources within the service and advise on appropriate resource requirements.
* Be responsible for the safe use of equipment and report any repairs which need to be undertaken.

**Responsibility for Human Resources**

* Communicate the need for higher level support and provide advice within the team appropriately

**Freedom to Act**

* Take responsibility for and prioritise own workload and decision making to ensure that overall objectives are met, with the patient being the main focus.
* Use other professional advice to enable judgement to negotiate, problem solve and make decisions in the absence of line manager.

**Mental Effort**

* Work independently as well as within the team.
* Use initiative when assisting with delivery of services, interpreting policy and practice guidance to ensure that the service meets the requirements of Trust policies and commissioning guidelines.
* Maintain effective communication with colleagues.

**Emotional Effort**

* Act professionally at all times and in line with Trust values, beliefs and policies.
* Provide psychological and emotional support for patients, families and colleagues.

**Training and Development**

* Take part in regular performance appraisal.
* Undertake any training required in order to maintain competency including mandatory training, e.g. Fire, Manual Handling, Infection Control.
* Develop own knowledge and skills within stroke care and specifically rehabilitation in order to provide information to others to support their understanding of stroke.

**Other Responsibilities**

* Contribute to and work within a safe working environment.
* Comply with Trust Infection Control Policies and ensure conduct at all times minimises the risk of healthcare associated infection.
* Ensure that all Trust Policies & Procedures and Statutory Acts & Regulations are known and implemented/adhered to as necessary/appropriate.
* Provide cover at weekends as necessary.

**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 01884 836 024
* email [stopsmoking.devonpct@nhs.net](mailto:stopsmoking.devonpct@nhs.net).

**PERSON SPECIFICATION**

**POST: Assistant Practitioner**

**BAND: 4**

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| **REQUIREMENTS** | **At**  **Recruitment** | **At Full Outline** |
| **QUALIFICATIONS / SPECIAL TRAINING**  NVQ level 3 plus additional training, or equivalent through short courses and relevant applied experience.  OR Higher Professional Diploma or equivalent  Completed speciality competencies  Ability to work unsupervised and on own initiative  Full driving license with appropriate car insurance for business use | E  E  E  E | E  E  E  E |
| **KNOWLEDGE / SKILLS**  Experience of stroke care  Evidence of working within stroke specialty  Experience and evidence of relevant NHS work in rehabilitation  Significant experience of working in a relevant health or social care setting  Knowledge of stroke rehabilitation  IT skills  Analytical and reflection skills  Able to prioritise and organise own workload  Excellent interpersonal skills including observation, listening and empathy.  Competence in escalation of unwell patient in the community  Venepuncture  Catheterisation  INR monitoring  Wound care assessment | D  D  D  E  E  E  E  E  E  D  D  D  E | E  E  E  E  E  E  E  E  E  E  E  E  E |
| **PERSONAL ATTRIBUTES**  Good team member able to compliment the group dynamics  Enthusiastic, highly motivated and committed to a developing service  Confidentiality  Ability to work as part of a team  Willingness to learn new skills relevant to the post  Ability to recognise own professional and clinical boundaries and competencies, and seek advice and support from supervising therapists.  Ability to recognise areas for clinical and professional development  Able to manage the emotional consequences of working closely with people in distressing circumstances, including acute, progressive and terminal medical conditions. | E  E  E  E  E  E  E  E | E  E  E  E  E  E    E |
| **OTHER REQUIREMENTS**  Able to maintain intense concentration on, and active engagement with, all aspects of client management for prolonged periods – often in busy environments and with frequent interruptions.  Able to be flexible to the demands of the post, including unpredictable work patterns/caseloads, deadlines, limited planning/organisation time, the need to multitask and make immediate complex decisions  Able to work within infection control and health and safety guidelines in order to deal appropriately with exposure to infectious conditions and mouth contents encountered on a frequent basis.  Able to meet the travelling needs of the post.  Able to work flexibly over 7 days if required.  Computer literate. | E  E  E  E  E  E | E  E  E  E  E  E |

\* Essential/Desirable

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| **HAZARDS IDENTIFIED (*tick as appropriate)*:** | | | | | |
| Laboratory specimens  Proteinacious Dusts |  | Clinical contact with  patients | ✓ | Performing Exposure  Prone Invasive Procedures |  |
| Blood / Body Fluids | ✓ | Dusty environment |  | VDU use | ✓ |
| Radiation | ✓ | Challenging Behaviour | ✓ | Manual handling | ✓ |
| Solvents |  | Driving |  | Noise |  |
| Respiratory Sensitisers |  | Food handling | ✓ | Working in isolation |  |

**Name:………………………………….Signed:………………………………Date:……………….**