

JOB DESCRIPTION

1. JOB DETAILS

Job Title Assistant Practitioner, Cardiology, Medical Services

Band: 4

Reports to: Clinical Nurse Manager

Department / Directorate:

2. JOB PURPOSE:

The Band 4 Assistant Practitioner is a highly trained support role working at a level above that of Senior Healthcare Support workers and has a more in depth understanding about factors that influence health and ill-health (e.g. anatomy and physiology) covering pre-life to end of life. They deliver effective, safe and responsive nursing in and across a wide range of health and care settings. Assistant practitioners work independently and with others under the leadership and direction of a registered nurse within defined parameters to deliver care in line with the agreed plan. They can undertake and monitor the following activities in the care of patients under indirect supervision of a registered practitioner and take action as appropriate. The Registered Professionals will continue to be the primary assessors and prescribers of care while NAs deliver and adapt care, contributing to assessment within agreed parameters as outlined in this scope of practice. To manage a list of cardiology day case patients to have a positive impact on patient flow through the cardiology labs by working independently under the supervision of a registered practitioner.

3. DIMENSIONS/ KEY WORKING RELATIONS

- The assistant practitioner has a breadth of knowledge across the lifespan, providing holistic and person-centred care and support for people of all ages.
- The assistant practitioner works independently to provide a high quality of nursing under the leadership of registered nurses, working within the sphere of nursing and care and within all aspects of the nursing process
- The assistant practitioner assumes responsibility for their workload ensuring that they adhere to organisational Policies and Procedures.
- Assistant practitioners are equipped with the knowledge, understanding, skills, attitudes and behaviours relevant to employment as an associate practitioner.
- Assistant practitioners have undertaken broad ranging theoretical and practical learning regarding healthcare and wellbeing to Foundation Degree level.
- Specific tasks and knowledge will vary depending on clinical setting and responsibilities but the core Job Description will remain the same for all assistant practitioners.

4. KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES:

Job Purpose

- The assistant practitioner will work as part of a team, delivering health and social care that focuses on the holistic needs of service users.
- They will carry out specific clinical tasks and responsibilities as delegated by registered practitioners
- To assist in improving patient flow through cardiology labs to improve patient experience.

Job Summary

- Manage a defined caseload/ workload (primarily cardiology day case patients, but not exclusively), using evidence based/client centred principles to assess, plan, implement and evaluate interventions and contribute to the service provision.
- To work under the indirect supervision of a Registered Practitioner and continue to develop and undertake a range of delegated tasks independently.
- To take responsibility for planned/defined tasks as required.
- To plan and undertake clinical tasks guided by standard operating procedures and protocols.
- To delegate work to support worker staff as required.
- To supervise and line manage band 2/3 staff and undertake the ongoing supervision of the routine work of others.
- Take responsibility for the training of others and may be required to deliver training

Tasks:

- To be responsible for the comprehensive assessment, planning, treatment and evaluation of a caseload/ workload including groups of patients under the appropriate delegation from a registered practitioner and in close liaison with patient/carer.
- To give compassionate, holistic evidence-based practice to patients during their assessment, admission, treatment and discharge in line with national and organisational approved policies / procedures and individual care plans.
- Monitor the condition and health needs of people within their care on a continual basis in partnership with people, families, and the Multidisciplinary Team
- To demonstrate a working knowledge and understanding of conditions relevant to the clinical area.
- Observes any changes in the patient's condition, and reports findings to the most appropriate clinician.
- Safely uses a range of non-invasive and invasive interventions whether therapeutic, technological or pharmacological, within the defined scope of the role
- In the event of a change in patient status, is able to safely decide whether to proceed with treatment and/or seeks support from a registered nurse to decide.
- Implements the goal planning process and outcome measures used in the clinical area to review progress of the patient.
- Undertakes delegated clinical skills within their role having once undertaken relevant training, deemed competent and adhere to standard operating procedures.
- Support people to improve and maintain their mental, physical, behavioural health and wellbeing
- To educate patients and carers regarding the impact of cognitive, perceptual and physical deficits on patient's safety and independence

- active involvement in the prevention of and protection against disease and ill health
- To plan, organise and lead when delegated both formal and informal treatments and health education activities for both patients and carers.
- contribute to ongoing assessment recognising when it is necessary to refer to others for reassessment
- communicate effectively with colleagues, providing clear verbal, digital or written information and instructions
- recognise and report any situations, behaviours or errors that could result in poor care outcomes
- Prioritise the day to day management of own caseload/ workload delegating activities to junior staff as appropriate
- engage in public health, community development, and in the reduction of health inequalities and increased self management
- To act as the patient's advocate and, by providing information and support, facilitate the patient's own choices in conjunction with carers and other agencies where relevant.
- To undertake specifically identified administrative and clerical tasks associated with patient care which facilitate the efficient running of the ward/department.

Knowledge, training and experience

(See person specification for qualifications/equivalent experience)

- Demonstrate knowledge of the scope of practice of the assistant practitioner role.
- Identify personal development needs that ensure acquisition of knowledge, skills and competency to undertake the care and treatment responsibilities assigned
- Carry out Continuing Professional Development by seeking to develop and improve practical and theoretical knowledge, competence and skills
- Maintaining Nursing & Midwifery Council registration by adhering to all requirements regarding Standards, Proficiencies and the revalidation process.

Communication and relationships

- Communicate in a clear manner that is consistent with relevant legislation, policies, procedures and service needs.
- Communicate effectively across a wide range of channels and with a wide range of individuals, the public, health and social care professionals, maintaining the focus of communication on delivering and improving health and care services
- Liaise and communicate effectively with others of different backgrounds and levels of understanding
- Demonstrate those inter-personal skills that promote clarity, compassion, empathy, respect and trust
- Contribute to team success and challenge others constructively
- Report to appropriate registered care professional information received from the individuals, carers and members of the team
- Ensure all patient related information is treated sensitively and adhere to the principles of confidentiality at all times
- Report any accidents or incidents as per organisational policy
- Ensure clear, concise, accurate and legible records and all communication is maintained in relation to care delivered adhering to local and national guidance

- To record and report regularly on patient progress and treatment to the Multi-Disciplinary Team (MDT) and handovers.
- Constructively manage barriers to communication.
- To attend and participate in case conferences ward meetings, handovers and forums appropriate to the clinical setting / role / service needs.
- Liaise with and ensure good communication with statutory/voluntary bodies to establish a comprehensive package to ensure continuation of care.
- Provide an opportunity and respond to patients and carers to enable them to express their feelings and whilst encouraging acceptance and adjustment to their new circumstances.
- To communicate effectively with patients and carers recognising the need for a wide range of verbal and non-verbal communication methods with patients who may have difficulty in understanding or communicating and who may be low in mood and lack insight.

Improving safety and quality of care:

- Improve the quality of care by helping to monitoring of people's experience
- To maintain an up to date record of all patient contact, MDT care plans, assessments and reports whilst ensuring confidentiality at all times.
- To comply with legislation, policies, procedures and other quality approaches relevant to the work being undertaken.
- To use and maintain resources efficiently and effectively.
- Works within the limits of own competence and responsibility and refers issues beyond these limits to the relevant people
- Ensures problems are reported in a timely manner whilst being solution-focused.
- To demonstrate leadership skills and role modelling through the management of designated projects.
- To contribute to the safety and quality agenda including research, audit and service evaluation.
- To actively contribute to service development / improvement plans.
- Contribute to the improvement of service by reflecting on own practice and supporting that of others
- Regularly attend workplace and staff engagement meetings and contribute positively to discussions about the improvement of care
- Contributes to reporting caseload management
- When indicated, carries out whistleblowing or activities designed to safeguard vulnerable individuals in line with best practice, policy and legislation
- Advocate the role of the assistant practitioners

Health Safety and Security

- To adhere to organisational policies and procedures and promote Health and Safety at work.
- Identify risks to safety or experience and take appropriate action, putting the best interests, needs and preferences of people first.
- To support others in maintaining health safety and security.
- To alert line manager if direction, policies or strategies are adversely affecting users of services or the public.
- To identify and assess the potential risks involved in work activities procedures for self and others and identify solutions to the management of any risks identified.
- To take the appropriate action to manage an emergency summoning assistance as necessary and completing accurate reporting systems.

- To be responsible for the safe use of all equipment within their scope of practice.
- To identify needs and advise on resources as required.
- To assist in maintaining a clean environment that meets Infection Control requirements and is conducive to safe practice.
- Use the computer monitor safely.
- Report all accidents and incidents involving self, patients, staff or visitors according to organisational policy.

Contributing to integrated care:

- Contribute to the provision of care for people, including those with complex needs
- understand the roles of a range of professionals and carers from own and other organisations and settings who may be participating in the care of a person and their family
- understand responsibilities in relation to communication and collaboration.

Being an accountable professional

- act in the best interests of the people they care for
- put people first and provide nursing care that is person centred, safe and compassionate
- act professionally at all times
- use knowledge and experience to make evidence-based decisions and problem solve their actions.
- carry out their responsibilities to the Nursing & Midwifery Council and the Professional Code

Planning and organisation

- Work in an effective and organised manner demonstrating excellent time management and organisational skills to effectively deliver person-centred care for an allocated group of individuals
- Follow treatment plans determined by the Registered Nurse or registered care professional
- Delegate and oversee the work of health care support workers, including coordination of day to day activities.
- Participates in line management and practice/clinical supervision
- Recognise tasks outside sphere of competence

Analytical and judgmental skills

- Engage in reflective practice including management of self and reflection on own reactions, asking questions and reflecting on answers given
- Exercise personal responsibility and work independently within defined parameters of practice, taking the initiative in a variety of situations and performing a range of clinical and care skills consistent with the roles, responsibilities and professional values of a Nursing Associate
- Exercise judgment in assessing patient condition, comfort and wellbeing using analysis of a range of possible factors
- Work with a mentor to take responsibility for developing own clinical competence and reflective practice within the workplace

Physical skills requirement

- Safely carry out the manual handling of individuals and equipment
- Use skills of manual dexterity and manipulation of clinical instruments and equipment

- Use electronic resources to input, save and retrieve information making use of E Record systems

Financial and physical resources

- Exercise personal duty of care in the safe use and storage of equipment
- Be environmentally aware and prudent in use of resources and energy

Human resources

- Act in ways which support equality and value diversity
- Demonstrate own duties to new or less experienced staff
- Support development of less experienced staff and students

Information resources

- Develop skills to maintain professional standards of record keeping
- Follow all information governance guidance and policies
- Maintain confidentiality as outlined within data protection policies

Research and development

- Participate in audits and surveys relating to nursing practice or patient satisfaction as required
- Participate in achieving nursing performance indicators using clinical assurance tools
- Freedom to Act
- Work to standard operating procedures with registered care professional available for reference
- Work within the organisational policy, procedures and guidelines as well as national and ethical frameworks for practice
- Work within the assistant practitioner scope of practice
- Be responsible and accountable for own practice, working within limits of competence and within professional boundaries
- Raises any concerns to a registered care professional or appropriate person

Physical effort

- Frequent moderate effort is required when undertaking the moving and handling of individuals and objects in line with organisational guidelines
- A combination of standing, walking bending and stretching is required throughout the shift

Mental effort

- Frequent concentration is required and work patterns are frequently unpredictable with regular interruptions, some requiring immediate response

Emotional effort

- Must maintain a professional approach while working in challenging, distressing situations or dealing with challenging behaviour
- Support individuals, their families and carers when faced with unwelcome news and life changing diagnoses

Working Conditions

- Dependent on care setting, may have frequent exposure to highly unpleasant working conditions e.g. dealing with uncontained body fluids and difficult aggressive behaviour. Exposure to VDU screen

Teaching and Training

- Develop skills in providing instruction, learning opportunities, work experience and training staff and students from other units/disciplines/schools/colleges and training schemes as agreed.
- Is proactive in seeking opportunities to develop own knowledge and skills.
- To participate in self appraisal and performance reviews.
- Completes personal objectives and required competencies within agreed timeframes.
- Seeks support / guidance in timely manner if any difficulties are encountered
- Works in partnership with manager to develop and deliver on Specific, Measurable, Achievable, Relevant and Time-bound (SMART) objectives at annual appraisal and personal development planning meeting
- Takes responsibility for organising and attending statutory / mandatory updates in accordance with organisational requirements
- Acts as an excellent role model by upholding and implementing good practice in the workplace.
- Recognises and either directly challenges or seeks support to challenge any poor practice observed
- To apply acquired skills and knowledge of practice relevant to post and clinical area.
- To review and reflect on own practice through effective use of professional and clinical supervision in line with PCH policies and procedures.
- To work within the professional, local and national guidance applicable to the clinical role being undertaken.
- To assist with staff induction, formal assessment and ongoing development of Band 2/3 staff through the supervisory and appraisal process.

Other Responsibilities:

- To take part in regular performance appraisal
- To understand the importance of personal resilience and wellbeing to professional performance
- 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 organisational Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

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 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:

Compassion
Integrity
Inclusion
Empowerment

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.

BAND: 4

REQUIREMENTS	At Recruitment	At PDR
<u>QUALIFICATIONS / TRAINING</u>	<ul style="list-style-type: none"> Assistant practitioner Apprenticeship to include: Essential job specific training / knowledge regarding Cardiology Procedure intervention. Essential induction training and experience eg care certificate or equivalent GCSEs Grade A-C in Maths and English or Functional Skills level 2 in Maths and English Completion of Care Certificate 	
<u>KNOWLEDGE / SKILLS</u>	<ul style="list-style-type: none"> Understanding of evidence-based practice Knowledge of when to seek advice and refer to a registered care professional Understanding of the scope of the role of the assistant practitioner in context of the team and the organisation, and how the role may contribute to service development Intermediate IT skills Understanding of the importance of the promotion of health and wellbeing Evidence of recent work-based learning or self-directed learning Competent in Venepuncture and cannulation / expectation to undertake training. Basic understanding of ECG recognition. 	
<u>EXPERIENCE</u>	<ul style="list-style-type: none"> Ability to work effectively as a team player under appropriate supervision, and as part of a multi-disciplinary team Ability to work independently with a delegated caseload, use initiative whilst understanding limits of scope Conducts clinical tasks within assistant practitioner scope of practice to a high level of competency Ability to support the development of less experienced staff 	<ul style="list-style-type: none"> Line manages and supervises day to day activity of support workers Provides clinical supervision for less experienced staff
<u>PERSONAL</u>	<ul style="list-style-type: none"> Ability to work on own initiative 	

<u>ATTRIBUTES</u>	<ul style="list-style-type: none"> • Ability to take part in reflective practice and clinical supervision activities • Courteous, respectful and helpful at all times • Excellent communication skills • Excellent written skills • Evidence of time management skills and ability to prioritise • Insight into how to evaluate own strengths and development needs, seeking advice where appropriate • Ability to communicate with members of the public and health care providers <ul style="list-style-type: none"> • Ability to deal with non-routine and unpredictable nature of the workload and individual patient contact 	
<u>OTHER REQUIREMENTS:</u>	<ul style="list-style-type: none"> • Commits to maintaining personal development and meeting requirements of revalidation 	

* Essential/Desirable

HAZARDS- Updated 3th July 2018	
Hazards/ Risks requiring Immunisation Screening	
Laboratory specimens	Y
Contact with patients	Y
Exposure Prone Procedures	Y
Blood/body fluids	Y

Hazards/ Risks requiring Respiratory Health Surveillance	
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)	Y
Animals	N
Cytotoxic drugs	N

Hazards/ Risks requiring Other Health Surveillance	
Radiation (>6mSv)	N
Laser (Class 3R, 3B, 4)	N
Dusty environment (>4mg/m ³)	N
Noise (over 80dBA)	N
Hand held vibration tools (=>2.5 m/s ²)	N

Other General Hazards/ Risks	
VDU use (> 1 hour daily)	Y
Heavy manual handling (>10kg)	Y
Driving	N
Food handling	Y
Night working	Y
Electrical work	N
Working in isolation	Y
Challenging behaviour	Y

COMPETENCY REQUIREMENTS

To be completed for all new positions

It is essential that we keep accurate up to date information on the essential training requirements of the role.

Please tick which of these essential learning s is applicable to this role, this will be required to update ESR.

(NB those that are mandatory for all staff with no variation on frequency are pre-populated with a tick)

Safeguarding Children	Group 1	<input type="checkbox"/>	Blood Transfusion	BDS18 collection	<input type="checkbox"/>	Consent Training	<input type="checkbox"/>
	Group 2	<input checked="" type="checkbox"/>		BDS 19 & 20 Preparing & Administering	<input type="checkbox"/>	VTE Training	<input type="checkbox"/>
	Group 3	<input type="checkbox"/>		BDS 17 Receipting	<input type="checkbox"/>	Record management and the nhs code of practice	<input type="checkbox"/>
	Group 4	<input type="checkbox"/>		Obtaining a blood sample for transfusion	<input type="checkbox"/>	The importance of good clinical record keeping	<input checked="" type="checkbox"/>
	Group 5	<input type="checkbox"/>		Annual Update	<input type="checkbox"/>	Antimicrobial Prudent Prescribing	<input type="checkbox"/>
	Group 6	<input type="checkbox"/>				Control & Restraint Annual	<input checked="" type="checkbox"/>
Not mapped this one		<input type="checkbox"/>	Safeguarding Adults Awareness	Clinical Staff	<input checked="" type="checkbox"/>	Mental Capacity/DOL's	<input checked="" type="checkbox"/>
Group 8	<input type="checkbox"/>	Non Clinical Staff		<input type="checkbox"/>			
Manual Handling – One Year		<input checked="" type="checkbox"/>	Falls, slips, trips & falls	Patients	<input checked="" type="checkbox"/>		
Equality & Diversity – One-Off requirement		<input checked="" type="checkbox"/>		Staff/Others	<input type="checkbox"/>		
Fire	Annual	<input checked="" type="checkbox"/>	Investigations of incidents, complaints and claims		<input type="checkbox"/>		
	Two Yearly	<input type="checkbox"/>	Conflict Resolution – 3 yearly		<input checked="" type="checkbox"/>		
Infection Control/Hand Hygiene	Annual requirement	<input checked="" type="checkbox"/>	Waterlow		<input type="checkbox"/>		
	One-Off requirement	<input type="checkbox"/>	PUCLAS		<input type="checkbox"/>		
Information Governance		<input checked="" type="checkbox"/>	Clinical Waste Management	Application principles for clinical staff	<input checked="" type="checkbox"/>		
Harassment & Bullying (Self Declaration – One off requirement)		<input checked="" type="checkbox"/>		Application principles for housekeeping	<input type="checkbox"/>		
				Application principles for portering and waste	<input type="checkbox"/>		

