Assistant Practitioner

Medway NHS Foundation Trust
Welcome to Medway!

Whether you’re a porter or a nurse, a pharmacist or a housekeeper, a doctor or an IT expert, you have a vital role to play in providing care for almost half a million people from the Medway towns and Kent more widely.

We’re the largest hospital in Kent and we do a huge amount here; looking after the 100,000 people who come to our emergency department, delivering 5,000 babies and carrying out 22,000 operations each year. We use two million items of bedding each year and serve half a million cups of tea.

You’re joining a team of over 4,000 highly skilled and dedicated people, united by a passion for providing brilliant care for the thousands of patients that pass through our door each day. As the largest employer in Medway, we are all committed to doing our best for the local community and working with a whole range of partners to improve public health across the area.

Most of our patients say they receive great care while they are here. Every week I receive compliments from patients praising the treatment they have received and the staff who looked after them. That inspires me to do my best – and I hope you will also be inspired by the work you do here.

I look forward to meeting you very soon.

Lesley Dwyer
Chief Executive Officer
JOB DESCRIPTION

Role: Assistant Practitioner
Banding: Band 4
Directorate: Various - Generic
Responsible to: Senior Sister
Accountable to: Matron
Hours: 37.5

Job Purpose:

An Assistant Practitioner (AP) will competently deliver health and social care to and for people. They have a required level of knowledge and skill beyond that of the traditional healthcare assistants or support workers.

The role sits between traditional support workers and registered healthcare staff, and is introduced to complement the work of registered professionals, and to work across professional groups. Set against the backdrop of an ageing population, an increase demand on the health service, and a demand for a more patient–centred approach to health care, the role of the AP has been developed in order to fill the skills gap and provide care at an appropriate level for patients requiring a range of services which frequently transcend the traditional professional boundaries. The AP is accountable to themselves, their employer, and, more importantly, the people they serve. An AP working at level 4 of the Career Framework may: supervise others; have specialist clinical skills and possess a high degree of technical proficiency; plans straightforward tasks and works guided by standard operating procedures and protocols; possess in depth knowledge of role and is aware of wider healthcare issues.

The qualified Assistant Practitioner (AP) has knowledge and skills to work at a higher competency level than that of other Clinical Support Worker. The AP has responsibility for actively participating in and ensuring the maintenance of protocol – based clinical care. The AP will work as part of the multidisciplinary team (MDT) within the Department and provide a seamless service to patients with proximal supervision from registered practitioners, within agreed protocols and with clearly defined lines of accountability for delegated work. The AP will provide general and specific care encompassing the skills of assessment, examination, initial planning and evaluation of care to patients to a high standard and competency.

The Assistant Practitioner will work across all areas of the Department according to the needs of the service. The post holder will work in support of registered nurses, doctors and allied health professionals. APs will support training and undertake informal teaching, and act as supervisor and mentor to CSWs and students. The role is flexible and adaptable to the changing needs of the service.
**Key Responsibilities**

To provide effective, evidence based general and specific care for patients admitted to a specific clinical speciality/area, under the indirect supervision of registered practitioners.

To plan, organise and deliver clinical care as agreed with the supervising practitioner, in line with clinical governance and within agreed professional standards and guidelines.

To use personal effectiveness and knowledge to contribute to the development and delivery of a quality service.

To ensure a high standard of care for all patients by effective communication with patients, carers and the wider health care team.

To participate in training needs, including supervision and teaching of less experienced staff as part of the AP role.

To work proactively as a member of the multi-disciplinary and multi professional healthcare team, in support of registered practitioners.

To participate in assessment and subsequent development of individual plans of care to meet the immediate and ongoing needs of the patient and carers.

Develop knowledge of specific physical, emotional, psychological, social, cultural and spiritual needs of patients and carers and, taking these into account, assist in the implementation of appropriate action to meet those needs.

Assist in the delivery of complex care as described by registered practitioners.

Develop skills to autonomously plan and progress patient interventions, with supervision of registered practitioner.

Develop an understanding of a range of non-routine work procedures and practises which require underpinning theoretical knowledge and physical skills gained through relevant training and experience.

Teach patients/carers with the supervision of registered practitioners.

Develop a working knowledge of other provider’s resource and referral systems to ensure patient needs are met, within scope of practice.

Maintain professional standard of record keeping which is accurate and current, in line with professional codes, service standards and team specific requirements.

Participate in audit and research where requested.

To be responsible for the safe use of all equipment within their scope of practice.
To develop skills in the identification of needs and advice required by patients of equipment and resources.

Contribute to clinical risk assessment for self, patient, carers and other team members, ensuring that personnel and safety policies are adhered to.

Work in accordance with all Trust policies, procedures, protocols and guidelines. To comply with Health & Safety legislation.

To be actively involved in team effectiveness by attending staff meetings and contribute as a team player to team development.

Promote a positive image of the organisation, department and service.

Consistent behaviour reflecting the Trust’s values

Organise and prioritise own workload, time and resources effectively to reduce risks to the quality of service delivery.

Plan and deliver high standards of care, to develop, implement and evaluate individual care/treatment plans and to document care accurately and in a timely manner as per Trust Policy.

Coordinate and undertake the safe admission, transfer and discharge of patients, in accordance with Trust policies.

Provide high quality patient care, appropriate to patient need. To take responsibility for a group of patients as required and when delegated by a registered practitioner.

Contribute to a therapeutic environment to aid patient, relatives wellbeing.

Utilise clinical knowledge and skills in the prevention of pressure area damage. To utilise appropriate risk assessment tools and prescribed pressure-relieving equipment appropriately as per Trust guidelines.

Implement and evaluate the plan of care for wound management as directed by a registered practitioner.

Assist in the monitoring of patients by performing and accurate recording and reporting all appropriate tests as per Trust protocol.

Apply knowledge and skill in maintaining personal hygiene for patients with respect for culture and religious needs ensuring privacy and dignity at all times.

Co-ordinate support workers in care delivery and where appropriate students.

Contribute to the risk assessment when moving and handling patients.

Provide therapeutic intervention in support of the wider multi-disciplinary team.

Apply knowledge and skill in supporting patients to meet their nutritional needs including accurate recording of nutritional presentation.
Appropriate preparation of patients for examination, treatments and assessment following consent and adhering to protocol.

Participate fully with in the delivery of complex care as prescribed by registered practitioners.

Facilitate admission and discharge planning including appropriate follow-up advice and instructions.

Demonstrate awareness of specific physical, psychological, social, cultural and spiritual needs of patients and relatives including needs of the dying and implement appropriate action according to protocol.

Recognise and respond appropriately to urgent and emergency situations and take appropriate actions.

Maintain and ensure equipment is working correctly, adhering to maintenance instructions and knowledge of controls assurance procedures.

Ensure that individuals are treated with courtesy and that individual needs are respected at all times.

Promote and value the rights, responsibilities and diversity of individuals

**Staff Development and Education**

Continually maintain PREP requirements and up-to-date nursing knowledge through study and appropriate training, identify own learning needs to maintain professional standards.

To be aware of and contribute towards audit, and understand the need for research based evidence in this area of nursing.

Identify and have a Personal Development Plan that addresses the requirements of the post, working towards NVQ assessor qualification

Take part in the education/training sessions in the Department to achieve an environment that provides and fosters effective learning and growth for trained, untrained staff and nursing students.

Encourage and facilitate all members of staff to act as mentors or preceptors with appropriate training.

Facilitate and help with the orientation and induction of new staff members and act as a mentor or preceptor as appropriate, having attended Mentorship Training Study Days.

That the NMC Scope of Professional Practice is developed and that staff are competent in procedures applicable to their area of practice.
Professional Responsibilities

Maintain standards of conduct to sustain public confidence in accordance with NMC directives and Medway NHS Foundation Trust Code of Conduct.

To promote a professional image at all times and being accountable for own clinical practice.

Act in a professional manner towards the children their families/carers, relatives, visitors and all members of the multi-disciplinary team.

Educational/professional

To contribute to identifying and meeting own learning needs.

To demonstrate a personal commitment to attaining educational, research and clinical skills and to sharing expertise and experience with colleagues both within the team and from other clinical areas.

To demonstrate a professional commitment to personal development in line with the clinical area and PREP requirements.

Participate in the Trust’s personal development/appraisal system.

To act as a mentor/preceptor as a required within boundaries of competence.

Participate in clinical supervision/reflective practice, working within the Trust’s systems and professional guidelines.

Main Conditions of Service

Registered Health Professional

All staff who are members of a professional body must comply with standards of professional practice / conduct. It is the post holder’s responsibility to ensure they are both familiar with and adhere to these requirements. Registered Nurses must maintain professional registration with the Nursing and Midwifery Council (NMC) and in line with the Trust Professional Registration with Regulatory Bodies Policy.

From April 2016 there will be a requirement for all registered nurses to revalidate in line with guidance from the NMC.

Our Vision and Values

All staff must commit to our Vision and Values and exhibit behaviours in line with our new Values.
Mandatory Training

All staff must complete on-going mandatory and role-specific training pertinent to their post, and this should be confirmed with their line manager.

Quality Assurance

The Medway NHS Foundation Trust has adopted comprehensive quality assurance, and all members of staff employed by the trust are expected to play their part. The aim is to provide a good quality service, which the customer accepts is appropriate and which is provided in the best possible way.

Health & Safety

Staff are required to observe local Health & Safety arrangements and take reasonable care of themselves and persons who may be affected by their work.

Equal Opportunities

Staff are required to comply with the Medway NHS Foundation Trust's approach to equal opportunities and treat everyone the same, regardless of their gender, race, disability, marital status, religion or belief, sexual orientation, gender reassignment or age.

Risk Management

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

Infection Prevention and Control

All post holders have a personal obligation to act to reduce healthcare Associated infections (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAIs. All post holders must comply with Trust infection screening and immunisation policies as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Hygiene Policy and Trust procedures for use of personal protective Equipment, safe procedures for using aseptic techniques and safe disposal of sharps.

Information Governance

Staff are required to keep all patient and staff information confidential unless disclosure is expressly authorised by your employer. Misuse of or a failure to properly safeguard
any data considered to be confidential may be regarded as misconduct/gross misconduct and a disciplinary offence.

**Patient Experience**

Staff should ensure that they help to create a positive patient experience at all stages of a patient’s interaction with the hospital and help to improve the patient experience within the hospital environment.

**Safeguarding Children and Vulnerable Adults**

The Trust is committed to the protection of children, young people, their families and vulnerable adults accessing its services. Promoting the message that “safeguarding is everyone’s business” is vital to ensure our patients are protected and safe from abuse. To this end you must comply with Trust’s and the Kent and Medway Safeguarding Board’s policies on safeguarding children, young people and vulnerable adults. All staff no matter where they work or which age group of patients they work with must be aware of their responsibility to act when they feel a child, young person or vulnerable adult has been or is at risk of abuse.

**Disclosure and Barring Service**

The position you have applied for may have been identified as being an 'eligible position' under the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975* [the Exceptions Order] and, in certain circumstances, *the Police Act 1997*. As such, it may meet the eligibility criteria for a standard or an enhanced disclosure to be requested through the Disclosure and Barring Service (DBS).

**Uniform**

All staff must adhere to the Trust Nurses / Midwives Uniform Policy

**Job Description**

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

**Smoke Free Medway**

From Monday 17 October 2016 Medway Maritime Hospital became a smoke free site. This means that from this date, smoking is completely prohibited in all Trust buildings, grounds
and car parks for patients, visitors, staff and contractors. This will ensure that the hospital is a better place to work and a better place for our patients to be treated.

If you are currently a smoker and would like to receive free stop smoking advice, please contact the Medway Stop Smoking Service on 07535 710329 or 0800 234 6805.”

### PERSON SPECIFICATION

The person specification sets out the essential qualifications, experience, skills, knowledge, personal attributes and other requirements which the post holder requires to perform the job to a satisfactory level. Without these qualities applicant cannot be appointed to the post.

**Role: Assistant Practitioner**

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<tr>
<th>Qualifications</th>
<th>Qualified Assistant Practitioner - Foundation Degree in Health and Social NVQ assessing qualification or equivalent</th>
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<tbody>
<tr>
<td>Knowledge</td>
<td>Can compare basic test results to normal values&lt;br&gt;Understanding of clinical environment &amp; demands</td>
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<td>Values</td>
<td>Exhibits behaviours in line with Trust Values:</td>
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<td></td>
<td><strong>Bold</strong>&lt;br&gt;We are <strong>inspiring and ambitious</strong></td>
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<td></td>
<td><strong>Every Person Counts</strong>&lt;br&gt;We are <strong>respectful and supportive</strong></td>
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<td></td>
<td><strong>Sharing and Open</strong>&lt;br&gt;We are <strong>open and speak up</strong></td>
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<tr>
<td></td>
<td><strong>Together</strong>&lt;br&gt;We are <strong>inclusive and responsible</strong></td>
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<tr>
<td>Experience</td>
<td>Previous experience in an acute clinical care setting</td>
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<th>Skills</th>
<th>Other Attributes</th>
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<td>Able to read, write and perform simple calculations.</td>
<td>Able to empathise with patients and their families/friends.</td>
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<td>Good communication skills (written and verbal).</td>
<td>Flexibility to work internal rotation shift pattern</td>
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<td>Can understand and communicate factual information.</td>
<td>Able to work as part of a team.</td>
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<td>Good interpersonal skills.</td>
<td>Awareness of own limitations.</td>
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<td>Basic keyboard skills.</td>
<td>Understands importance of and provides good customer care.</td>
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<td>Ability to prioritise workload with minimal supervision.</td>
<td>Able to work without direct supervision from a Registered Nurse and accept responsibility for delegated work</td>
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<td>Can demonstrate practical skills to others.</td>
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<td>Manual dexterity.</td>
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