

Job Title:	Assistant Practitioner – Grade 4
Reports to (job title):	Continence Lead
Line Manager to:	

Job purpose

The post holder will be responsible for the delivery of high-quality care to a defined patient group either within the acute hospital or community-based setting under the distant guidance of a registered practitioner. The post holder will undertake the assessment, planning, organisation, delivery and evaluation of evidence based individualised patient care within the boundaries of their role. The post holder will undertake a range of delegated tasks and delegated authority and will report to a registered practitioner

Base

Swindon NHS Health Centre

This post is responsible for

- To undertake the core competencies as outlined in the Assistant Practitioner Framework (attached), applicable to service speciality.
- Work within clearly defined accountability frameworks and boundaries of limitation to provide the best possible care in collaboration with colleagues, patients, their families and carers.
- Contribute ideas and support with the implementation of change, ensuring compassion for service users is maintained.
- Assess the root causes of problems, and deal with them and with people with honesty and integrity, showing interest in your work and seeking and valuing the contributions of others
- Make best use of resources and time, to achieve service delivery, taking responsibility for own actions and self-development, demonstrating effective team leadership.
- To participate in the audit cycle of clinical practices and procedures.
- Effectively use internal IT systems to meet identified needs and plan work effectively, maintaining confidentiality at all times.
- Understand your rights and responsibilities in the workplace including promoting equality of opportunity, valuing diversity and maintaining the confidentiality of service users.

Patient Care

- Contribute to the development of a culture that is committed to the continuous improvement of quality care and patient experience.
- To accurately document patient observations, results, decisions and actions, communicating these effectively to appropriate members of the multidisciplinary team.
- To demonstrate clinical competence developed through continual professional development and reflective practice, maintaining a skills portfolio relevant to the service.
- Communicate sensitive, condition related information to patients and their families, providing reassurance and empathy to patients and their families under the guidance of a registered professional.
- To work independently in order to deliver care and services within the strategic objectives and principles of the organisation. Recognise the need to promote safe practice; value the beliefs and aims of patients and carers; work in partnership, offering meaningful choice and value social inclusion.
- Escalate referrals for complex patient management needs to the registered practitioner.
- Pro-actively escalate any concerns about the provision of patient services to the appropriate registered practitioner.
- Work with multidisciplinary team colleagues towards achieving shared goals.
- Undertake reflective learning in relation to practice, listening to the opinions of others including patients. Provide and receive constructive feedback.
- Organise and manage own workload flexibly in accordance with patient needs.
- Continually assess and minimise risk, escalating to the registered practitioner as appropriate.
- It is anticipated that this role will continue to develop through the acquisition of further skills, knowledge and competencies to be determined within the clinical teams with the focus on patient needs.
- Communicates clearly, effectively and confidently with people in the workplace, following detailed and / or multi step instructions.
- Demonstrate honesty, integrity, care and compassion when dealing with others.

Budget Responsibilities

- Not responsible for a budget.
- Responsibilities for People or Training
- Supervision of support workers and assessment of the Care Certificate

Other Factors

- Commitment to undertake required training

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
<ul style="list-style-type: none"> • Inspire • Understand • Communicate 	<ul style="list-style-type: none"> • Challenge • Improve • Learn 	<ul style="list-style-type: none"> • Accountability • Involve • Resilience

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets

- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Registered Health Professional

All staff who are a member 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.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

General

We are committed to serving our community. We aim to make 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 recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Job Description

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

Personal Specification

Our STAR values are at the heart of everything we do. You can expect to see them in the way we act and the way we treat each other. Our values make us who we are.

Service	We will put our patients first
Teamwork	We will work together
Ambition	We will aspire to provide the best service
Respect	We will act with integrity

Essential

- Foundation Degree or Higher Apprenticeship in Health & Social Care
- Level 2 functional skills or equivalent
- Evidence of personal portfolio
- In depth experience in a care / health role
- Working within a multi-disciplinary team
- Working knowledge and understanding of Outpatients department.
- Current knowledge of developments in healthcare
- Developed organisational skills
- Excellent customer service skills
- Knowledge of clinical skills as per skills matrix for area
- Able to plan and prioritise workload
- Time management skills
- Able to work independently using own initiative
- Experience of using Medway and internal hospital IT systems
- Solutions focussed approach
- Able to develop relationships and networks in partnership with internal and external agencies and services
- Ability to follow instructions in accordance with policies and procedures
- Able to deal with sensitive issues tactfully, empathetically and diplomatically
- Flexible attitude
- Confident
- Approachable, tactful and diplomatic
- Self-motivated
- Able to effectively adopt the appropriate style and approach within a range of environments

Desirable

- Assessor award
- Supervision of band 2 / 3 staff
- Managing project work and data collection.
- Experience undertaking appraisals.

Job Description

- Able to carry out risk assessments with high attention to detail

Employee signature

Manager signature
