

Assistant Practitioner - LD Service, Swindon

Location:	LD Service Swindon
Business Unit:	Learning Disabilities, Autism and Neurodivergence Services, BSW
Responsible to:	Specialist Learning Disabilities Health Team Manager and Clinical Lead
Band:	4
Hours:	37.5 (Monday to Friday, excluding bank holidays)
Base:	Orbital Swindon

Main Purpose of the Job

We are seeking a compassionate and dynamic Assistant Practitioner to join our multi-disciplinary Learning Disability and Autism team in Swindon. This role supports adults with learning disabilities whose needs cannot be met through mainstream services.

Main Responsibilities and Duties

- To provide person centred evidence-based care to patients, working under the indirect supervision of a registered professional and within guidelines and protocols identified for the role.
- To undertake defined clinical activities based on competencies and clinical skills.
- To support registered practitioners and other staff to deliver care.
- To work in partnership with individuals, families and/or carers to develop individualised care plans.
- To provide care planning overseen by a registered practitioner.
- Promote patient independence.
- Promote health and healthy lifestyle when working with people with learning disabilities or their carers'.
- Carry out familiar tasks with qualified practitioner oversight.
- Work as planned and guided by members of the multi-professional team in order to promote the individual's health, independence and rehabilitation.
- Monitor, maintain and promote a safe environment for clients, relatives and staff.
- May need to communicate routine and sensitive information which is normally not of a complex nature to clients, relatives, staff, partnership colleagues and the general public.
- Actively contribute to meetings when required.
- To be able to work autonomously in the community with supervision of a registered professional
- To manage a delegated case load overseen by qualified practitioners.
- To manage admin tasks linked to role
- Ability to competently complete clinical records accurately in a timely manner, alongside our current service pathways.
- Act as guided in accordance with agreed competencies, quality standards and good practice.
- Present as a creditable representative of the team and the organisation.

- Participate in supervision and appraisal and demonstrate commitment to continuing development.
- To be able to Implement and monitor behaviour/incident/medication forms to allow for data analysis/formulation.

Budget Responsibilities

No budget responsibility

Responsibilities for People or Training

- This is a rewarding yet emotionally challenging role. Following personal development planning and targeted training, the competent practitioner will be in a position to work more autonomously in supporting service users.
- Form constructive links with a range of community stakeholders (GPs, care providers voluntary and community services etc.) as required.
- Participate in learning opportunities and feedback learning to others e.g. studies days, competency assessment.
- Reflect on and evaluate one's own practice in order to improve the delivery of client care. Identify areas where practice could be changed.
- Ensure all mandatory training is kept up to date.

Other Factors

- The post is community based, working in various locations, with external visits to clients in their homes or day services, sometimes driving long distances within rural and semi-rural areas.
- In line with HCRG transformation plans, this role may require some working across the whole of BSW where required.
- Be prepared to work with a combination of home working and office-based working.
- The post holder needs to be aware that working alone is essential.
- Meeting frequent deadlines for information/reports is required
- The post holder needs to be able to work in a flexible manner, both proactively and reactively to situations that arise on a daily basis.
- The post holder will need to be able to concentrate on tasks on a daily basis assessing and managing risk in different settings.
- The bases for the post are in open plan offices with some disruptions/distractions.

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

care.think.do.
WE CHANGE LIVES BY TRANSFORMING HEALTH AND CARE.

HCRG Care Services Ltd, company number 7557877 registered in England and Wales at
The Heath Business and Technical Park, Runcorn, Cheshire WA7 4QX
Send any correspondence to the address at the top of this letter
For our Privacy Notices, please see our service website

- Inspire
- Understand
- Communicate
- Challenge
- Improve
- Learn
- 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 Professionals

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.

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.

Flexibility

This 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, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.

Supplementary Information

This job description should be read alongside the Supplementary Information provided for applicants with the advertisement and alongside the Employee Handbook for current staff members.

Recovery Coordinator Intensive Support Service

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and by your references.

Criteria	Essential	Desirable
Education, Qualifications and Training	<ul style="list-style-type: none"> NVQ Level 3 completed in a mental health or learning disability setting or City & Guilds Certificate in community mental health, learning disabilities or equivalent qualification or equivalent experience. 	<ul style="list-style-type: none"> Positive behaviour support training Training around other health aspects associated with learning disabilities. i.e. epilepsy, OT health mental health, dementia
Experience & Knowledge	<ul style="list-style-type: none"> Relevant experience of working in any health or social care setting or any related voluntary organisation. Experience of working with people with learning disabilities, autism or other neurodivergent needs. Experience of working with people who display behaviours that challenge. Able to demonstrate awareness of theories underpinning health and social care. Able to articulate a clear knowledge of policy and legislative frameworks within which learning disability services are delivered; these may include a person's rights under the Mental Health Act, Mental Capacity Act and other relevant legislation. Able to demonstrate a broad understanding of the concept of confidentiality. Experience of working with people with mental health needs. 	<ul style="list-style-type: none"> Experience of learning disability services, as a user, carer, volunteer or worker. Experience of teaching/training individuals or groups. Experience of working with people with limited verbal communication and the ability to find other appropriate methods of communication. To demonstrate an understanding behavioural/ data analysis.
Skills	<ul style="list-style-type: none"> To be able to work autonomously but also as part of a team The ability to form and sustain a working relationship with service users and carers, demonstrating an understanding of when a more assertive approach might be needed. Demonstrate an ability to deliver a range of specific therapeutic interventions with agreed outcomes within a prescribed framework Demonstrate well-developed listening skills and effective verbal communication skills, such as being able to engage appropriately with service users, carers, colleagues, statutory and voluntary agencies, both face to face and by telephone. Demonstrate well developed written communication skills, with the ability to 	<ul style="list-style-type: none"> Willing to engage in additional training and CPD opportunities. Sound understanding of the structure, function and processes of UK healthcare systems and related services. Proven ability to deliver high-quality care and tailored interventions to service users.

	<p>produce letters, written reports, maintain accurate records and record required statistical information.</p> <ul style="list-style-type: none"> • IT literate with an understanding of Microsoft office • Able to describe how supervision supports safe working practices. • Able to demonstrate a general understanding of learning disabilities with a positive, non-judgemental approach towards people requiring services to specialist healthcare. • Recent (Within the last 3 years) experience working with individuals with learning disabilities and additional needs. • Good assessment skills • Knowledge of safeguarding • Ability to risk assess and care plan • Knowledge around non-medical interventions • Knowledge and experience around working with people with additional needs including mental health and autism. 	
Other Job-Related Requirements	<ul style="list-style-type: none"> • Willing to work in other areas of HCRG as and when required to do so. • Full valid driving licence for the UK • Access to a car for use at work 	