

Job Title:	Assistant Practitioner – Band 4
Reports to (job title):	Team Manager
Line Manager to:	N/A

## Job purpose

Responsible for delivering effective, specialised, high quality care and carrying out specific clinical tasks, ensuring the area of work runs smoothly and efficiently. Works under the guidance of a Registered Practitioner. Works within the boundaries of existing competence, adhering to local and national protocols/standard operating procedures/policies. Delivers high standards of compassionate, dignified care, managing their time, tasks and resources effectively. Undertakes training, assessment and facilitation of peers and other staff as required. To support Registered Practitioners in their duties and contribute to the holistic care of patients as part of a Multi-Disciplinary team. To ensure that the environment is clean, safe, tidy and welcoming for patients and visitors To undertake rotational work within the department as/if required

## Base

Community hub

## This post is responsible for

- To undertake the assessment of less complex patients and ensure effective treatment in conjunction with agreed objectives..
- To maintain accurate, timely, and relevant clinical records both written and computerised.
- To maintain the safe custody of healthcare records & manage a caseload of less complex patients.
- To treat patients as individuals and enable them to achieve maximum independence.
- To undertake any other duties that would be a reasonable expectation of the role.
- To maintain appropriate professional standards and agreed criteria are met.
- To work effectively as a multidisciplinary team member.
- To communicate effectively and work in collaboration with patients, carers, other Health Care Professionals, staff from the Primary Care Team and other Trusts.
- To ensure good working relationships and communication with all members of the multidisciplinary team.

- To refer to other agencies, in a competent and confident way, recognising own limitations.
- To liaise closely with GP and other community services.
- To respect patients' privacy and dignity and their rights as individuals.
  
- To understand the client population needs and be involved in planning, implementing and supervising care with agreement of professional staff.
- To actively participate in clinical audit.
- To supervise patients on treatment programmes with minimal direction of qualified staff.
- To agree patient-centred goals.
- To progress treatment regimes within specified limits seeking support from senior staff as required
- To ensure any information relevant to the patient's management is discussed with senior staff.
- To support senior staff with student and work experience placements.
- To manage time and resources effectively.
- To prioritise workload and be flexible in response to urgent needs with the support of qualified staff.
- To be proactive in the planning of the rehabilitation programme of individual patients in agreement
- with professional staff.
- To make decisions on appropriate equipment needs, for ordering this equipment from the appropriate
- source and ensure the equipment supports the patient to achieve maximum independence.
- To order, manage and maintain stock items in a safe condition.
- To organise the collection and delivery of patient equipment.
- To work unsupervised in the community.

## 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

- Inspire
- Understand
- Communicate

## Think

- Challenge
- Improve
- Learn

## Do

- 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.

## 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

### Essential

- 2 Year Foundation Degree in Health and Social Care
- Level 5 qualification in health and social care
- Dealing with distressed patients/clients regularly
- Regular VDU usage
- Ability to concentrate on complex/demanding tasks.
- Ability to work as a team member.
- Ability to deliver patient focused care.
- Ability to recognise own limitations.
- Typing / data inputting skills
- Good communication skills written, numerical and verbal including where there will be barriers to understanding.
- Physical skills to manually handle patients and use appropriate lifting aids.
- Undertake specific clinical and therapy skills e.g. taking blood pressure, rehabilitation programs.
- Basic understanding of rehabilitation and its application e.g. personal care skills, leisure work
- Current full UK driving license and use of a car during working hours
- Ability to cope under pressure.

### Desirable

- NVQ 4 or equivalent experience or qualification

### Other requirements:

- Driven to achieve
- Self-motivated
- Good time management



# Job Description

Employee signature

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Manager signature

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