

Job Title:	Assistant Practitioner – Grade 4
Reports to (job title):	Band 6 Therapist
Line Manager to:	N/A

Job purpose

To work as part of a team delivering high quality, responsive therapy input to enable, empower and facilitate recovery of stroke survivors and those with neurological diagnosis, within guidelines and protocols identified for the role. The range of intervention may include input to facilitate physical, psychological, cognitive or emotional recovery, and specific tasks may include personal care, domestic activities, exercise programs, communication input, community engagement tasks etc. the therapeutic programs may be delivered individually in a range of settings or in a clinic/group setting.

Base

Wiltshire Wide – Base Negotiable

This post is responsible for

- To work within a multi-professional team undertaking practitioner role.
- To plan and implement treatment and care to patients within professional guidelines.
- To keep the patient at the centre of his or her care, ensuring patient and carer participation in decision making.
- Deliver therapy intervention within a community setting as specified, under the guidance of a registered practitioner.
- To practice the principles and philosophy of individualised patient care in accordance with Trust Policy, procedures and regulatory body's guidelines.
- To manage their time, tasks and resources effectively and to contribute to the smooth running of the service.

Patient Care

- To work independently day to day holding and a small caseload, prioritising and managing own workload- under therapy guidance
- Deliver stroke related neuro therapy to defined caseload, supporting the MDT which comprises OT, PT, SLT and dietetics.
- Progress treatment plans with minimal support from therapist

- Liaise closely with outside agencies; always observing confidentiality.
- To undertake specific tasks as appropriate, and to support/provide cover to ensure the flow of patients through the service.
- To work towards, and support the KPIs within the service.
- Maintain electronic documentation, including administration of Systm One, tasks, referrals, discharges and stroke reviews. This includes monitoring and responding to team emails as appropriate.
- Work flexibly with colleagues to ensure appropriate cover available during office hours.
- Be actively involved in generating ideas for service improvement.
- To identify the requirement for, and order simple, straightforward equipment.
- To have a good knowledge of infection control, to reduce risk of health care acquired infections.
- To ensure the needs and wishes of the individual are documented.
- To obtain consent for any treatment undertaken.
- To enable patients to reach their optimum level of independence.
- To recognise and appropriately address risk factors to patients/carers and feedback to registered practitioner.
- Be able to discharge patients where appropriate

Other Factors

- Ability to drive
- Dealing with distressed patients/clients regularly
- Regular VDU usage
- Ability to concentrate on complex/demanding tasks.
- To meet the needs of the service, the post holder may be required to work in other areas as appropriate and directed by the line manager.

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.

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

- 5 GCSE / GCE or equivalent experience
- NVQ Level 3 or equivalent
- Foundation Degree – or willingness to achieve within specified time frame
- Ability to work as a team member
- Delivering patient focused care
- Ability to recognise own limitations
- Relevant experience of supporting stroke therapists.
- Experience of community working, preferably within Health and Social Care
- Experience of working under distanced supervision
- Excellent organisation and communication (written, face to face and on the telephone) skills
- Physical skills to manually handle patients and use appropriate lifting aids
- Ability to respond to changing or competing priorities.
- Ability to use initiative but recognise when to seek further assistance.
- Current full driving license and use of a car during working hours
- Ability to demonstrate tact, support and reassurance
- Competent listening and observation skills
- Driven to achieve
- Self-motivated
- Good time management
- Ability to manage the emotional pressures that may arise with patient contact.

Desirable

- Previous NHS experience
- Completion of stroke specific training opportunities
- Experience of delivering rehabilitation
- Has an understanding of the Mental Capacity Act and the impact of mental capacity on function
- Has an understanding of Safeguarding and implications for practice.

Job Description

Employee signature

Manager signature
