

Job Title:	Assistant Specialist Practitioner (Community Bladder and Bowel Service)
Reports to (job title):	Bladder and Bowel Clinical Lead
Line Manager to:	None

## Job purpose

The purpose of this new role is to work alongside the team of Specialist registered nurses and physiotherapist within the BaNES Community Bladder and Bowel Service. We provide specialist assessment, advice, treatment and support to patients that have been referred to the Bladder and Bowel Service.

The majority of your working day will be 'lone working' however, a qualified nurse will be available for contact if advice or support is required.

There may be some exposure to unpleasant working conditions, and there is the possibility that you will occasionally need to work with confused or aggressive patients.

## Base

The Bladder and Bowel service is based at St Martins Hospital in Bath but we serve patients across the whole area of Bath and North East Somerset. This new role will predominantly consist of visiting patients in their own homes or care homes, as well as some Clinic and administrative support work.

## Key responsibilities

- To work autonomously as well as part of a team
- Undertake, record and follow guidelines for care and/or clinical duties/tasks for which you have received the appropriate training, acting within the limits of your own competence.
- Recognise own limitations within the role and seek advice from the Bladder and Bowel (BaBS) registered nurse specialists when required.
- Assess, plan and promote an excellent standard of patient bladder and bowel health irrespective of the patient's age, ethnicity, gender, religion, disability or sexuality.

# Job Description

- Communicate effectively and non-judgementally with a diverse range of patients of differing ages, ethnicity, gender, religion, disability and sexuality. And with family members, carers and a range of other MDT members, including GPs when appropriate.
- Encourage patient's to take ownership of their bladder and/or bowel problem and support them to improve symptoms via patient education and engagement with various treatment, self help and lifestyle methods.
- Observe, report and act on any changes using judgement and ability to know when action is required
- Keep a high standard of prompt and accurate patient records using IT systems
- Manage daily patient caseload during your shift within agreed boundaries
- Refer on to other external services if appropriate
- Complies with HCRG Care Group operational policies and procedures. Be able to advise and explain them to less experienced staff, students and service users and their families.
- Engage in team training and service development, contribute to clinical and data collection audits. Attend and participate at team meetings.
- To be able to use and take initiative to seek additional work to assist with the smooth running of the team as a whole (eg team administrative tasks, responding to group tasks, booking appointments, contacting patients or carers)
- To work with integrity and confidentiality at all times.

## Personal Specification

### Essential

- A genuine interest and enthusiasm in specialist adult bladder and bowel care
- Care and empathy
- Educated to functional literacy and numeracy level 2/GCSE (or equivalent) to include Maths and English
- Completion of Assistant Practitioner (AP) Programme, Associate Nurse Practitioner (or equivalent) or willingness to work towards it within agreed timeframe
- Significant experience working within Health and Social care environment
- Good interpersonal and communication skills, both verbal and written

## Desirable

- To be currently working in a Senior Health Care Assistant role
- Experience working within primary care or community setting
- Previous relevant work in specialist bladder and bowel care
- Experience of implementing formal and informal teaching/education programmes
- Experience in customer facing role
- Previous experience in participating in service assessments and reviews
- Experience and knowledge gained in writing care plans
- Participation of audits and understanding of information governance
- Previous experience operating work related equipment, aids and devices in a similar role desirable, e.g. hoists, electric beds, lifting equipment, oxygen, blood pressure machines

## Other requirements

- Must have a valid driving licence and access to vehicle insured for work purposes

## 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.

**Employee signature**

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**Manager signature**

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