

Job Title:	Assistant Practitioner
Reports to (job title):	Registered Clinician
Line Manager to:	Support Workers – Nursing/ Therapy

## Job purpose

An exciting opportunity has arisen for an Assistant Practitioner or Nurse Associate to join us on our inpatient units.

- As an Assistant Practitioner/Nurse Associate you will deliver evidence based advanced clinical practice skills to ensure the appropriate management of patient's needs, supported by a registered clinician.
- We offer various shift patterns (such as 7am – 7.30pm or 7pm-7.30am) with options for short or long shifts dependent on the needs of the individual and the needs of the service. Shifts are 7 days a week with up to 1 in 3 weekends and bank holidays. Shifts work on a rota basis with internal rotation to nights

## Key responsibilities

- As an Assistant Practitioner/Nurse Associate you will work under minimal supervision and undertake tasks and duties delegated by the team lead. You will have timely recognition of deteriorating patients, appropriate response, escalation & documentation.
- You will be supported by a team of Band 6 & 5 Nurses, Support Workers, Administrators and a Ward Manager. We are focused on fostering development for our team members offering opportunities to develop and gain experience in areas that interest you most. We also have a newly recruited Practice Development lead.

As an Assistant Practitioner, you will work under minimal supervision and undertake tasks and duties delegated by the lead clinician. You will work collaboratively within the team to meet the needs of patients.

- Delivering evidence based advanced clinical practice skills to ensure the appropriate management of patient's needs, supported by a registered clinician.
- Using skills of assessment, interpretation of tests within scope of practice, forward planning of care & treatment.
- Timely recognition of deteriorating patients, appropriate response, escalation & documentation.
- Act as a professional role model for colleagues.

- Demonstrate collaborative working partnerships challenging traditional professional boundaries but maintaining excellence, quality, safety & working within the scope of own professional practice.
- Identifying poor practice & supporting improvement opportunities as part of a Just Culture based on reflection

## 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"> <li>• Inspire</li> <li>• Understand</li> <li>• Communicate</li> </ul>	<ul style="list-style-type: none"> <li>• Challenge</li> <li>• Improve</li> <li>• Learn</li> </ul>	<ul style="list-style-type: none"> <li>• Accountability</li> <li>• Involve</li> <li>• Resilience</li> </ul>

## 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

- Be looking to study or is currently studying for the Nurse Associate/Assistant Practitioner Programme
- Have experience of working within a Health and Social Care environment
- Experienced in the use of work-related equipment, aids and devices e.g.: blood pressure machines, pulse oximetry; anti-coagulation monitoring, blood glucose testing, undertaking clinical observations.
- Experience of medication administration will be encouraged for Nurse Associate colleagues.
- We are open to candidates with experience previously in Acute or Community Hospital background
- We offer apprenticeships in Nursing as well as the Associate Practitioner Programme.
- Secondment from other organisations from BSW would also be considered.

## Essential

- Educated to functional literacy and numeracy level 2/GCSE to include Maths and English/NVQ3/VQ level 3
- Completion of, or working within Assistant Practitioner/Nurse Associate Programme
- Experience of working within a Health and Social Care environment
- Able to work autonomously and as part of a team
- Experienced in the use of work related equipment, aids and devices eg: blood pressure machines, pulse oximetry; anti-coagulation monitoring, blood glucose testing, temperature
- Experienced in the use of NEWS2 diagnostic tool and when to escalate
- Competent with a range of varied and established nursing/therapy skills and have Medication level 3 administration (s/c injections, PR, PEG), along with competencies in extended clinical skills such as venepuncture, catheterisation, routine ECG, End Of Life care & symptom control, tissue viability
- Contribute to the development of others, supervising and teaching, mentoring, including student Nurses and therapists

# Job Description

- Previous experience in elderly care, frailty, community services or relevant acute care speciality
- Excellent written and verbal communication, and interpersonal skills
- Ability to adapt to the demands of a constantly changing environment
- Good IT skills

## Desirable

- Knowledge of clinical systems such as Systmone

Employee signature

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Manager signature

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