

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Community Assistant Practitioner – Band 4

Responsible to: Team Manager - Band 7

Department(s):

Directorate:

Operating Division:

Job Reference: 053497

No of Job Holders:

Last Update :

2. JOB PURPOSE

To work in support of registered nurse in the assessment, planning, implementation and evaluation of care and to work without direct supervision of a registered practitioner

As part of a multidisciplinary team, the post holder will carry out specific care duties for patients, delegated by a registered nurse or other relevant professional.

3. DIMENSIONS

FOR EXAMPLE:

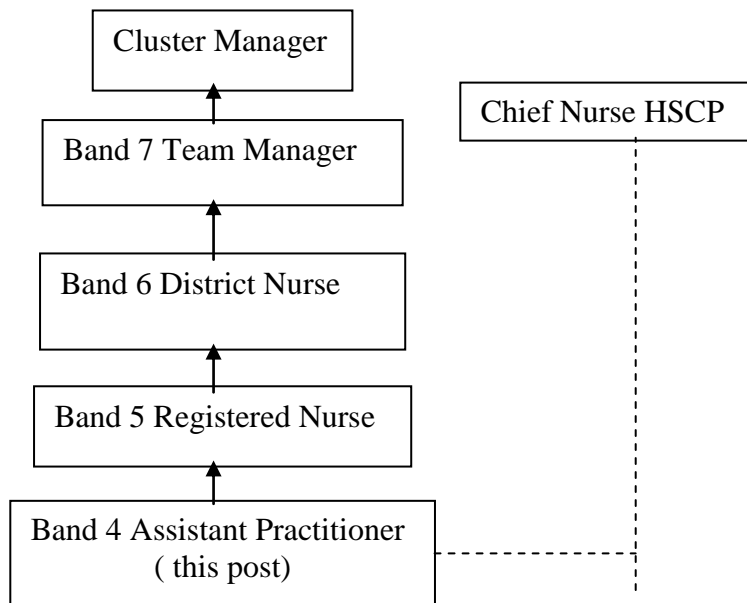
Population and demographic indicators of the area are: **Left blank for editing and use by different services**

The post holder is not responsible for managing the budget but needs to be aware of the resources available and the need to work within the financial envelope.

The post holder will have junior staff reporting to them (non registered practitioners) who may require supervision.

The post holder is employed within NHS Lothian and there may be a requirement to work flexibly across Lothian to meet service demands

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

The main functions and objectives of the District Nursing Team are:

Assess, plan, implement and evaluate the treatment requirements and develop care plans, leading case management to the cluster and wider population. This will be within a robust Clinical Governance framework as well as in line with local and national strategies and priorities.

Participate in the Public Health agenda by identifying and promoting the health and social care needs of the local population in partnership with colleagues, patients, carers and the local community.

6. KEY RESULT AREAS

Clinical

1. To support NHS Lothian's values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes.
2. Under the delegation of the District Nurse and within scope of role assess identified patients in their care, implement and evaluate programmes of care and consult / involve patient / carers at all stages of the patient journey to ensure patients receive a high standard of nursing care
3. To carry out a range of clinical duties with minimal / no supervision, adopting a holistic approach including clinical and psychological wellbeing, including for example, therapeutic dressings, routine catheter changes, support with approved medication, BM testing ensuring delivery of high quality patient care at all times. NB: this list is not exhaustive and will vary depending on area of work.
4. Following discussion with Registered Practitioner organise own workload in planning home visits and reprioritising as required to ensure the interests of the patients are met.
5. To have an awareness of potential risks within the community area, assessing these at all times, and work within the defined policies, procedures, standards and protocols to ensure maintenance of safe working practices for patients, carers and colleagues.
6. Develop and maintain effective communication with patients, relatives, carers and other members of the multidisciplinary team, ensuring any observed changes in the patient's condition are effectively communicated both verbally and in writing.

7. Escalate any clinical issue/concerns to registered practitioner and refer patients, relatives and carers to a registered practitioner for any questions they may have on the patient's condition or for any suggestions or complaints that they wish to raise.
8. Recognise and respond to deteriorating patient or clinical emergencies such as anaphylaxis utilising skills learnt to assist in emergency situations.
9. Participate in audit systems to monitor the delivery and standards of care given to patients and their families.
10. To work within defined standards, protocols, policies and procedures for the District Nursing Service and NHS Lothian as well as the standards set in the Health Care Support Workers Code of Conduct to ensure the delivery of the highest level of patient care at all times.
11. Develop the role by using evidence based practice and continuously improve own knowledge.
12. To co-operate with and maintain good working relationships within the Health and Social care partnership.. Have an empathetic approach to patients, carers and relatives, answering any queries, suggestions or concerns they may have where possible, referring them to the registered nurse where appropriate.
13. To maintain up to date written and electronic records and reporting and escalating as required, informing the registered nurse of any changes or outcomes of clinical interventions undertaken including any observed change in the patients condition. Recording any changes / treatments administered / action taken to comply with local, Professional and Health service standards. Maintain patient confidentiality at all times.
14. Actively support new staff and learners within the department to meet competencies within scope of the role and level of training
15. To maintain stock levels of all supplies and carry out housekeeping duties to support and maintain the safe and effective running of the department in order to promote effective and efficient use of resources
16. To supervise, in partnership with the registered nurse, Healthcare Support Workers level 2 / 3 in direct patient care.

7a. EQUIPMENT AND MACHINERY

Understands responsibilities and is knowledgeable in the safe use of all clinical and non clinical equipment used within the area ensuring this is checked and maintained, escalating findings where problem are identified so that these are resolved and that all equipment is fit for purpose.

Manual Handling equipment:

Stand-aid, full body hoist, bath hoist, glide sheets, pat slide.

Communication aids:

Telephone, computers.

Medical Equipment:

Glucometer, Blood pressure and temperature monitoring system, blood collection systems.

Other:

Various walking aids, raised toilet seats, wheelchairs, weighing scales, height measurement tool, specialist mattresses.

Note: This list is not exhaustive and new equipment may be introduced as the organisation and technology develops, however training will be provided.

7b. SYSTEMS

Maintain patient records both written and electronic
DATIX /Incident forms – Inputting information onto the system.
Community TRAK
GP electronic patient systems e.g. Vision, Emis
Ordering and maintaining stock control within the department – Supplies
Internet and Intranet – Work systems.
Risk Assessments

Note: New systems may be introduced as the organisation and technology develops, however training will be provided.

8. ASSIGNMENT AND REVIEW OF WORK

The daily workload will be assigned and delegated by the District Nurse.

The post-holder will be expected to plan **delegated** caseload and home visits within safe limits to best meet interest of patients, working with minimum or no supervision from the registered nurse

The post holder will be responsible to the District Nurse for clinical guidance and professional management

Work review and formal appraisal of performance will be carried out by the appropriate line manager.

9. DECISIONS AND JUDGEMENTS

In partnership with the registered practitioner discuss, plan and prioritise daily workload.
Within competency, clinically assess patients to establish any changes, inform other members of the multidisciplinary team as necessary and carry out subsequent agreed and delegated plan of care.

Provide an overview of interactions/interventions with individual patients and report to registered practitioner any requirements/deterioration in condition by agreed route of escalation.

Work at all times within own scope of practice, recognising when to seek help /advice from registered practitioner.

Be able to respond to unpredictable/emergency situations by taking effective action .

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Undertaking a physically, mentally and emotionally demanding job whilst at the same time taking care to safeguard their own health and safety as well as those of colleagues and patients.

Maintain high standards of patient care and recognising when to escalate any concerns re patient treatment.

Maintaining skills and knowledge level in clinical competencies and core skills.

Lone working in unpredictable community settings.

11. COMMUNICATIONS AND RELATIONSHIPS

The post holder will communicate on a regular basis with the patient, their relatives, the health and social care team, internal and external agencies involved with the provision of care using effective verbal, non verbal and written communication.

Communicate with District Nurse team regarding patient's care, allocation of work workload issues and personal development.

Communicate with the District Nurse regarding any patient care concerns

Communicating effectively with patients and their carers who may be distressed, anxious, or terminally ill or have cognitive impairment and communication problems.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical Skills and Demands:

Skills required to undertake clinical interventions e.g. administer sub-cutaneous injections and or intramuscular injections, lotions and emollients, insertion and removal of urinary catheters, wound management including applying therapeutic dressings, blood glucose monitoring.

(this list is not exhaustive and will vary depending on clinical area).

Venepuncture.

PC skills.

Manual handling skills.

Undertaking patient risk assessments – MUST, Waterlow, Falls, Continence

Vital Signs

PEG tube balloon maintenance

End of life care

Physical Demands:

Manual handling on a daily basis including e.g. safely manoeuvre patients some of whom may be highly dependant, manoeuvring wheelchairs, hoists, moving clinical equipment.

Regularly kneeling and bending for long periods to dress complex wounds.

Carrying equipment daily.

Regularly working in cramped and restricted conditions.

Stairs – frequently.

Stand/walking for the majority of shift.

Mental Demands:

Maintaining high levels of patient interaction on a daily basis and concentration required when observing patients conditions and undertaking clinical duties.

Maintaining high levels of concentration on a daily basis when checking documents / case notes and documentary observation whilst subject to frequent interruptions from patients / relatives / team members.

Acting expediently and appropriately by escalating to appropriate staff when responding to crisis situations

Dealing with frequently changing situations and unpredictable events (e.g. falls, patient illness) prioritising demands of clinical and non-clinical workload.

Constant awareness of risk factors.

Emotional Demands:

Communicating with distressed, anxious, worried patients / relatives / carers and supporting relatives / carers following receipt of bad news.

Caring for patients who are terminally ill or have a progressive illness.

Supporting new staff and learners.

Environmental:

Working in conditions, which involve daily exposure to bodily fluids including sputum, vomit, urine, faeces, open wounds and exudates.

Potential exposure to episodes of verbal and physical aggression from patients / relatives / carers.

Home environments.

Travel in inclement weather.

Lone working

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

SCQF Level 7 e.g. SVQ 3 in healthcare or equivalent qualification plus;

SCQF Level 8 e.g. Professional Development Award (PDA)

An agreed period of mentorship and demonstration of up to date competencies for any additional skills required to undertake role

Experience working in the community setting

Effective team player

Effective written and verbal communication skills.

Effective interpersonal skills.

Experience of carrying out delegated responsibilities and working without direct supervision

Awareness of equality and diversity needs of patients and staff.

Organisational and time management skills.

IT literacy skills

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each job holder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date: