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| 1. **JOB IDENTIFICATION-** |
| Job Title: Assistant Practitioner, Band 4  Responsible to (insert job title): Senior Charge Nurse/Midwife  Department: Clinical Areas across NHS Fife  Directorate: Fife Wide  Operating Division: Fife Wide  Job ref:  Number of Job Holders:  Last Update (inset date): August 2022 |

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| 1. **JOB PURPOSE** (Term Registered Practitioner is used to define nurse/midwife) |
| To support registered practitioners in the assessment, planning, implementation and evaluation of care supervised directly or indirectly by a registered practitioner.  As part of a multidisciplinary team, the post holder will carry out specific care duties for patients/clients as delegated by a registered practitioner or other relevant professional. |

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| 1. **DIMENSIONS** |
| NHS Fife provides healthcare to the population of Fife, estimated at 367,000 residents. This includes a range of general and specialist healthcare services.  NHS Fife has a management structure based on Clinical Directorates. |

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| 1. **ORGANISATIONAL POSITION** |
| Lead Nurse/Clinical Nurse/ Midwifery Manager    Senior Charge Nurse/Midwife    **Assistant Practitioner Band 4**  **(this post)** |

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| 1. **ROLE OF DEPARTMENT** |
| To provide a high quality, safe, effective and person centred care that is rights based in a supportive environment in order to care and treat individuals. |

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| 1. **KEY RESULT AREAS** |
| **MAIN DUTIES / RESPONSIBILITIES**  To support NHS Fife’s values of quality, teamwork, care and compassion, dignity and respect, openness, honesty and responsibility through the application of appropriate behaviours and attitudes.  **Care delivery**   * Responsible for a clinical caseload of patients/clients which has been delegated by a registered practitioner * Follow clinical protocols and procedures to plan and prioritise a patient caseload with registered practitioner * Work within Once for Scotland NHS Workforce policies and NHS Fife policies and procedures to ensure maintenance of safe working practices for clients/patients and colleagues. * Obtain informed consent for investigations and interventions within the capabilities of the role * Be responsible and accountable for own practice * Be responsible and accountable for working within limits of competence and within the boundaries of the Health Care Support Worker code of conduct * Escalate any concerns to a registered practitioner or appropriate person * Demonstrate understanding of common disease processes relevant to clinical area and be able to assist in the on-going assessment, care planning, management and evaluation of care of individuals * Promote comfort, recovery and well-being, and assist in implementing care plans that meet the specific physical, emotional, cognitive, social, cultural and spiritual needs of people, their families and carers * Be able to competently perform a wide variety of observations and procedural skills with minimal/no supervision including but not limited to, routine catheter changes, support with approved medication, BM testing, monitoring vital signs, continence care, pressure area care, wound care, skin integrity, nutrition, hydration, foot care and oral health care * Recognise and respond to a deteriorating patient or clinical emergencies * Be able to work compassionately and effectively with people with cognitive impairment, stress and distress and be able to recognise changes in cognitive states, reporting this to a registered practitioner * Support registered practitioners with the safe and effective administration of medicines in accordance with local and national policies * Be able to provide general advice and guidance on self management, health promotion, health improvement and prevention strategies to individuals and groups * Be able to consider the mental and physical care and support needs throughout any intervention whilst promoting independence and using an enabling approach * Act as an advocate for the patient/client where necessary and have the skills to deal with emotional or adverse behaviours from patients/clients and carers/relatives * Ensure clear, concise, accurate and legible patient/client records, both written and electronic, are maintained to a professional standard in relation to care provided, adhering to local and national guidelines * Be able to manage electronic record systems, taking account of the need to maintain security and confidentiality * Adhere to all Information Governance guidance and policies * Maintain confidentiality as outlined in the HCSW Code of Conduct and handle personal data in line with GDPR principles   DRAFT  **Organisational Skills**   * Prioritise and manage own workload, including managing a delegated caseload * Work in an effective and organised manner, demonstrating excellent time management and organisation skills to effectively deliver person-centred care   **Health and Safety**   * Adhere to legislation, policies, procedures and guidelines, both local and national * Ensure and maintain a safe working environment for patients and staff in accordance with health and safety regulations * Promote health and safety maintaining best practice in health, safety and security * Be responsible for the maintenance and cleanliness of equipment to ensure a safe working environment in accordance with health and safety protocols   **Education**   * Contribute towards developing a culture of learning and innovation, developing high quality learning environments * Actively participate in reflective practice and CPD activities across the four pillars of practice (Clinical skills, Facilitation of Learning, Leadership and Service Improvement) for HCSW roles (NES Learning Framework) * Participate in appraisal and personal development planning and continuous learning activities   **Quality**   * Participate in audit and research in line with the local clinical governance agenda * Share ideas and possible innovations to improve the quality of care * Develop an awareness of the quality improvement approaches and contribute to quality improvement projects within the workplace   **Communication and Relationship skills**   * Facilitate the building of therapeutic relationships, working effectively with other health professionals and other partners to enable people to participate in rehabilitation programmes, self- manage a range of conditions and offer support at all stages of illness, including the end of life stage * Enable people and their families / carers to engage in decisions about their personal outcomes * Identify and modify the most appropriate communication method dependent on the requirements of the person(s) being communicated and to overcome barriers to understanding e.g. sensory impairment, learning difficulties, language barriers and cognitive ability * Reassure, support, and encourage people to maximise their independence and wellbeing, using interpersonal skills that demonstrate compassion, empathy and respect. * Communicate effectively within a multi-disciplinary, multiagency team, providing complex information and feedback about progress with treatments and discharge planning * Assist in the promotion of an open, welcoming, person-centred culture within the health and social care settings; demonstrating tact, diplomacy, empathy, reassurance and listening skills * Liaise and negotiate with people to meet individual patients’/clients’ needs and maximise the impact of the role where conflicting demands occur * Support feedback from service users e.g. real time feedback to ensure services are meeting people’s needs * Practice and promote confidentiality at all times   DRAFT |

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| **7a. EQUIPMENT AND MACHINERY** |
| The post holder is expected to have knowledge of all equipment used in the area however may not have daily clinical involvement. Please note, this is not an exhaustive list and some of the equipment listed below will only be used in certain areas:   |  |  | | --- | --- | | **GENERIC** | **SPECIALISED** | | Personal Protection Equipment (PPE) | Portable vital signs monitor and manual sphygmomanometer | | Nurse call system | Pulse oximeter | | Personal computer/laptop/tablet/ mobile telephone/ two-way radios | Enteral and Parenteral feeding equipment | | Office equipment | Bladder scanner | | Photocopier | Vacutainer systems | | Fridge | Urinalysis and drug testing equipment | | Fire equipment | Alcometer | | Wheelchairs | Metal Detector | | Walking aids | Delivery Beds | | Trolleys | Neonatal Resuscitaire | | Beds | Cardiotocography (CTG) Monitors | | Oxygen systems | Neonatal Incubators | | Urinary catheter equipment/ Stoma | Immunisation medications and preparations | | Laboratory specimen | Personal Alarms | | Manual handling equipment e.g. hoists, standing aids and slide sheets | Domestic equipment (laundry/kitchen) | | Commodes / toilet aids | Gym and Creative equipment (Garden tools, art, crafts, running machine) | | Bedpan Disposal Unit | Electrocardiograph | | Intravenous infusion stands |  | | Resuscitation Equipment |  | | Suction equipment |  | | Pressure relieving equipment |  | | Electric beds |  | | Sharps boxes, needles & syringes |  | | Weighing Scales/ Height Measurement Scale |  | |

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| **7b. SYSTEMS** |
| The postholder is expected to have a knowledge of all systems utilised in the area, however may not have daily clinical involvement. Please note, this is not an exhaustive list:   |  |  |  | | --- | --- | --- | | * TURAS * Stafflink * MICAD * Patientrack * Teletracking * Trackcare | * Datix * eESS * Allocate (Bank System) * MORSE * Badgernet * Emis | * National Appointment System * Vaccination Management System * Pecos * E-Learning | |  |  |  | |
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| 1. **ASSIGNMENT AND REVIEW OF WORK** |
| The daily workload will be assigned and delegated by the Registered Nurse.  The post-holder will be expected to plan own workload 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 Senior Charge Nurse/Midwife for clinical guidance and professional management.  Work review and formal appraisal of performance will be carried out by the appropriate line manager. |
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| 1. **DECISIONS AND JUDGEMENTS** |
| * Support the clinical assessment of people e.g. assessing nutritional needs, observing and assessing skin integrity to determine the need for support and intervention * Demonstrate the ability to recognise when a person’s condition has improved or deteriorated, by undertaking routine observations, interpreting findings and escalating as appropriate * Demonstrate an understanding of person centred care of people and be able to make appropriate adjustments to the care plan * Demonstrate and apply understanding of how and when to escalate to the appropriate professional for expert help and advice * Recognise issues relating to the safeguarding of adults and children and report any concerns to the appropriate registered practitioner * Participate in the evaluation of care by the multi-disciplinary team, to ensure that people’s ongoing health and wellbeing needs are met * Delegated responsibility by the registered practitioner should be explicit and understood and should influence all decisions and judgements |
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| 1. **CHALLENGING PARTS OF THE JOB** |
| * Prioritising and managing own workload and delegated caseloads within deadlines, with often competing demands/priorities from different professions * Engaging patients/clients in treatments to enhance functional performance whilst managing their emotion and wellbeing. This can involve working with distressed and / or un-motivated patients/clients * Ability to work within various clinical environments, alongside different teams, as service demands require |
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| 1. **COMMUNICATIONS AND RELATIONSHIPS** |
| The post holder will communicate on a regular basis with the patient/client, 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 clinical team regarding patient/client care, allocation of work workload issues and personal development.  Communicate with the Senior Charge Nurse/Midwife or designated deputy regarding any patient/client care concerns.  Communicate effectively with patients/clients and their carers/relatives who may be distressed, anxious, or terminally ill or have cognitive impairment and communication problems. |

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| 1. **PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical skills**   * Frequently assist with the moving, transfer and positioning of people employing the correct use of aids where required. This may include demonstrating positioning and application of aids to other professionals/carers * Develop the physical skills required for undertaking or assisting with a range of treatment, rehabilitation or enablement activities * Demonstrate safe and effective skills in helping a person to eat and drink; to ensure that nutritional needs are met, in line with professional assessment and advice  Physical Demands  * Frequently assist with therapeutic handling during rehabilitation and with the moving, transfer and positioning of people taking into account the varying degrees of functional disabilities * Work within restricted spaces in hospital and community environments which may not allow freedom of movement * Periods of intense effort when maintaining position and facilitating movement during treatment and interventions * Standing / walking within a variety of locations for the majority or the work period   **Mental Demands**   * Frequently need to concentrate while supporting clinical assessments, implementing treatment plans and documenting care undertaken * Experience work patterns which are at times unpredictable with regular interruptions, some requiring immediate response  Emotional Demands DRAFT   * Be able to support people with the management of chronic, ongoing illness and health conditions * Maintain a professional approach while working in challenging, distressing situations or dealing with behaviour * Be able to support distressed or anxious people who may exhibit behaviours which are challenging – e.g. due to cognitive difficulties or during rehabilitation activities which the patient finds difficult or frustrating * Support people, their families and carers when faced with unwelcome news and life changing diagnoses * Provide care for people at the end stage of life and for the deceased and bereaved, respecting cultural requirements and protocols * Support new staff and learners   **Working Conditions**   * The post holder may have exposure to challenging working conditions e.g. dealing with uncontained body fluids, soiled or foul linen * The post holder may be required to deal with challenging and aggressive behaviour |

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| 1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** |
| **Education**   * Educated to Scottish Credit and Qualifications Framework (SCQF) Level 7 or SCQF Level 8 Professional Development Award (PDA)   **OR**   * Equivalent qualification to SCQF Level 7 or Level 8 **OR** experience demonstrated through the application of Recognition of Prior Learning (RPL) from a credit rating body e.g. college/university * Commitment to undertake further education/training   **Knowledge**   * Evidence of completion of the Assistant Practitioner clinical competency package as relevant to the clinical area * Knowledge of the clinical speciality / area process, techniques and / or activities relevant to the client group * Underpinning knowledge of anatomy, physiology, pharmacology and health conditions relevant to clinical area * Able to apply a range of technical and practical skills * Able to recognise and apply knowledge of commonly encountered mental, physical, behavioural and cognitive health conditions when delivering care * Demonstrate the knowledge, and skills to perform a range of clinical interventions, to meet people’s need for safe, effective and person-centred care * Demonstrate an understanding of how people’s needs for safety, dignity, privacy, comfort and sleep can be met * Experience working in the hospital clinical setting * Experience of carrying out delegated responsibility and working without direct supervision * Effective team player * Effective written and verbal communication skills * Effective numeracy skills * Effective interpersonal skills * Awareness of equality and diversity needs of patients and staff * Organisational and time management skills * IT literacy skills   DRAFT  **Training**   * Completion of the HCSW induction standards and knowledge of the Code of Conduct for HCSWs * Evidence of Continuing Professional Development, through work-based and formal and in-service learning.   **Experience**  Significant experience of working as a Band 3 Health Care Support Worker within a health care setting, with evidence of development across the four pillars of practice (Clinical skills, Facilitation of Learning, Leadership and Service Improvement) for HCSW roles (NES Learning Framework).  DRAFT |

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| 1. 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: |