# Job Description

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **JOB IDENTIFICATION** | Job Title | Assistant Practitioner | |
| Department(s)/Location | Urgent Care, Hospital at Home - Beechgrove House, Perth | |
| Number of Job Holders |  | |
| CAJE |  | |
| JOB PURPOSE As part of the nursing team, the post holder will deliver a number of technical,  therapeutic and clinical activities for a delegated caseload under direction and  supervised by a Registered Nurse / Qualified Practitioner.  In a patient focused environment implements care for patients as directed in a  care plan and within an agreed competency framework in a range of settings.  Facilitates effective ongoing assessment, planning and evaluation of care and  provides agreed care under the direction of a Registered Nurse / Qualified  Practitioner.  Maintains records to an agreed standard in relation to activities / interventions  carried out.  Carries out competency based care / procedures for example, long term  conditions care, re-catheterisation, phlebotomy, sample testing, deliver / assist  and support a variety of therapeutic / care / technical procedures and  interventions.  Will participate in supporting health care assistants in attainment of their learning  and development needs. | | | |
| ORGANISATIONAL POSITION Clinical Professional Team Manager  I  Registered Nurse / Practitioner  I  **Assistant Practitioner (this post)** | | | |
| SCOPE AND RANGE Carry out specific delegated clinical tasks and procedures and responsibilities to  a high standard, taking into consideration the specific needs of the groups they  are working with and recognising and understanding role boundaries and  limitations. Work flexibly to provide high quality, safe, effective care, in a  supportive environment, caring for patients / carers within the healthcare setting.  Make judgements and evaluates patients’ responses to treatment or  rehabilitation, adapting interventions within agreed scope of practice, under direct  / indirect supervision of the Registered Nurse / Qualified Practitioner. Works  within established guidelines whilst working alone. Maintain a level of knowledge  and understanding of health conditions, approaches to health improvement and  wellbeing that will support them to deliver person centred care.  The post holder may be required to provide care in the following types of  environment:   * Wards * Outpatient department * Community     **Staff Management / Supervisory responsibilities**   * Support the training and induction of new staff * Assist with the education, training and supervision of healthcare students * Demonstrate own duties to new and less experienced staff * Delegated responsibility for the day-to-day and clinical supervision of Healthcare Support Workers within the team and undertake formal assessments of competence     **Budgetary Responsibilities**   * Effective participation in dealing with supplies ordering and management of stock levels * Be environmentally aware and prudent in the use of resources and ward stock | | | |
| 1. **MAIN DUTIES/RESPONSIBILITIES**   **Care delivery**   * Responsible for a delegated clinical caseload of patients, following clinical protocols to plan and prioritise patient caseload with and under the direction and supervision of a Registered Nurse / Qualified Practitioner * Carry out delegated care e.g. care of patients with stable conditions, carrying out medication administration including oral, injections, vaccines, pessaries, Per rectum admin, skin care including steroid creams, collection of specimens, phlebotomy, non complex wound care, suture removal as part of a package of care, eye drops, catheter care, assisting with palliative care, personal care, bladder care including catheter changes, nutritional care including PEG care, vital signs * Will demonstrate an intermediate level of theoretical knowledge of NHS Tayside policies / protocols / guidelines and apply to practice, this will have been gained through accredited learning or evidence of vocational experience * Obtain informed consent for investigations and interventions * Be responsible and accountable for own practice, making decisions and judgements about routine treatment plans, working within limits of competence and within the boundaries of the Healthcare Support Worker code of conduct * Raise any concerns in relation to changes in patients’ condition / service delivery to a Registered Nurse / Qualified Practitioner or appropriate person * Demonstrate understanding of common disease processes and be able to assist in the on-going assessment, care planning, management and evaluation of the care of individual * Is responsible for participating in the assessment of care need and the implementation and evaluation of agreed programmes of care / rehabilitation / intervention for patients to ensure delivery of a high standard of care * 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 perform a wide variety of observations and procedural skills including but not limited to, monitoring vital signs, continence care, pressure area care, wound care, skin integrity, nutrition, hydration, foot care and oral health care * Be able to deliver therapeutic and prehabilitation/rehabilitation activities to maximise a person’s safety, independence, wellbeing, physical and cognitive abilities, reporting progress or challenges to a Registered Nurse / Qualified Practitioner * Be able to work effectively with people with cognitive impairment and be able to recognise changes in cognitive states, reporting this to a Registered Nurse / Qualified Practitioner * Support the Registered Nurse / Qualified Practitioner 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 where necessary and have the skills to deal with emotional or adverse behaviours from patients and carers * Exercise personal duty of care in the safe handling personal belongings and valuables * Maintain and manage accurate and concise paper based and electronic patient records in line with professional and local standards and maintain activity data in accordance with NHS Tayside requirements * Acknowledge diversity of individuals, respecting rights, privacy and confidentiality * Supervise and monitor the safe use of equipment and aids to daily living in order to promote patient safety and the effective and efficient use of resources * Promote and maintain good relationships and an empathic approach to clients’ carers and relatives * Contribute to local and departmental clinical governance, improvement and quality agenda   **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**   * Participate in the induction and education of learners and other staff internal and external to the organisation. * Actively involved in supporting others to learn, for example for Level 2 or 3 healthcare support workers and undergraduate students. * 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 keeping an accurate record of all training and development 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   **Induction Standards & Code of Conduct**  Your performance must comply with the national “Mandatory Induction Standards for Healthcare Support Workers 2009” and with the Code of Conduct for Healthcare Support Workers. | | | |
| **6. COMMUNICATIONS AND RELATIONSHIPS**   * The post holder will establish and maintain relationships based on mutual respect, communicating on a regular basis with the patient, their relatives / carers, the multidisciplinary team and external agencies involved with the provision of care including local authority / social work and specialist nurses * Work effectively as a member of a multi disciplinary team in providing a range of care / technical interventions * Acts appropriately during complex and challenging interactions with patients / clients * Demonstrates sensitivity, confidentiality and respect when dealing with patients and / or patient information * Demonstrates tact, diplomacy, and manages barriers to understanding in an appropriate way i.e. sensory impairment, learning difficulties and language barriers * Report changes in patient condition / service delivery to the appropriate member of staff * Provide accurate progress and activity reports * Promote social inclusion and diversity of individuals respecting rights to privacy and confidentiality | | | |
| 1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**  * Can evidence previous experience and/or consolidation of practice as a Senior Healthcare Support worker and/or has the appropriate skills and knowledge * Demonstrates the depth of understanding and ability required to participate in the planning and implementation of person centred, evidence based care, under the direction and supervision of healthcare practitioners * At or working towards completion of relevant qualification at SCQF level 7-8, e.g., relevant HNC/ HND/ SVQ / PDA / DipHE, Cert HE * Achieved Maths / Numeracy at SCQF level 5 as well as Literacy / English / Communications qualifications are required at SCQF level 6 * Effective communication skills, written, verbal and non verbal * Ability to work autonomously with individuals and groups in a range of settings * Knowledge and understanding of holistic health and of common disease, illness and healthcare systems gained through accredited learning or vocational healthcare experience * IT literate * Your performance must comply with the national mandatory Induction Standards for Healthcare Support Workers in Scotland 2009, and with the Code of Conduct for Healthcare Support Workers * Completion of mandatory training i.e. Moving & Handling, CPR & Fire * Completion of Core and role mandatory Learn pro modules   \*(The SVQ level has been now replaced with the SCQF level) | | | |
| 1. **SYSTEMS AND EQUIPMENT**   The Assistant Practitioner will use, store and maintain the following types of equipment in line with local policies and procedures.  **Information Technology:**   * E-mail/Internet/Intranet * Incident reporting via adverse incident management system (Datix) * Local database systems * Laboratory vacuum system * Word processing * ICE * TrakCare * Ordering system i.e. PECOS   **Moving & Handling:**   * Mechanical aids (e.g. hoists, ambulifts) * Infusion stands * General manual handling equipment e.g. slide aids * Specialised Beds, Beds, trolleys, plinths * Wheelchairs/ Walking aids, specialised chairs, Dental chairs * Commodes * Bedpans * Bariatric equipment * Pressure relieving equipment * Fire evacuation equipment   **Near Patient Testing:**   * Vital signs * Blood Glucose Monitoring * Blood Pressure Recording (automated) * Chemical reagents (urinalysis) * Pulse Oximetry * Cryotherapy equipment * Pregnancy testing   **Medical Devices: (Uses or connects, stores and maintains)**   * Infusion Devices * Blood warming equipment * Cardiac Monitors * Examination Equipment e.g. Auroscopes, ophthalmoscopes etc. * Setting up of video monitoring equipment * Surgical Instruments * Suction equipment * Control feeding pumps   **Treatments: (Stores, maintains and gathers equipment for registered nurse and self, initiates treatments at the request/ instructions of the registered nurse)**   * Venepuncture * Cannulation * Assisting medical and nursing staff with care of various types of drains * GFR Testing * Priming of infusion devices * Initiating IV infusion * Flushing of IV infusions * Central line care * Support patient through Investigatory procedures * Oxygen therapy * Nebulisers * Suctioning * Basic life support and airway adjuncts * Basic Dressings according to local protocol * Assisting with minor procedures i.e. skin surgery * Assisting with fine needle aspiration * Assisting with scopes, scoping procedures * Ensure all equipment used by the patients is checked regularly e.g. equipment to monitor baseline observations   **Responsibility for Records Management**  All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. | | | |
| 1. **PHYSICAL DEMANDS OF THE JOB**   **Physical Skills : Several times per shift , long periods over 20mins, intense predictable**   * Preparation, priming, connection and disconnection of all types of supportive therapy machines * Minor fault finding and manipulation of equipment in response to alarm states of infusion devices * Removal of cannulation needles / venflons * Vital signs · Stoma care (occasional) * Cardio-Pulmonary Resuscitation (occasional) * Attaching leads of monitoring equipment to patient (occasional) * Safely manoeuvre wheelchairs, trolleys, beds and other equipment * Safely support patient mobility * Preparation of patients for tests / procedures * Collection of medical / nursing notes and case notes * Collection and preparation of specimens * Assist with patient positioning * Application of simple dressings (repeated occurrence) * Removal of wound dressings (repeated occurrence) * Provision of personal care to patients * Screening on admission / discharge (repeated occurrence) * Collection of specimens   **Physical Demands : Several times per shift, long periods over 20mins repeated occurrence, intense predictable**   * Movement of equipment, fluids and supplies between clinical areas / departments * Patient movement with and without use of mechanical aides, manoeuvre patients * Push trolley’s, wheelchairs, beds, patient’s lockers * Stand / walking for the majority of shift * Daily and weekly general housekeeping of clinical areas / departments * Moving quickly from task to task in response to needs of patients and nursing team * Assisting with clinical and surgical procedures   **Mental Demands : Frequent concentration. Several times per shift, long periods over 20mins, intense. Work pattern predictable/unpredictable**   * Concentration when operating specialised equipment * Concentration required when undertaking clinical and personal care for patients * Predictable / unpredictable work pattern depending on area of work * Frequent interruptions e.g. telephone, colleagues, patients’ buzzers * High volume throughput of patients * Accurate record keeping of weight charts, food record charts, event diary and observation charts * Concentration required when dealing with patients via telephone   **Emotional Demands : Several times per shift. Repeated occurrence, predictable, long periods over 20 minutes**   * Communicating with distressed / anxious / worried patients / relatives (variable) * Caring for the terminally ill / end of life care (variable) * Caring for patients following receipt of bad news (variable) * Dealing with patients with challenging behaviour * Dealing with people with sensory impairment * Care of the patient after death * Managing aggressive patients (variable) * Caring for patients with special needs e.g. learning disability (variable) * Supporting patients awaiting diagnosis, recently diagnosed (variable) * Caring for families / carers following sudden / unexpected death of patient (occasional) * Caring for patients / families and carers faced with delays in commencing planned treatments * Assisting with caring for acutely ill patients * Assisting with caring for critically / acutely / chronically ill patients * Supporting patients during procedures   **Working Conditions : Several times per shift, long periods over 20mins, repeated and frequent occurrence**   * Exposure to body fluids, faeces, emptying bed pans/urinals, catheter bags * Exposure to blood and blood products due to high volume sampling and treatments * Shift patterns - day, night rotation, weekends * Cramped working conditions, large volumes of patients, portering chairs * Exposure to portable X-rays (occasional) * Exposure to cytotoxic agents (frequent) * Changing environmental temperature (seasonal change and heat generated by electrical equipment) * Exposure to and compliance with substances hazardous to health guidance | | | |
| **10. DECISIONS AND JUDGEMENTS**   * Work will be carried out under the guidance of the Registered Nurse / Qualified Practitioner * The post holder will be expected to work independently and exercise initiative when providing patient care within agreed parameters and guidelines * The post holder will prioritise the delegated caseload, organising and planning to meet service and service user needs on a daily basis * Ability to recognise change in patients’ condition, work or care environment and reporting as appropriate to Registered Nurse / Qualified Practitioner * Work review and formal appraisal of performance will be carried out by the designated Registered Nurse / Qualified Practitioner * Demonstrate an awareness of support for research and development in area of practice and participate as required   **Freedom to Act**  Follows procedures and treatment plans, may work alone, directed and supervised by a Registered Nurse / Qualified Practitioner. | | | |
| 1. **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**  * Working in a diverse clinical / technical caseload on a daily basis * Undertake a physically and mentally demanding job whilst safeguarding own and service user’s health and safety * Balancing complex demands and prioritizing workloads timeously * Involve and encourage patients to follow treatment plan and dealing with emotional aspects of care * Ability to recognise change in patient condition and when to refer to Registered Nurse / Qualified Practitioner * Ensuring patient safety at all times | | | |
| 1. **JOB DESCRIPTION AGREEMENT**   A separate job description will need to be signed off by each postholder to whom the job description applies. | | | |
| **Job Holder’s Signature:** | | | **Date:** |
| **Head of Department’s Signature:** | | | **Date:** |