

**AGENDA FOR CHANGE
NHS JOB EVALUATION SCHEME**



JOB DESCRIPTION TEMPLATE

1. JOB IDENTIFICATION

Job Title:	Associate Practitioner
Reports to (insert job title):	Point of Care Testing Co-ordinator
Department, Ward or Section:	Point of Care Testing
CHP, Directorate or Corporate Department:	Clinical Support Division
Job Code:	SSCLSSRAIGBIOL43
No of Job Holders:	1
Effective date of this job description:	16 th November 2016

2. JOB PURPOSE

Point of care testing is an analytical process performed for patient care predominantly outside of the laboratory by non-laboratory healthcare professionals. This role supports the provision of a quality point of care service throughout the Health Board. This support includes the implementation of equipment, maintenance, training, quality and continued management as directed by the Point of Care Testing Co-ordinator.

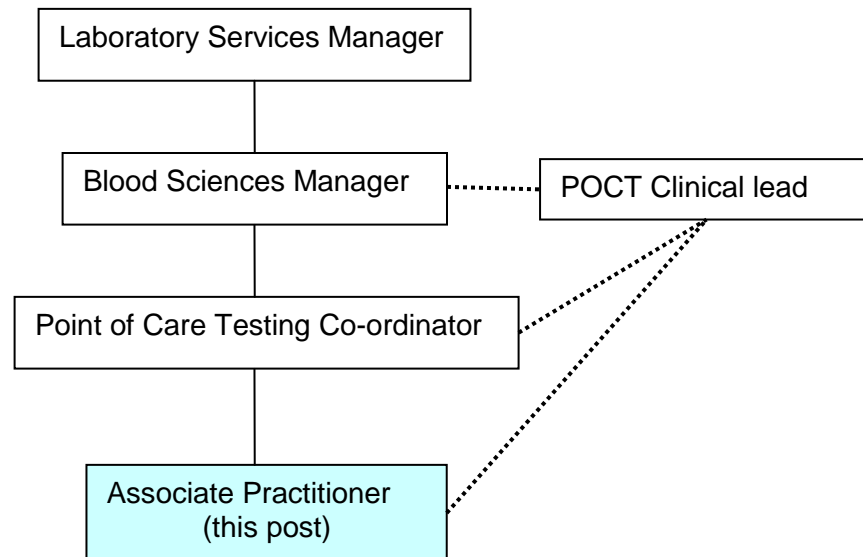
3. DIMENSIONS

The post holder will be part of a team of staff to provide support and guidance for implementation and delivery of POCT services in NHS Highland. The POCT service is not limited to any one laboratory or hospital ward/clinic, i.e. it is multidisciplinary and NHS Highland wide.

The major responsibilities of the job are;

- Risk assessment
- Staff and patient safety
- Liaising with clinical, nursing and hospital managers in the use of POCT.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT OR SECTION

This post is to support and maintain the Point of Care Testing (POCT) Service. This will include participation in routine maintenance of equipment, evaluation of new equipment, documentation, organisation of external quality assurance (EQA) programmes, audit and on-site teaching and training for POCT equipment. To take an active role in the support of the POCT policy under the guidance of the state registered POCT Co-ordinator and the POCT Clinical Lead.
This post is to support all POCT NHS Highland wide.

6. MAIN TASKS, DUTIES AND RESPONSIBILITIES

1. To train using developed training packages nursing, medical and laboratory staff in the use of point of care equipment, ensuring compliance with the Point of Care Testing Policy and procedures.
2. To use agreed processes and competency measures when assessing staff in training and with ongoing competence.
3. To maintain up to date records of training, competency and standard operating procedures (SOP) and that all records are stored according to the quality management system and UKAS standard ISO15189.
4. To highlight to senior staff where training issues occur.
5. Be part of a team responsible for ensuring the routine maintenance of all POCT equipment or tests is carried out before use in patient investigations.
6. To provide a supporting role to hospital and community users of point of care equipment under direction of the POCT Co-ordinator.
7. To update information such as training registers, standard operating procedures, analyser maintenance programmes.
8. To safely handle, use or dispose of blood, urine, faeces or other biological material, and hazardous chemicals
9. To distribute samples to POCT sites for EQA schemes, assist in the collection and data input for the various schemes and the production of reports for ward users.
10. Help users with problems during preventative maintenance on POCT instruments and equipment prior to them being used for patient investigations.
11. Carry out first line equipment troubleshooting, advising POCT coordinator and company of issues and to carry out initial repairs following guidance from service engineers to resolve faults.
12. Respond to all reports of equipment faults and poor performance in a timely manner, prioritising workload by severity of the fault or the needs of the service.
13. Reports unsatisfactory performance of POCT equipment to POCT Co-ordinator or Blood Sciences Manager.
14. Where needed to ensure good stock control of POCT consumables both within the department and at each Point of Care site on either Trust site or in the community.
15. Liaise with service users and provide basic advice when required.
16. Assist with the update of risk assessments and COSHH of the equipment are kept up to date and that new instrumentation is correctly assessed for risk factors under the direction of the POCT co-ordinator
17. Undertake projects/audits for POCT as directed by the POCT coordinator.
18. Support the POCT Co-ordinator in conjunction with the safety officer/infection control ensuring that safe working practice and prevention of infection are maintained where POCT equipment is placed.
19. Activate user passwords and use bespoke POCT data manager packages and complete administration tasks.
20. Attend meetings when required.
21. To carry out other duties commensurate with the post.

7. EQUIPMENT AND MACHINERY USED

Current equipment supported:

Glucose meters

Coagulation meter to measure ACT

Blood gas analysers

Pregnancy test kits

HbA1c analysers

Haemoglobin meter

Haematology and Chemistry analysers

The above list is not exhaustive, and will be added to, or items removed as appropriate.

8. SYSTEMS

Web based software is used for transfer of results from the equipment to the patient electronic record. These systems need to be regularly accessed and used to monitor and react appropriately to problems. Excel spreadsheets are in use to record EQA, audits and non conformances.

Competency can also be recorded using the software packages as well as paper based systems.

9. ASSIGNMENT AND REVIEW OF WORK

All staff are required to be appraised by their line managers every year at personal development review meeting where progress made over the last 12 months is discussed and agreed. Focus on the following year's Board and personal objectives will be identified, discussed and agreed. Where necessary, help and support will be provided and development opportunities agreed in line with service provision and knowledge and skills competency framework.

Competency assessments will be carried out on a regular basis on all equipment and procedures.

10. DECISIONS AND JUDGEMENTS

1. To maintain an up to date knowledge of POCT, through attendance at updates, conferences etc.
2. To observe local and national directives on patient and commercial confidentiality.
3. To ensure that patient data and records are kept up to date and stored safely to ensure compliance with good working practices required for the standards of UKAS.
4. To use resources efficiently and to advise the POCT coordinator when stocks of reagents and consumables are approaching minimum stock levels.
5. To ensure quality of the data entered onto the POCT systems.
6. To participate in audit of POCT activities as required.
7. Dress and act in a professional manner at all times.

11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

1. Providing training in a dynamic way and being able to provide accurate and informative answers to questions raised at the time of training.
2. Encouraging users of POCT equipment and procedures to undertake training, and competency assessments.
3. Assisting and supporting staff who have struggled with competency assessments.
4. Informing users of POCT of inappropriate use of equipment or procedures.

12. COMMUNICATIONS AND RELATIONSHIPS

1. To treat patients, users of the service, and colleagues with courtesy and respect, and to maintain good working relations with all members of staff, promoting effective team working
2. Communicate advice about aspects of the service, referring enquiries and complaints to more senior technical or clinical staff as required.
3. When required to provide information to senior members of hospital staff regarding POCT work either in a written format or presentations at meetings.
4. Clearly articulate information when carrying out training sessions for healthcare staff on equipment in ward or clinic areas.
5. Provide help in a supporting and encouraging way to any member of staff having difficulty in operating equipment or utilising software to run the equipment and processes.

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

Physical:

1. Be able to stand for periods of time (at times up to one hour) to deliver training on equipment to healthcare staff on the wards.
2. Occasionally required to lift moderately heavy pieces of equipment.

3. There will be a significant amount of walking to wards and clinics over the course of any day to help with problems.
4. Requirement to travel to other sites across NHS Highland. Driving skills are required.

Mental:

5. Have the ability for using all POCT equipment and to maintain a high level of proficiency in order to be able to deliver training to other healthcare staff in a competent and skilled way.
6. Problems with any of the POCT equipment from different areas of the hospitals throughout NHS Highland could occur at the same time, and you should be able to prioritise according to the needs of the staff and patients which you tackle first.

Emotional:

7. To be sensitive to the needs of patients when working on the wards or in clinics delivering training.
8. To be patient and understanding when giving training, when at times having to wait for healthcare staff to arrive as they have been delayed with helping patients. To be pro-active in rescheduling training sessions when healthcare staff have needed to cancel at short notice.
9. Able to handle staff complaints either by phone or face to face regarding POCT equipment and processes.

Environment:

10. When working on the wards or in clinics, such as when helping with problems or training, to be aware of the needs of the environment with regard to health and safety, infection control, ward or clinic staff and patients.
11. POCT relies on the testing of blood and body fluids therefore there is potential exposure to blood and other body fluids which could be infectious.

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

Required knowledge for application for the post:

1. SVQ level 3 or a Foundation Degree in a science subject or in healthcare science.
2. Use of word and spreadsheet packages
3. An understanding of quality control and quality assessment
4. Working within a quality management system
5. Experience of working in a hospital ward or laboratory setting
6. Driving licence essential to support the regional hospitals.

After appropriate training:

1. To keep knowledge, skills and competency in operating any of the equipment or software packages up to date.
2. Have sufficient understanding of the equipment, software and processes of all POCT equipment to be able to help healthcare staff with problems they have.

15. JOB DESCRIPTION AGREEMENT	
I agree that the above Job Description is an accurate reflection of my duties and responsibilities at the date of signing.	
Job Holder's Signature:	Date:
Manager's Signature:	Date: