

# Associate Practitioner

## *'Indicative'* Job Description

## Job Description

### Job identification

<b>Job title</b>	Associate Practitioner
<b>Responsible to</b>	Charge Nurse
<b>Salary</b>	Agenda for Change - Band 4
<b>Directorate</b>	Acute Services or Health and Social Care Partnerships (HSCP)

### Job purpose

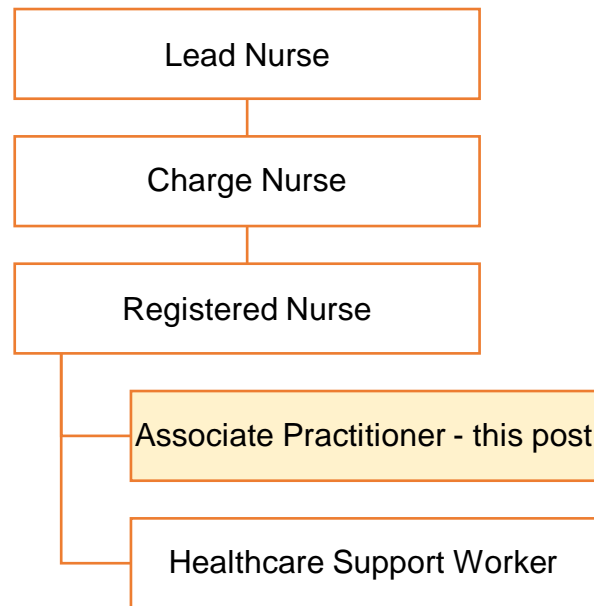
The overriding purpose of the role of Associate Practitioner is to support the provision of the highest quality patient/client care through personal actions and continuous improvement.

The Associate Practitioner has a breadth of knowledge and skills providing holistic and person centred care and support for people of all ages and in a variety of settings. The Associate Practitioner works independently under the leadership of registered nurses, providing nursing care and delivering all aspects of the nursing process.

This includes undertaking a full range of routine care and treatment tasks as directed by the registered nurse within the inpatient setting with patients who are experiencing mental health conditions. This will include observations and reporting on patients conditions.

The Associate Practitioner will work under the supervision from a registered nurse or other registered professional to provide high quality care and treatment as a member of the multi-disciplinary team informed by excellent communication, analysis of information, planning and organisational skills.

## Organisational structure



## Main duties and responsibilities

Work under the supervision of a Registered Nurse or other registered care professional as appropriate.

Be accountable for own actions or omissions ensuring mindfulness of the [NMC Code of Conduct for Nurses, Midwives and Nursing Associates](#).

Demonstrate skills to maintain professional standards of record keeping.

Follow all information governance guidance, standards and policies.

Maintain confidentiality as outlined within data protection policies

Identify the need for policy development and or amendment to existing policies to ensure safe and effective inter-professional clinical care delivery.

Share ideas with colleagues to improve care and suggest areas for innovation.

Participate in audit activities being undertaken in area of practice or across the service.

Contribute to the improvement of service by reflecting on own practice and supporting that of others.

Adhere to legislation, policies, procedures and guidelines both local and national.

Regularly attend workplace and staff engagement meetings and contribute positively to discussions about the improvement of care.

Continue to develop and improve practical and theoretical knowledge, competence and skills and maintain all evidence required.

Contribute towards developing a culture of learning and innovation, developing high quality learning environments

### **Clinical responsibilities**

Act in the best interest of the patients and their family.

Put people first and provide nursing care that is person centred, safe and compassionate.

Act professionally at all times in line with the organisations values and behaviours.

Use the knowledge and experience to make evidence based decisions and solve problems.

Recognise and work within the limits of their competence.

Be able to identify own role boundaries.

Be responsible for own actions and omissions and escalate concerns appropriately.

Support patients and service users to improve and maintain their mental, physical, behavioural health and wellbeing.

Actively be involved in the prevention of and protection against disease and ill health and the promotion of wellbeing.

Engage in the public health, community development and in the reduction of health inequalities.

Provide compassionate, safe and effective care and support to patients and service users in forensic services.

Monitor the condition and health needs of people within their care on a continual basis in partnership with patients/service users, families and carers and other health professionals.

Perform and record clinical observations including blood pressure, temperature, respirations and pulse, acting within NHS Greater Glasgow and Clyde standards to respond to abnormal results, escalating as necessary.

Contribute to ongoing assessment recognising when it is necessary to refer to others for reassessment within the boundaries of confidentiality.

Communicate effectively and appropriately with colleagues, providing clear verbal, non-verbal, digital or written information and instructions when sharing information, delegating or handing over responsibility of care.

Recognise and respond appropriately to a patient/ service user whose condition is deteriorating.

Improve the quality of care by contributing to the continuous monitoring of patient's/service users experience of care.

Identify risks to safety or experience and take appropriate action, putting the best interests, needs and preferences of patient's/service user first.

Contribute to the provision of care for patients/service user, including those with complex needs.

Understand the roles of a range of professionals and carer from other organisations and settings who may be participating in the care of a patient/ service user and their family.

Understand responsibilities in relation to communication and collaboration.

Engage in reflective practice and clinical supervision including management of self and reflection on own reactions, asking questions and reflecting on answers given.

Demonstrate good understanding of principles of consent and ensure valid consent is obtained prior to undertaking nursing and care procedures.

Demonstrate good understanding of the Mental Capacity Act / Deprivation of Liberties and applies principles to everyday practice seeking advice / guidance from the Registered Nurse or registered care professional as required.

Undertake clinical tasks as set indicated in the [NMC Standards of Proficiency for Nursing Associates](#).

Accurately record nutritional and fluid intake.

Recognise issues relating to safeguarding vulnerable children and adults and report any problems or raise concerns to the appropriate registered care professionals.

Support, supervise, assess and act as a role model to nursing associate students, other learners and health care support workers as required within the clinical setting.

### **Policy and Service Development**

Promote health and safety maintaining best practice in health, safety and security.

Share ideas with colleagues to improve care and suggest areas for innovation.

Participate in audit activities being undertaken within the wider service.

Contribute to the improvement of service by reflecting on own practice and supporting that of others.

Adhere to legislation, policies, procedures and guidelines both local and national.

Regularly attend workplace and staff engagement meetings and contribute positively to discussions about the improvement of care.

### **Planning and Organisation**

Work in an effective and organised manner demonstrating excellent time management and organisational skills to effectively deliver person-centred care for an allocated group of individuals.

Deliver effective care following treatment plans determined by the Registered Nurse or registered care professional and provide feedback on progress against the plans.

### **Analytical and Judgmental Skills**

Exercise personal responsibility and work independently within defined parameters of practice, taking the initiative in a variety of situations and performing a range of clinical and care skills consistent with the role, responsibilities and professional values of a Associate Practitioner.

Exercise judgment in assessing patient condition, comfort and wellbeing using analysis of a range of possible factors.

Ensure that only those activities for which competence has been achieved are undertaken and that recognition is given to the impact and consequences of practising outside capability.

### **Physical Skills Requirement**

Use frequent moderate effort when undertaking carrying out the manual handling of individuals and equipment in line with organisational guidelines.

Use skills of manual dexterity and manipulation of clinical instruments and equipment.

Use a combination of standing, walking bending and stretching throughout the shift.

### **Financial and Physical Resources**

Exercise personal duty of care in the safe use and storage of equipment.

Be environmentally aware and prudent in use of resources and energy.

### **Human Resources**

Act in ways which support equality and value diversity.

Demonstrate own duties to new or less experienced staff.

Support development of less experienced staff and students.

### **Information Resources**

Develop skills to maintain professional standards of record keeping, both electronic and handwritten.

Follow all information governance guidance, standards and policies.

Maintain confidentiality as outlined within data protection policies.

### **Freedom to Act**

Work to standard operating procedures with registered care professionals available for reference.

Work within the organisational policy, procedures and guidelines.

Work within the Associate Practitioner parameters of practice.

Be responsible and accountable for own practice, working within limits of competence and within professional boundaries.

Raises any concerns to a registered care professional or appropriate person.

### **Teaching and Training**

Be proactive in seeking opportunities to develop own knowledge and skills, achieving clinical competencies. Seek support / guidance in timely manner if any difficulties are encountered.

Work in partnership with manager to develop and deliver on Specific, Measurable, Achievable, Relevant and Time-bound (SMART) objectives at annual appraisal and personal development planning meeting.

Take responsibility for organising and attending statutory / mandatory updates in accordance with organisational requirements.

Act as an excellent role model by upholding and implementing good practice in the workplace. Recognising and either directly challenging or seeks support to challenge any poor practice observed

## Communications and relationships

Communicate effectively across a wide range of channels and with a wide range of individuals, the public, health and social care professionals, maintaining the focus of communication on delivering and improving health and care services.

Demonstrate those inter-personal skills that promote clarity, compassion, empathy, respect and trust.

Contribute to team success and challenge others constructively.

Communicate with individuals, carers and other visitors in a courteous and helpful manner, whilst being mindful that there may be barriers to understanding.

Report to appropriate registered care professional information received from the individuals, carers and members of the team.

Ensure all patient related information is treated sensitively and adhere to the principals of confidentiality at all times.

Report any accidents or incidents and raise any concerns as per organisational policy.

Ensure clear, concise, accurate and legible records and all communication is maintained in relation to care delivered adhering to local and national guidance.

Ensure ability to manage electronic records system taking cognisance of need to protect access (ID, passwords, swipe cards).

### Internal

- Patients and families
- Chief nurses
- Lead nurses
- Clinical nurse leads
- Specialist nurses
- Nurse consultants
- Senior and junior nurses within the ward or clinical team
- Non-registered nursing staff
- Allied Health Professionals (AHPs)
- Education leads
- Medical staff
- Support and ancillary staff

### External

- Patients
- Carers
- Relatives
- Local authority
- Other healthcare providers

- Statutory bodies
- Voluntary sector

## **Physical, mental, emotional and environmental demands of the job**

### **Mental and Emotional Effort**

Frequently use concentration and experience work patterns which are unpredictable with regular interruptions, some requiring immediate response.

Maintain a professional approach while working in challenging, distressing situations or dealing with challenging behaviour.

Support individuals, their families and carers when faced with unwelcome news and life changing diagnoses.

Have exposure to display screen equipment.

### **Working Conditions**

Have frequent exposure to highly unpleasant working conditions e.g. dealing with uncontained body fluids and difficult aggressive behaviour.

## Person Specification

### Job identification

<b>Job title</b>	Associate Practitioner
<b>Responsible to</b>	Charge Nurse
<b>Salary</b>	Agenda for Change - Band 4
<b>Directorate</b>	Acute Services or Health and Social Care Partnerships (HSCP)

Attribute	Essential	Desirable
<b>Qualifications and Training</b>	Diploma / Foundation Degree / NVQ3 / SCQF6 qualification in a Health or Social Care subject.	
<b>Experience</b>	<p>Previous experience of working in a healthcare setting</p> <p>Understand the scope of the role of the Associate Practitioner in the context of the team and the organisation, and how the role contributes to service development.</p> <p>Understands and acts in line with the NMC professional standards for practice contained within the code.</p> <p>Able to recognise own limitations in the context of the Associate Practitioner role.</p> <p>Knowledge of when to seek advice and escalate to the appropriate professional for expert help and advice.</p> <p>Understands the importance of following procedures and treatment plans.</p> <p>Experience of working in teams under appropriate supervision as part of the multi-disciplinary team.</p> <p>Insight into how to evaluate own strengths and development needs, seeking advice where appropriate</p>	Experience of working within an inpatient or community setting.

	Evidence of receiving complex, sensitive information	
<b>Knowledge, skills and abilities</b>	<p>Ability to take part in reflective practice and clinical supervision activities.</p> <p>Ability to organise and prioritise own delegated workload.</p> <p>Ability to deal with non- routine and unpredictable nature of workload and individual patient/ service user contact.</p> <p>Ability to communicate effectively (written, verbal and non- verbal communication) with patients/relatives and carers and all members of the multi-disciplinary team.</p> <p>Ability to develop effective and appropriate relationships with people, their families, carers and colleagues.</p> <p>Ability to support, supervise, assess and act as a role model to nursing associate students, other learners and health care support workers as required within the clinical setting.</p> <p>Intermediate IT skills including sound working knowledge of Microsoft Word and Outlook.</p> <p>The ability to use clinical systems.</p>	