JOB DESCRIPTION

BAND: 4

JOB TITLE: ASSISTANT PRACTITIONER

ACCOUNTABLE TO: REGISTERED NURSE

RESPONSIBLE TO: WARD/DEPARTMENT

RESPONSIBLE FOR: STANDARDS OF CARE & WARD HEALTH CARE ASSISTANTS

JOB SUMMARY

The post holder is responsible for actively participating as part of the Multi-Disciplinary Team within the ward/department, to provide a seamless service to patients. Providing general/specific patient care and administrative duties, under the overall guidance/delegation of a Registered Nurse/Practitioner.

KEY RESPONSIBILITIES

Service Delivery Responsibilities

- To ensure own actions support equality, diversity and rights in the delivery of a high standard of patient care.

- To contribute to the control of infection by monitoring and recording any housekeeping issues and maintaining rotas for the regular cleaning of nursing/patient equipment.

- To comply with Trust Policies and Regulations and attend mandatory training.

- To assist in maintaining own and others Health, Safety and Security in the workplace for self and others.

- To act as an associate link person where appropriate and as requested alongside a Registered Nurse for areas such as Manual Handling, Tissue Viability, Infection Prevention & Control, and Nutrition.
• To be flexible to meet the demands of the service e.g. rotating duties over a 24 hour period.

Clinical Responsibilities

• To support the work of the professional members of the team. To prepare patients for and assist with clinical/therapeutic activities or treatments, investigations and procedures.

• To ensure the appropriate nutritional intake of all patients is accurately documented. This must be done by utilizing the nutritional assessment tool and considering dietary and cultural needs.

• To assist patients/clients in gaining access to and in the use of appropriate toilet facilities. Measure and record body waste/fluid balance accurately.

• To assist patients/clients in maintaining their personal hygiene, dressing needs with specific concern for their religious, cultural and personal preference.

• To assist patients/clients in their mobility requirements, helping them to move and position themselves appropriately to maximize their physical comfort. Utilise knowledge in the prevention of pressure ulcers, and risk assessment tools such as Waterlow Score.

• At the delegation of the Registered Nurse transfer/escort a patient from one care area of the Trust to another.

• Perform and record Blood Glucose levels utilising blood glucose monitoring equipment; perform and record urine testing as per Trust Procedure, reporting only adverse results to the Registered Nurse on duty.

• Implement and evaluate individual care plans, utilizing nursing models, practical and theoretical knowledge under the supervision of a Registered Nurse. Perform patient assessment. Demonstrate ability to plan and deliver high standards of care.

• Provide concise handovers to other members of the Multi-Disciplinary Team. Documentation must be clear concise and legible and signed.

• Upon successful completion of competency based training, maintain Intravenous Therapy, report abnormalities to Registered Nurse. Exhibit competence utilising mechanical infusion pump devices. (This will not include altering infusion rates or checking fluids/drugs).
- Measure, monitor and record the following vital signs as requested:
  - Temperature, Blood Pressure, Pulse, Respiration Rate, Apex Beat
  - Peak Flow
  - Oxygen Saturation
  - Record ECG – Single Channel/Multi Channel
  - Early Warning Score – Report adverse signs to Registered Nurse

- Take the appropriate action in response to the patient’s vital signs after reporting to a Registered Nurse.

- Undertake daily review of the patient’s health and social care needs as required against the care plan, take the appropriate action to achieve the planned aims.

- On the direction of a Registered Nurse refer patients to the relevant professionals for specific treatments/advice/support.

- Identify and report to a Registered Nurse clinical risk issues that impact on the patient’s/client’s health or social care needs.

- To assess patients well being and health needs completing relevant documentation and generating referrals as appropriate. This will include the following assessments:
  - Nutrition
  - Tissue viability
  - Continence needs
  - Mobility and falls risk
  - Mental health needs/self harm risk

Following appropriate training, carry out the following:

- Peripheral Venous Cannulation
- Venepuncture
- Electro-Cardiography
- Removal of Clips and Sutures
- Removal of Drains
- Removal of Peripheral Venous Cannulae
- Removal of Urinary Catheters

- To supervise mealtimes and ensure patients nutritional needs are met and recorded. This includes use of supplementary feeds, alternative meals and ensuring patients special needs are met. It also involves use of appropriate snacks between meals for patients that need them.

- To ensure, with the Registered Nurse that tissue viability needs are assessed and managed appropriately and that appropriate pressure relieving devices are utilised effectively.
• The post holder will also be responsible for ensuring skin integrity is monitored appropriately and relevant skin care regimes are delivered to patients.

Under the guidance of the Registered Nurse:-

• Ensure that falls risk is managed effectively ensuring at risk patients are identified and any “aids” and risk mitigation strategies are put in place for individual patients.

• Ensure, with the Registered Nurse, that the spiritual needs of patients are met as requested by the patient. This will also include supporting bereaved and distressed relatives.

• Work with the Infection Prevention & Control team and Matron on environmental issues affecting Infection & Prevention Control and Health and Safety standards.

• Carry out relevant audits as delegated by the ward sister/charge nurse or Matron in fundamental aspects of care and assist in the development of action and implementation plans as a result of findings.

• Work with the ward/dept. staff on the patient and public involvement strategy and assist in specific work streams identified eg. patient forums.

• Establish with the ward sister/charge nurse and matron, systems for effective patient bowel care and monitoring.

• Work with continence advisors and ensure most effective continence products and systems of management are utilised.

• Assist in the production of patient information and ensure patients have access to information.

• Take a key role in Health Promotion for the area and promote healthy living options to patients, staff and visitors.

• Establish in house programmes on fundamental aspects of care.

• Promote awareness of Child Protection issues, referring to the area Child Protection Policy and Trust Policy. Attend Child Protection training in accordance with the Policy.

• Promote awareness of Adult Protection issues, referring to the Herefordshire Multi-Agency Policy and Procedures for the Protection of Vulnerable Adults from Abuse. Attend Adult Protection training sessions in accordance with the Policies and Procedures.

• Record and monitor relevant patient data accurately, timely and legibly.

• Maintain excellent communication with patients and relatives on the health and social care plan and progress.
• Maintain excellent communication and instruct support workers on the health care and social needs of patients.

• Demonstrate a variety of communication skills for patients and relatives who have special needs.

• Demonstrate excellent customer care skills as a role model to others.

• Recognise and be able to respond to aggressive behavior.

• Assist with ward/dept. administration as necessary to promote a consistent approach to care delivery of the highest standard ie. monitoring stock levels, preparing notes, relevant charts, communicating messages, obtaining results.

• Ensure that correct procedures are followed in the event of an incident or accident involving patients or staff.

• Ensure safe custody return or disposal of patient’s property in accordance with Trust Policy.

• At all times ensure the dignity of patients is maintained.

• Assist in the safe admission, transfer and discharge of patients in accordance with Bed Management and Trust Policies. Perform effective and timely discharge planning.

• Participate in ward/dept. meetings.

• Participate in the induction and orientation of newly appointed staff, students and cadets to the ward/dept.

• Uphold and implement good practice in the workplace, always ensuring the highest standards of care and attitudes.

• Participate and adhere to infection prevention and control measures at all times.

**Personal Development**

• Act as an Assessor for staff undertaking their NVQ levels 2 and 3.

• With the support of the Registered Nurse identify areas of development/training required to meet the role.

• Maintain a personal development plan and an annual programme of learning and development to ensure clinical practice is based on best practice and up to date.

• Participate in individual performance review on an annual basis.

• To be responsible for own practice.
• Maintain responsibility for the identification of own continuing educational needs and development. Formulate a Personal Development Plan and take part in annual appraisal.

Administration/Clerical Responsibilities

• Demonstrate the use of information technology to benefit the service.

• Record, report and where required take responsibility for a variety of systems required for delivering the service eg. supplies, laundry, stationery, catering and environmental estates issues.

• Utilise the information systems for reporting relevant data.

• Use of clinical databases etc. eg. patient records, order systems etc.

• To admit and discharge patients within the clinical setting using the appropriate IT system.

• To obtain blood results from the appropriate IT system.

GENERAL INFORMATION

Information Technology
Employees are expected to develop the IT skills necessary to support the tasks included in their post. They will, therefore be required to undertake any necessary training to support this.

Health And Safety
The post holder is required to conform to the Trust’s Policies on Health and Safety and Fire Prevention, and to attend related training sessions as required.

Confidentiality
To maintain confidentiality at all times. In the course of their duties employees will have access to confidential material about patients, members of staff and other Health Service business. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and/or treatment of the patient. If there is any doubt whatsoever, as to the authority of a person or body asking for information of this nature, advice must be sought from a superior officer. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded as serious misconduct, which could result in serious disciplinary action being taken including dismissal.

Policies And Procedures
The post holder will be required to comply with all policies and procedures issued by and on behalf of Hereford Hospitals Trust, which the Trust may amend from time to time.
**Infection Control**
It is a requirement for all Trust staff to comply with all trust infection control policies and procedures. All Trust staff should ensure that they fulfill their responsibilities for infection prevention and control, that they provide leadership where appropriate in infection control matters and that they challenge poor infection control practice in their workplace. All staff should have infection control training at induction and annual infection control updates via the Department of Health e-learning package, via the local infection control CD-Rom training tool or by attendance at an annual Health and Safety refresher. All clinical staff will have annual infection control objectives set and these will be reviewed at appraisal.

**No Smoking Policy**
In recognition of the Trust’s commitment to health promotion and its health and safety responsibility, the Trust has a no smoking policy that prevents all staff from smoking whilst on duty.

**Equal Opportunities**
The Trust is an Equal Opportunities employer and the post holder is expected to promote this in all aspects of his / her work. The Trust’s duty is to ensure that no existing or potential employees receive less favourable treatment on the grounds of sex, sexual orientation, race, colour, nationality, ethnic origin, religion, marital status, age or disability, or are disadvantaged by conditions or requirements that cannot be shown to be justifiable. This also applies to patients – the Trust has a duty to ensure patients have the right to equal access, care and treatment. All employees are expected to comply with this policy.

**Financial**
To order and receipt goods in accordance with the Trust's financial framework.

**Data Quality**
The information that you record as part of your duties at the Trust must be ‘fit for purpose’, reliable and easily accessed by appropriate/authorised personnel. To achieve this standard the information must be: Accurate, Legible (if hand written), Recorded in a timely manner, Kept up-to-date, appropriately filed. All staff must monitor and take responsibility for data quality throughout the areas of the system used locally, all users maintain timely input, and ensuring that data is checked with the patient, and staff (in relation to their staff record), whenever possible, and to support initiatives to improve data quality.

N.B. Recorded information includes: patient information entered in case notes and entered on any computerised care records system, financial information, health and safety information e.g. incident reporting and investigation, personnel information recorded in personnel files etc. Failure to adhere to these principles will be regarded as a performance issue and will result in disciplinary action.

**Conduct**
The post holder is an ambassador for the directorate and the Trust and his / her actions and conduct will be judged by customers as an indication of the quality of the service provided by the directorate and the Trust as a whole.

**Other**
This job description is not intended to be an exhaustive list of duties, but merely to highlight the current main responsibilities of the post. It may be reviewed from time to time in agreement with the post holder and the other members of the post holders line management team.
SIGNATURES

Post holder's name: 
Post Holder's signature: Date

Manager’s name: 
Manager’s signature: Date