## PORTSMOUTH HOSPITALS NHS TRUST
### JOB DESCRIPTION

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<tr>
<th><strong>Job Group:</strong> Nursing and Midwifery</th>
<th>FOR OFFICE USE ONLY</th>
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<tr>
<td><strong>Job Title:</strong> Assistant Practitioner (Nursing)</td>
<td>Position No:</td>
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<tr>
<td><strong>Directorate/ Division:</strong></td>
<td>Approved Matching Classification</td>
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<td><strong>Grade:</strong> Band 4</td>
<td>Job Analysis</td>
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<td><strong>Unit:</strong></td>
<td>Job Evaluation</td>
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<tr>
<td><strong>Base Location:</strong> Queen Alexandra Hospitals</td>
<td>Pay Band code:</td>
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<tr>
<td><strong>Reports to:</strong> Registered Nurse</td>
<td>Entered By:</td>
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<td><strong>Accountable to:</strong> Clinical Manager and Matron</td>
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### Job Purpose
1. To ensure quality care and support service which enables patients to be supported throughout their care pathway whilst promoting independence and protecting choice, dignity, privacy and safety.
2. To work in support of qualified staff and allied health care professionals in the assessment, planning, implementing and evaluation of care without direct supervision of a registered practitioner.
3. To work as an associate practitioner in ensuring that holistic care is delivered and standards of care are enhanced.
4. To communicate effectively at all times within the team, other health care professionals and with the patient family, carers/visitors.
5. Ensure high standards are maintained in a safe environment, which promotes equality and sensitivity for all individuals.
6. To regularly assess evaluate and report on actions and activities to registered practitioner and/or Multidisciplinary Care Team.
7. To supervise and delegate work to junior members of the team.

### Key Dimensions

- **a. Capital and Revenue Budgets** – awareness
- **b. Staff Numbers** - indirectly
- **c. Other Statistics** - Working and assisting the registered nursing practitioner to deliver care to a defined caseload of patients within a specific clinical area. Assistant and support in ward/department resource management.
  - To carry out administrative tasks to support patient care, clinical governance and the interdisciplinary team.
Trust Organisational Expectations

The post holder will:

1. Proactively and positively contribute to the successful overall performance of the Trust.
2. Deliver excellent levels of customer service to all patients/visitors and staff at the Trust.
3. Act as an advocate for the Trust & its contribution to the Health Service arena through creating and maintaining effective partnerships and relationships with staff, patients and the general public.
4. Develop and support the Trust culture of collaborative, flexible cross-team working and commitment to delivering quality services and outcomes, which maintain the Government’s policies on public health.
5. Work with sensitivity and an understanding of the issues facing those working to deliver health services to the UK population.
6. Comply with corporate governance structure in keeping with the principles and standards set out by the Trust.
7. Develop effective ways of working and create strong partnerships and relationships with all stakeholders to support the implementation of the Government’s policies on Health.
8. Support the Trust culture of collaborative, flexible cross-team working and commitment to delivering quality services and outcomes, which support the Government’s policies on public health.
9. If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
10. In compliance with the Trust's practices and procedures associated with the control of infection, you are required to:
    - Adhere to Trust Infection Control Policies assuring compliance with all defined infection control standards at all times.
    - Conduct hand hygiene in accordance with Trust policy, challenging those around you that do not.
    - Challenge poor practice that could lead to the transmission of infection.
Shared Core Functions

1. Proactively and positively contribute to the achievement of clinical outcomes through individual and team effort. Manage the patient experience and control risks with the focus being on delivering excellent customer service as a front line of the team.
2. Support team members to deliver on their objectives through offering advice, guidance and support as appropriate.
3. Ensure that resources are used effectively and in accordance with agreed procedures
4. Liaise with other healthcare professionals to ensure that work is neither overlooked nor duplicated
5. Engage with external clients/partners/stakeholders (e.g. patients, health care professionals, representative bodies) to gain their necessary level of contribution and commitment to the successful delivery of your work
6. Build and sustain effective communications with other roles involved in the shared services as required to ensure good team working and collaborative working practices.
7. Maintain and continuously improve in depth knowledge relevant to the clinical area which significantly contributes to the Trust’s stated objectives & aims
8. Undertake evidence based practice for either developments relating to Trust work or opportunities for Trust involvement around health issues and contribute towards the continuing development of professional nursing practice.
9. Increase the level of knowledge & skills within the Trust through sharing best practice and supporting others to develop their professional abilities.
10. Proactively identify additional activities in accordance with your role, which would increase the efficiency of those you support and instigate these activities in agreement with your team.
11. Dissemination of knowledge, taking full responsibility for clinical accuracy and reliability and being sensitive to the wider implication of that dissemination.
Specific Core Functions
Person-Centred Care

1. Under the supervision and working in partnership with a Registered Practitioner provide and deliver a high standard of nursing care through the assessment, planning, goal setting and evaluating individual patients needed based on evidence and working in partnership with the Multidisciplinary Team.

2. To fully participate in the inter-professional evaluation of care, to ensure patients meet their ongoing health & wellbeing needs.

3. To demonstrate an understanding of the nursing care of a designated group of patients and their treatment programmes to enable you to instruct, advise & guide patients, family and carers. To make the appropriate adjustments independently and be able to communicate any changes to patients and prescribing staff. This may include areas of work requiring physical effort or intense concentration, with regard to risk, health & safety.

4. To promote comfort and well-being by ensuring that patients personal and social needs are met and be able to care for a patients nursing needs to include; vital signs, continence care, pressure area care, wound care, nutrition, hydration, foot care, skin integrity and mood identification. To identify & report changes in patient’s condition, thus enabling appropriate action to be taken as directed by multidisciplinary team.

5. Demonstrate safe and effective skills in helping patients to eat and drink; to ensure nutritional needs are met in the most suitable manner.

6. To participate in and provide clinical treatment and rehabilitation programmes, as relating to mobility, without direct Physiotherapy supervision but following professional assessment and guidance with an awareness of pain, and the physical limitations involved in this process. Have the ability to handle all mobility problems in an enabling way. To be able to apply falls and balance management & exercise programmes. This may involve ongoing physical effort for long periods of time.

7. To provide assessments, order, issue, fit, demonstrate, and advise the use of a range of standard equipment, ensuring patients, carers and staff are able to use safely and correctly.

8. To participate in & provide clinical treatment & rehabilitation programmes without direct OT supervision following professional assessment and guidance. These relate to all areas of personal & daily living; wheelchairs & seating, plus return to leisure & work activities. Specific risk areas requiring definite instructions for patients & carers relate to cautions associated with sensation, perception, orientation, memory and cognition.

9. To be responsible for allocated patients, including coordinating the patient pathway from referral to discharge; leading on all aspects of goal planning; organising & leading any team reviews or family meetings; and being fully responsible for all aspects of patient documentation. Act as an advocate for the patient where necessary and have the skills to deal with emotional or aggressive responses from patient and carers.

10. Adhere to Trust and service guidelines regarding the moving, handling and positioning of patients as laid down in mandatory training sessions, to ensure the safety of self, patients, carers and colleagues. This will include the use of specialist equipment, for example Rotundas & walking belts.

11. Demonstrate understanding and practice of optimum Infection Control practice as laid down in training sessions, to ensure safety of patients and colleagues. Know how to deal with split bodily fluids appropriately.

Communication

12. Facilitate the building of therapeutic relationships with patients, carers and other healthy professionals to support patients and carers through the various phases of chronic illness, including the end of life stage.

13. Adopt the most appropriate patient focused communication and recognise communication barriers (patients with communication impairment, deafness or other sensory impairment, or where English is not the first language) Using skills of tact, diplomacy and gentle persuasion to enhance patient’s compliance to enable an active part in their own care.

14. Demonstrate empathy & skill in working with patients with communication impairment. Ensure method & manner of providing & receiving information is most appropriate to reduce communication barriers, hence supporting patients, carers and relatives where functional achievement may not meet expectations.

15. Ability to communicate effectively within a multidisciplinary team, and with patients, family/carers in a calm, sensitive manner.

16. Attend ward/department and multidisciplinary meetings for training and case presentations.

17. Communicate complex information to health care professionals and patients, family / carers.
18. Assist in the promotion of a open, welcoming, person-centred culture for patients, relatives/carers and colleagues. Support feedback from service users and undertake patient satisfaction surveys to aid service improvement.

19. Refer relative’s and visitors’ enquiries to appropriate team members so that information given is up to date, timely and consistent and where appropriate sign post patients to Patient Advice and Liaison Services and charities as required.

**Record keeping**

20. Maintain accurate and timely records of care using appropriate documentation according to local and Trust standards. To complete reports where necessary and ensure that they are circulated to all relevant parties.

21. To report accidents, incidents or complaints following trust Procedures and policies, and to comply with the most recent health and safety at work act.

22. Ensure patient confidentiality at all times.

23. To be able to use IT systems effectively to produce patient individualised documents, to include instruction or prompt sheets, checklists and programmes, in a professional & appropriate communication style.

**Team working**

24. Always undertake duties acting as a role model.

25. Maintain strong working relationships with all members of the team and individuals that contribute to patient care, in order that the best quality of care can be delivered.

26. Organise and manage own caseload, ensuring effective communication with team members, as agreed, to meet the capacity of the team caseload at any time. Have we already said this?

27. Take part in team reflection and investigation of complaints and Adverse Risk Incidents as directed by the team leader to ensure that lessons are learned from mistakes and that team working is enhanced.

28. Undertake delegated tasks, with or without direct supervision, according to level of skill identified with the registered practitioner.

29. Undertake surveys or audits as identified and participate in R & D, clinical trials or equipment testing as requested.

**Resources and property**

30. Respect property, equipment and other assets both of trust and report losses or damage immediately to ensure that appropriate action can be taken without delay. Recognise faulty equipment and undertake necessary actions in liaison with registered practitioner.

31. Monitor supplies and report low levels to senior members of team to enable timely reordering.

32. Under guidance of team members be involved in the supply, fitting, return & documentation relating to appropriate equipment.

**Personal Development**

33. Identify own education needs through regular supervision and reflective practice and demonstrate self-directed learning and maintenance of portfolio, learning record supported by annual appraisal.

34. Maintain personal and professional development as identified in your performance review to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.

35. Complete the trusts competency framework for associate practitioner nursing and achieve minimum skill set (list of competencies as defined in generic competency framework).

36. Undertake teaching presentations at what level?

37. Once competency achieved, to work alongside Registered Practitioner to provide advice and mentorship to HCSW’s or any students or visitors to ward/department.

38. Make changes in own practice based on up to date evidence and research findings & offer suggestions for the improvement within ward/department.

39. Undertake training and development as agreed in the personal development plan and as directed by the team leader to ensure that your own needs and the needs of the organisation are met.

40. To participate in a comprehensive training programme, based on experiential, formal & informal
41. Develop own knowledge & skills within speciality in order to provide information to others to support their understanding.

Other

Job Holders are required to:

1. requirement to work in environment with unpleasant working conditions due to smell, bodily fluids and challenging behavior
2. Adhere to Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities, No. Smoking.
3. Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect the requirements of the Data Protection Act 1998.
4. Comply with corporate governance structure in keeping with the principles and standards set out by the Trust.

This job description does not purport to cover all aspects of the job holder’s duties but is intended to be indicative of the main areas of responsibility

JOB DESCRIPTION AGREEMENT

Job Holders name: ……………………………………………………………………
(print)

Job Holders signature: ……………………………………………….. Date: ………………

Senior Nurse/Line manager

Name (print) …………………………………………………………………………………

Signature: ……………………………………………………. Date: ………………

Title: ……………………………………………………………………………………………
PERSON SPECIFICATION

QUALIFICATIONS AND EXPERIENCE:

ESSENTIAL

- Educated to NVQ 3/4, foundation degree plus additional training to diploma level equivalent, or equivalent through short courses and relevant applied experience

DESIRABLE

- Experience of the specialty area
- Grade C or above in GCSE Math's and English (or equivalent)
- Preparing to Teach in the Life Long Learning Sector

SKILLS AND KNOWLEDGE:

ESSENTIAL

- Knowledge of nursing procedures and practices;
- Significant experience of working in a relevant health or social care setting
- Full driving license with appropriate car insurance.

DESIRABLE

- Knowledge of stroke rehabilitation
- IT skills
- European Computer Driving Licence (ECDL)

PERSONAL QUALITIES:

ESSENTIAL

- Motivation to meet the patients needs.
- Ability to demonstrate confidentiality and trustworthiness.
- A willingness to be flexible and part of a team.
- Ability to juggle many priorities at one time, whilst remaining calm