



## JOB DESCRIPTION

| <b><u>JOB DETAILS</u></b>                    |  |
|--|--|
| <b>Job Title:</b>                            | Assistant Practitioner Nursing (Acute and Community) |
| <b>Pay Band:</b>                             | 4  |
| <b>Hours of Work and Nature of Contract:</b> | To be completed on recruitment                       |
| <b>Service Group:</b>                        |  |
| <b>Department:</b>                           |  |
| <b>Base:</b>                                 | To be completed on recruitment                       |
| <b><u>ORGANISATIONAL ARRANGEMENTS</u></b>    |  |
| <b>Managerially Accountable to:</b>          |  |
| <b>Professionally Accountable to:</b>        |  |
| <b><u>VALUES &amp; BEHAVIOUR</u></b>         |  |
| Insert Organisational Values and Behaviours  |  |

**JOB SUMMARY / PURPOSE:**

As an Assistant Practitioner Nursing the post holder is expected to independently manage their own work and case load, undertaking tasks delegated by a registered practitioner with appropriate supervision in place.

Having an understanding of evidence-based practice and delivering care in line with current evidence, the post holder will take responsibility for the provision of person-centred care in accordance with organisational policy and procedures. Within the role the post holder will:

- Be responsible for some elements of patient assessment, undertaken in conjunction with the registrant, implementing programmes of care, and modifying programmes of care as delegated by a registered practitioner. The assistant practitioner will be allocated a group of patients/patient to care for, in the same way that patients are allocated to a registered practitioner. The supervising registrant will undertake elements of care that sits outside of the band 4 scope of practice.
- Report regularly to the registered practitioner, recognising own limitations and seeking advice if they are unsure.
- Work in support of the Multi-disciplinary team: registered nurses, midwives, doctors and allied health professionals to provide a seamless service to patients with proximal supervision from a registered practitioner.
- Provide general/specific care as specified below for a specific client group and will be competent to work with other professional disciplines, referring patients for allied health professional assessment and treatment or to other agencies as required.

Delegate work to other unregistered staff within agreed protocols, and may supervise, teach and assess other un-registered staff, including students.

It is anticipated that this role will continue to develop through the acquisition of further skills, knowledge and competencies as per the All Wales Band 4 Assistant Practitioner Nursing Governance Framework and in line with patient need.

The post holder will work in line with the:

- HCSW Code of Conduct & Code of Practice which can be found at:  
<http://www.wales.nhs.co.uk/nhswalescodeofconductandcodeofpractice>
- "Once for Wales" Assistant Practitioner (Nursing) Governance Framework
- "Once for Wales" Assistant Practitioner Core Competencies
- "Once for Wales" Assistant Practitioner Specialist Competencies
- "Once for Wales" Assistant Practitioner Scope of Practice.
- All Wales Delegation Guidelines

## **DUTIES & RESPONSIBILITIES**

The Assistant Practitioner (Nursing) plays a key role in the delivery of health care, within the course of their duties the post holder will:

1. Work independently within established policies and procedures and provide care as delegated by a registered healthcare practitioner.
2. Recognise and consistently work within boundaries, the scope of practice for the role and own sphere of competence, as per assessed competencies.
3. Be responsible and accountable for own practice and for appropriate delegation of care to trainee assistant practitioners, healthcare assistants or students.
4. Demonstrates behaviours and attitudes in accordance with the health board's values and behaviours framework and act in the best interest of patients, relatives and carers at all times. Thus, contributing to the creation of a healthy working environment.
5. Exercise personal duty of care in the safe use and storage of equipment and the maintenance of a safe working environment.
6. Maintain adequate levels of stock, equipment and materials and facilitate the efficient, effective use of resources. Report when availability falls below an acceptable standard or level, taking appropriate action and ensuring prudent use of resources and energy.
7. Take responsibility for own development and learning, ensuring engagement and participation in statutory, mandatory training and work-based learning opportunities in accordance with the health board policy and local training needs analysis.
8. Maintain personal development portfolio, ensuring that all training and assessment of competence is recorded. Engage in annual assessments of competence and review of scope of practice in line with their organisation's PADR process
9. Support the development of other unregistered staff, including students. This may include undertaking appraisals, assessing competence, providing teaching and supervision. Band 4 assistant practitioners will be required to undertake an accredited assessor qualification which will enable them to assess competence.
10. Support continuous quality improvement in service delivery.
11. Be aware of, adhere and contribute to the preparation and implementation of local guidelines, protocols and standards when required to do so.

Have a good understanding of relevant clinical standards and audit e.g. Health and Care Standards for Wales, environment, infection control and participate as required in audit activity.

### **Communication and Engagement**

The postholder will represent the health board in the delivery of quality care to patients, within their scope of practice and competency, the post holder will:

1. Welcome patients, visitors and relatives to the clinical area/service providing assistance, support and information where required, being aware of barriers to effective communication.
2. Communicate sensitively, confidentially and with empathy to meet the wide-ranging physical and emotional needs of patients, and their carers and families.
3. Using a range of communication approaches, interpret and present clinical information to patients and their families/carers in ways that can be clearly understood, recognising individual needs, and overcoming any barriers to communication (for example, physical impairments, language barriers).
4. Develop and maintain communication with people about difficult matters or difficult situations.
5. Communicate effectively with patients, negotiate care using tact and persuasive skills, and overcome any barriers to understanding, e.g., blind or deaf patients, those with speech difficulties or learning difficulties.
6. Communicate effectively within the multi-disciplinary team and other departments to ensure that patient care is well planned and co-ordinated.
7. Answer the telephone when necessary in a polite, courteous manner and pass on enquiries to the registered nurse/practitioner always maintaining confidentiality.
8. Work as an effective and responsible team member to monitor and enhance the patients experience, acting immediately to report any potential complaints and contribute effectively to resolving them informally where possible.

### **Delivering and Monitoring Patient Care**

The post holder will be required to deliver high quality, compassionate, evidence-based care to a group of patients following the initial assessment by the Registered Practitioner utilising person-centred approaches which promote health and independence. Within the course of their duties, the post holder will:

1. Obtain the appropriate consent for the identified care to be undertaken, ensuring the patient/ client has a good understanding and knowledge of the decision-making process and are provided with accurate and appropriate information.
2. Under the leadership, direction and indirect supervision of the registered practitioner, ensure that all patients have appropriate individualised, clinical assessments/ risk assessments providing accurate feedback and escalating discrepancies or concerns to the registered practitioner.
3. Effectively monitor the patient's condition recognising deterioration in their physical or mental condition and liaising with the Registered Practitioner in an appropriate and timely manner to review / reassess care needs as required.
4. Contributes to the on-going assessment of the patient providing information to inform assessments and discussing any changes to planned care with the

Registered Practitioner.

5. Demonstrate effective approaches to monitoring and responding to signs and symptoms of physical, mental, cognitive, behavioural and emotional distress, deterioration or improvement.
6. In conjunction with the Registered Practitioner evaluates the effectiveness of care delivered and agrees to agree changes to the plan of care with the Registered Practitioner as required.
7. Recognises and effectively responds to emergency situations escalating support to the Registered Practitioner in a timely and appropriate manner.
8. Work in collaboration with other members of the multi-professional team to ensure high quality patient care and the safe and timely discharge of patients, with the aim of preventing readmissions.
9. Competent to carry out a range of clinical skills appropriate to their area of work, in line with their scope of practice and the all-Wales Band 4 Assistant Practitioner (Nursing) Governance Framework including:
  - Point of Care Testing for identified routine monitoring, including responsibility for compliance with both internal and external quality assessment of equipment.
  - As delegated by the registered practitioner, be responsible for the care of patients at risk or pressure ulcer development, planning preventative care, including the use of appropriate equipment and care of pressure ulcers in conjunction with the registered practitioner. Contribute to the reporting of pressure damage acquired by patients being cared for by the health board in line with local policy.
  - Venepuncture and cannulation, where deemed appropriate in the role specific scope of practice.
  - Vital signs assessment and recording, calculation of NEWS score and discuss appropriate action with registered practitioner in line with local protocols and implement and evaluate actions
  - Bladder and bowel care. This will include routine re-catheterisation, management of lower bowel dysfunction, application, management and re-assessment of urinary aids and appliances.
  - Routine removal of catheters in line with the catheter policy.
  - The safe administration of medications in line with scope of practice and the All Wales Health & Social Care Administration of Medication Policy. The assistant practitioner can accept delegated responsibility for limited aspects of medicines management from a registered practitioner as deemed appropriate in the role specific scope of practice.
  - Specialist skills which are relevant to the clinical service. For example: mental health interventions/activities in mental health, tracheostomy care in critical care and supporting registrants who are undertaking clinical tests in an outpatient environment.

10. Handover the care of patients, when appropriate, under the direct supervision of a qualified member of the multi-disciplinary team maintaining confidentiality at all times.
11. Partake in the admission, transfer and discharge of patients to and from the service in accordance with Health Board policies; performing effective and timely discharge planning

## **QUALITY AND SAFETY**

1. Ensuring that all patients, carers, relatives and colleagues are treated with respect and dignity.
2. The Health Board is committed to protecting staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the Health Board's Health & Safety Policy and actively participate in this process and have responsibility for managing risks and reporting exceptions and incidents.
3. Be proactive in the identification of risks, suggesting remedial action where appropriate and discuss with registered /practitioner.
4. In community settings the post holder must follow the organisation's lone worker policy/procedure in order to maintain their personal safety.
5. Raise concerns when own or others' behaviour undermines equality and diversity standards.
6. Have an awareness of the triggers and process for incident reporting, risk management, safeguarding, concerns and wider governance related issues. Escalate all concerns/issues to the registered practitioner.
7. Be able to recognise Safeguarding concerns, and where appropriate, initiate the safeguarding procedure in conjunction with the registered nurse/practitioner, taking into account the Liberty Protection Standards and Mental Capacity Act requirements.
8. Maintain accurate patient records, both written and electronic e.g. Welsh Nursing Care record WNCR, in accordance with Health Board Policy having regard to information governance, GDPR, confidentiality and safekeeping.
9. Be responsible for all records that are gathered, created or used as part of role, ensuring that the records and confidentiality are both maintained at all times, as required by legislation and Health Board policy and procedures.
10. Input data and information electronically/in written records and e-scheduling systems, recording daily activity, ensuring each patient contact/activity is recorded contemporaneously.
11. Participate in undertaking audits and surveys.
12. Ensure own ESR records are appropriately maintained and updated.

## **EFFORT AND ENVIRONMENTAL**

Manoeuvring patients, pushing wheelchairs, trolleys / Lifting equipment

Exert frequent, moderate, physical effort, including bending, stooping and kneeling e.g. when undertaking specific treatments and interventions such as specialised wound care

When working in the community transport an electronic mobile device, nursing bag, equipment and supplies as necessary to the role

There is a frequent requirement for concentration e.g. reading and recording results, dealing with unpredictable workloads and behaviours

There is a frequent requirement for concentration when using mobile devices in the community or electronic systems in all settings

The post holder may be interrupted, and may be called upon at short notice to deal with and manage an untoward incident

Care of patients with chronic illnesses, conditions / terminally ill patients

Dealing with difficult family circumstances

Occasional exposure to safeguarding issues

Challenging patient behaviour

Be frequently and unavoidably exposed to unpleasant working conditions e.g. contact with bodily fluids and when working in the community visiting patients in unkempt housing, travelling during extreme and inclement weather including snow, icy conditions and excess heat

Regular use of display screen equipment and an electronic mobile device, often in environments that are ergonomically challenging

When working in the community some properties are isolated with restricted access and there will be a requirement to exercise caution when visiting. A working knowledge of the Lone Worker Policy and Risk Assessment processes is essential

| <b>PERSON SPECIFICATION: ASSISTANT PRACTITIONER</b> |   |  |   |
|---|---|--|---|
| <b>ATTRIBUTES</b>                                   | <b>ESSENTIAL</b>  | <b>DESIRABLE</b>   | <b>METHOD OF ASSESSMENT</b>                         |
| <b>Qualifications and/or Knowledge</b>              | <p>Level 4 vocational qualification in a relevant health care associated subject / Certificate in Higher Education Health Care Support Worker</p> <p>GCSE Maths and English Grade C or above or equivalent level 2 or above essential skills qualifications</p> <p>Evidence of continuing personal development relevant to the role in health care</p> <p>Able to demonstrate understanding of the HCSW Code of Conduct, All Wales Delegation guidelines and all Wales Band 4 Assistant Practitioner Governance Framework.</p> <p>Clinical knowledge which is relevant to the role.</p> <p>Demonstrates understanding of the importance of following procedures and treatment plans</p> <p>Demonstrates an understanding of the legislation related to Safeguarding e.g. adults/children, The Mental Capacity Act and Deprivation of Liberties Safeguards to keep adults within their care safe</p> | <p>Local knowledge of statutory and voluntary services</p> <p>Teaching or assessment qualification</p> | <p>Application Form &amp; pre-employment checks</p> |

| ATTRIBUTES                    | ESSENTIAL   | DESIRABLE   | METHOD OF ASSESSMENT           |
|-------------------------------|---|---|--------------------------------|
| <b>Experience</b>             | <p>Significant and recent experience of providing relevant clinical care</p> <p>Interpersonal and communication skills and the ability to manage/diffuse challenging or threatening situations</p> <p>Experienced in undertaking a range of clinical skills relevant to the post as per role scope of practice and the national governance framework e.g.</p> <ul style="list-style-type: none"> <li>• Catheter care (including removal)</li> <li>• Monitor and record vital observation and interpret results</li> <li>• Reviewing risk assessments</li> <li>• Monitor and interpret blood glucose.</li> <li>• Experience of supporting an RN with wound care</li> </ul> | <p>Experience in a range of clinical skills including palliative care</p> <p>For community roles: experience of providing care in a community or primary care setting.</p> <p>Administration of medicines via oral, topical, SC, IM routes.</p> <p>Skills in non-complex wound care</p> | Application Form and Interview |
| <b>Aptitude and Abilities</b> | <p>Good level of basic IT skills</p> <p>Ability to demonstrate a compassionate and caring attitude and effective communication skills</p> <p>Able to work in a multi-agency arena</p> <p>Ability to function as an Assistant Practitioner without direct supervision</p> <p>Ability to manage their own time and workload, prioritise work, delegate and seek assistance when required</p> <p>Able to undertake patient assessments within agreed competency and protocols</p> <p>Ability to organise and prioritise own delegated workload</p>   |   | Interview                      |

|                        |   |  |                              |
|------------------------|---|--|------------------------------|
|                        | <p>Ability to deal with non-routine and unpredictable nature of workload and individual patient contact</p> <p>Ability to develop effective and appropriate relationships with patients, their families, carers and colleagues</p> <p>Ability to take part in reflective practice and clinical supervision activities</p> <p>Ability to support, supervise, assess and act as a role model for Trainee Assistant Practitioners other learners and HCAs as required within the clinical setting or within the patient's home</p> <p>Excellent verbal and non-verbal communication skills. Ability to actively listen and communicate sensitive or difficult information in a clear and compassionate manner.</p> |  |                              |
| <b>Language Skills</b> |   | Welsh Speaker (Level 1) Full details around the expectations associated with level 1 may be found at the bottom of this page | Application Form & Interview |
| <b>Other</b>           | <p>Able to work hours flexibly this includes weekends, bank holidays, early, late and night shifts</p> <p>Demonstrates the ability to work within the NHS Wales Values and Behaviours</p> <p>Can demonstrate self-motivation, ability to motivate others, pro-activity and resourcefulness</p>  | Ability to speak or learn Welsh  | Application Form & Interview |

|  |                                      |  |  |
|--|--------------------------------------|--|--|
|  | Ability to travel in a timely manner |  |  |
| <p><b>Level 1 Welsh</b><br/> (Please note that for this particular post level 1 in spoken Welsh is desirable but not essential)</p> <p><b>Listening/Speaking:</b> Pronounce Welsh words, place names, department names, etc. Greet and understand a greeting. Use basic every day words and phrases, e.g. thank you, please, excuse me, etc. Understand / pass on simple verbal requests of a routine / familiar / predictable kind using simple language, e.g. 'May I speak to...'. State simple requests and follow up with extra questions / requests in a limited way.</p> <p><b>Reading/Understanding:</b> Understand simple key words and sentences on familiar / predictable matters relating to own job area, e.g. on signs, in letters.</p> <p><b>Writing:</b> Fill in simple forms, note down simple information, e.g. date and venue of a meeting, Welsh address, etc</p> |                                      |  |  |

## **GENERAL REQUIREMENTS**

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high-quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.

- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have direct contact with patients / service users / children /vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhanced Disclosure Check as part of the HB pre-employment check procedure.
- **Safeguarding Children and Adults at Risk:** The Health Board is fully committed to safeguarding people. Employees and workers (including agency and bank workers) are responsible for ensuring they understand what actions to take if they have reasonable cause to suspect that a child or an adult is at risk of harm and mandatory safeguarding training is completed in line with their role specific competencies.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the

content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.

- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.

**Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

**Organisational Chart**

You must highlight the post to which this job description applies showing relationship to positions **on the same level and, if appropriate, two levels above and below.** Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



