JOB DESCRIPTION

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POST TITLE: Assistant Practitioner / Nursing Associate
Community Based Services

BASE: **East Berkshire**

GRADE: Band 4

LINE MANAGER: Community Nursing Sister/Team Leader

**PROFESSIONAL
ACCOUNTABILITY:**   Community Nurse Manager

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INTRODUCTION

The role of Assistant Practitioner / Nursing Associate is fundamental to the success of Community Nursing Teams. The post holder will be able to demonstrate the competencies required to perform at this level and role model the Trust's core values well as exhibit the behaviours required as part of those values.

JOB SUMMARY

The Assistant Practitioner / Nursing Associate may work across health care and/or social care teams. He/she will function at a higher level than that of other unregistered Health Care Assistants. He/she will provide planned care, with proximal supervision from a registered practitioner, to deliver a seamless service for patients.

The post holder will work with other team members embracing Case Management and the long term conditions agenda thus preventing avoidable hospital admissions and facilitating appropriate earlier discharges into the community.

He/she will be proficient and competent to work in Community Nursing teams and with Community Matrons as deemed appropriate to their specific role. He/she will work within defined protocols and be able to take appropriate action to deliver planned care.

The Assistant Practitioner/ Nursing Associate will support other unqualified Health Care Assistants as appropriate.

Key Relationships

- Team Leaders/ Community Nurses Nurses/ Ward and Service Managers
- OOH Providers/ Integrated Care Teams
- Statutory and Voluntary Agencies
- Primary Care Staff/ GPs/ CCGs.
- Community Matrons/ Case/ Care Coordinators
- Acute Sector/ Secondary Care.
- Local Authority/ Intermediate Care
- Specialist Nurses
- Learning and development Team

Responsibilities:

Clinical:

- Deliver clinical and therapeutic care to patients within agreed trust policies/ protocols, as documented in the band 4 competency assessment tool.

- Contribute to the holistic assessment and management of patients care needs through initial data collection, monitoring of patients progress, feedback discussion reports and in care reviews with the Community Nursing Team.

- Develop, implement and evaluate nursing plans in response to identified needs of the individual, carers and community in partnership with clients

- To provide care according to the available evidence of best practice.

- To identify and plan preventative measures and anticipatory care needs in discussion with registered nursing staff.

- To work on own initiative and within scope of competence, referring appropriately to the Community Nursing Sister, Community Matron or other professionals as appropriate.

- Work in partnership with the community matrons, specialist nurses and social care to support patients to self-manage their condition where possible, and to teach patients and carers accordingly.

- Support and teach patients to self-manage their condition where possible and empower carers to actively participate in the treatment plan.

- Adopt a public health approach to all areas of practice to reduce ill-health.

- Provide information to patients, their families and carers both formal and informal, so that they can make informed choices about current and future care needs.

- Prevent avoidable hospital admissions and promote healthier lifestyles.

- Maintain excellent communication with patients, relatives and members of the multidisciplinary team regarding all aspects of care demonstrating a variety of communication skills in accordance with client group.

- To refer patients to the relevant professional/agency in response to identified need.

- Work in collaboration with the Primary Care Team and statutory and voluntary agencies to provide care for patients and their families and informal carers in their own home within given resources.

- To ensure communication is timely and robust enabling patients to receive the right care in the right place at the right time.

- Identify and manage health and safety issues and undertake risk assessments to minimise incidents.

- Ensure that clinical equipment is satisfactorily maintained and train other service users (Staff or Patients) to use it safely, ensuring it is returned to the equipment stores when no longer required.

- To be involved in the management of End of Life care and work in partnership with health, social and voluntary agencies to ensure patients are treated with dignity and respect, and to support their families and carers.

- Prepare the patient and their family/carer for changes in the patient's condition and support choice for End of Life care.

- Identify health needs in the community and practice population, participate in programmes of Health Education ad Prevention.

- Maintain clear, concise and legible documentation, ensuring patients records are accurate and contemporaneous and that the relevant information is captured on RIO adhering to Trust standards and as defined by the by the Nursing and Midwifery Council as best practice.

- Provide concise handovers to other members of the Community Nursing team.

- Report safeguarding referrals to the local authority in discussion with the registered nurse.

- Recognise the limitations of own capabilities/job role/protocols and refers care to other members of the Community Nursing team appropriately.

- Maintain own quality of work, and encourage others to do so.

Professional development:

- Participate in clinical supervision and the appraisal process.

- Develop own knowledge and skills, through working alongside registered professionals.

- Working according to the NMC code of conduct and professional practice and the relevant legislative framework and exercise professional accountability at all times

- Participate where appropriate in any professional groups set up for the development of policies, protocols, standards, audit and community needs and influence the agenda (i.e. Link Nurses)

- Maintain competency with statutory, mandatory and essential training requirements

- Undertake further training and development as required to achieve both the competencies documented in the Assistant Practitioner/ Nursing Associate competency document and any other study deemed appropriate for the job.

- Support new staff through mentorship and preceptorship.

- Support the student learning experience and offer advice and guidance as appropriate, promoting high standards of learning and development within the community nursing service

- Act as an excellent role model, by upholding and implementing good practice in the workplace.

Service Development:

- To work within Berkshire Healthcare Foundation Trust Policies, Procedures and Guidelines

- To be responsible for reporting incidents using the DATIX system within 2 working days of the incident; in the event of the post holder reporting a serious untoward incident (SIRI) this must be done the same day, following Trust policy and procedures.

- To be responsible for booking and taking annual leave as laid down in Trust policy and Standard Operating Procedures.

- To report sickness absence as per Trust policy, provide certification for absence and follow return to work protocol.

- Contribute to the strategic development of BHFT

- Exhibit professional behaviour and attitude at all times. Demonstrate excellent customer care skills.

- Actively promotes people's equality, diversity and rights, generating and sustaining relationships that promote dignity, rights and responsibilities. Identify and take action to address discrimination and oppression.

- Supports the Community Nursing Team, ensuring compliance within Data Protection/Confidentiality/Caldecott principles.

- Assists in the monitoring and maintenance of the health, safety and security of self and others in work area. The post holder must ensure that he/she works within risk management/occupational health legislation and Trust procedures for safe working practices.

- To enter patient data on the RIO system as per standard operating procedure/ business rules. Use where necessary the Team Planner, Daily Diary and Progress notes.

- Positively participate in change process relating to service improvement.

- Participate in audits to ensure optimum standards of practice are achieved.

GENERAL

1. This job description is not exhaustive and can be altered in consultation with the post holder.

2. Any other duties which may be requested by the line manager in order to facilitate the smooth running of community services.

3. The Community Nursing Service operates a 7 day service, 365 days per year, and shift work will be required.

4. The Trust is an equal opportunities employer. The post – holder is at all times expected to carry out their duties in accordance with the Trusts Equal Opportunities Policy.

5. The Trust operates a non smoking policy. Staff are not permitted to smoke on Trust premises.

6. The post holder is required to take reasonable care of the health and safety of him/her acts or omissions at work, and to co-operate with the Berkshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

LOCATION/MOBILITY

You may be required to work at or from any additional location as may be determined by the Trust from time to time to meet the needs of the service, patients and staff safety. The Trust also reserves the right from time to time to change your base on a permanent basis to a location determined by it at the time that the change is made.

You may also be required to travel between Trust premises as may be required for the performance of your duties.

FLEXIBILITY

The Trust reserves the right to amend your job description and/or your duties from time to time, following a consultation process. You also agree that you will work with the Trust to deliver the Trust's services, including without limitation, by complying with lawful and reasonable instructions from the Trust by adapting to new ways of working and attending training courses determined by the Trust from time to time.

DATA PROTECTION ACT

You should be aware of the Data Protection Act and follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information.

HEALTH & SAFETY

You are required to take responsibility for Health and Safety Risk Assessment and Workplace Inspections, and to take reasonable care for your own health and safety and that of other persons who may be affected by his/her acts of omissions.

You are also required to co-operate with all staff to ensure that all statutory regulations, policies, Codes of Practice and departmental safety procedures are adhered to, and to attend relevant training programmes.

INFECTION CONTROL

Managers at all levels have a responsibility to act as role models to ensure that Infection Control is on the corporate and service agenda and remains a priority in terms of attention and resources.

All staff providing direct patient care must ensure that they follow procedures aimed at reducing the risk of passing on the organisms that can cause infections.

All staff, collectively and individually, have a duty of care in following best practice in adherence to guidelines which is a fundamental requirement in underpinning the management of Infection Control.

CONFIDENTIALITY

Your attention is drawn to the confidential aspects of this post. You must not disclose any information of a confidential nature relating to the Trust or the service that it provides, or in respect of which the Trust owes an obligation of confidence to any service user, client or third party during of after your employment except in the proper course of your employment or as required by law.

You must not remove or copy any documents or tangible items including software which belongs to the Trust or which contain any confidential information from the Trust's premises at any time without proper advanced authorisation. You must return to the Trust upon request and in any event upon the termination of your employment, all documents and tangible items which belong to the Trust or which contain or refer to any confidential information and which are in your possession or under your control.

A breach of confidence could result in dismissal.

You should be aware that regardless of any disciplinary action taken, a breach of confidence could also result in civil action for damages.

CLINICAL GOVERNANCE

The Trust aims to provide the highest standards of care. To further this aim you are expected to adhere to acceptable working practice as defined in Trust policies and guidelines. You also have a personal responsibility to your team and service to keep up to date and, if you encounter unacceptable practice, to raise though accepted channels.

ASYLUM & IMMIGRATION ACT 1996 AND AMENDMENTS

In order to comply with the Asylum and Immigration Act 1996, it is Trust policy to check documentation of all applicants in respect of proper immigration status to work

in the UK. Employment will not be offered to any applicant or employee who does not have valid leave to remain in the UK or is subject to conditions, which prevent the individual from taking up employment.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

Safeguarding of individuals who come into contact with our services, whether a child or young person, person with Learning Disabilities or an older or vulnerable adult, is the responsibility of all employees of Berkshire Healthcare NHS Foundation Trust in whatever capacity they are employed.

SAFEGUARDING CHILDREN

The Trust adheres to the Berkshire Local Safeguarding Children Boards Child Protection Procedures, and all employees have a duty of care and a responsibility to safeguard and promote the welfare of children.

PERSON SPECIFICATION

CATEGORY	ESSENTIAL	DESIRABLE
Education/Qualifications Successful completion of Foundation Degree (equivalent to Diploma in Higher Education), level 5. NA Training Qualified AP Successfully completed work based competencies.	X	
Training Evidence of continuing professional development	X	
Previous Experience Experience of working as a band 3 HCA	X	
Knowledge, Skills & Abilities • Patient/carer focused • Able to demonstrate empathy • Understanding of the role of community nursing • Able to demonstrate being an advocate for patients • Able to undertake holistic, personalised assessments and promote self-care and independence. • High levels of effective communication, influencing and interpersonal skills • Able to work as part of a team • Able to work autonomously • Able to manage own workload and support others • Commitment to self directed learning • Proof of appropriate skills to effectively care for	X X X X X X X X X X X X	

patients		
• Demonstrates flexibility to deal with the needs of unscheduled services and able to prioritise workload and work under pressure	X X X X	
• Willingness to undertake additional further qualifications and develop expertise in identified areas		
• Able to utilise IT and various media in order to support data collection	X	
• Knowledge of current DH documents, government legislation and recommendations	X	
• Demonstrate cultural awareness	X	
• Applies policies/ procedures to effectively manage risk	X	
Additional Requirements Able to demonstrate recent innovative practice	X	
Able to work flexibly across service area to enhance quality of service provision	X	
Full Valid UK driving license with confidence to drive during unsocial hours and in unusual environments with use of care for work purposes	X	
Able to work bank holidays, weekends and unsocial hours to meet service needs	X	
Able to work in challenging environments	X	

DATE OF ISSUE: 2019

Signed by post holder

Date of signing