

### JOB DESCRIPTION

#### JOB DETAILS

JOB TITLE:

Assistant Practitioner

JOB REFERENCE NUMBER:

GG-RPR-135a

BAND:

4

WARD/DEPT.

Trust Wide

DIRECTORATE/LOCALITY:

Generic

ESSENTIAL QUALIFICATIONS:

Care certificate or completed within first 12 weeks of start date, or relevant equivalent qualification

Foundation Degree in Health and Social Care / Mental Health at L5

Apprenticeship in H&SC / Mental Health L5

### ORGANISATIONAL ARRANGEMENTS

ACCOUNTABLE TO:

Locality/IDT Manager

REPORTS TO:

Senior Staff

RESPONSIBLE FOR:

N/A

## **ROLE SUMMARY**

Responsibility for actively participating as a key member of the clinical team for providing quality services for an identified client group under the supervision of a registered professional.

Having undertaken a Foundation Degree level qualification will maintain, develop and evidence clinical knowledge, skills and competencies at all opportunities and through the competency framework

Demonstrate an attitude which respects and values service users and their carers.

Be accountable and work autonomously within clearly defined boundaries of the Assistant Practitioner competencies and carry out specific delegated tasks. This may include extended roles delegated by a registered professional.

Expected to deliver care and services within the strategic objectives of the organisation and promote the principles of Recovery. These principles will recognise the need to promote safe practice; value the beliefs and aims of service users and carers; work in partnership and offer meaningful choice; and value social inclusion

Assist in care clustering in relation to Payment by Results on admission and discharge under the direction of a practitioner.

## **DUTIES AND RESPONSIBILITIES**

### **Extended roles**

Undertake appropriate extended roles which have traditionally been undertaken by registered professionals. These roles can be undertaken under the direction of a registered professional following approved training and assessment of competence. Undertake and maintain a competence portfolio, (Competency Framework)

### **Management of Service User care**

Take part in on going assessments of service users with the Multi-disciplinary team

Assess, plan, deliver and evaluate service users' needs in conjunction with a registered professional

Deliver care within the sphere of the Care Programme Approach, including the importance of working with carers

Able to work independently on own initiative to meet the needs of services users

Deliver person centred care

Liaise with external organisations as required promoting partnership working to ensure holistic care

Have an understanding of Social Care requirements and legislation including referrals, carers' assessments and self-directed support such as individualised budgets, providing input and assistance as required

Attend and contribute to MDT/CPA review

Hold and manage an identified caseload where appropriate

Take part in and contribute to ongoing review of risk assessments, recognising and responding to any changes.

Ensure service users' needs are accurately reflected in health record documentation.

Assist service users and carers to access information

Be able to provide therapeutic interventions including 1:1 Sessions and facilitation of group activities

Demonstrate an understanding of pharmacology including the ability to discuss benefits of medication, issues of compliance and recognising side effects

Carry out basic physical health checks as required e.g. basic observations, phlebotomy, MEWS and respond accordingly to any concerns

Ensure that service users' physical health needs are met and demonstrate an ability to identify any common on going physical health needs

### **Team working and communication**

Able to work within multi-disciplinary team

Recognise the importance of service user and carer involvement in delivery of care

Able to develop relationships and networks with internal and external agencies and services

Demonstrate the ability to communicate complex, sensitive information to a wide variety of professionals in a variety of methods

Provide updates and reports as required related to service users' needs and care both written and verbal

Work within Trust Policy in all matters related to communication of clinical risk, including the need for information sharing

Clearly understand the issues surrounding confidentiality

### **Personal accountability and responsibility**

Act consistently with legislation, policies, procedures and other quality approaches and promotes the values of quality approaches to others.

Practice within the professional boundaries and code of practice for Assistant Practitioners

Recognise own level of competency and act and seek support when limitations of knowledge or competency are identified

Maintain practice through further study, research, clinical practice and personal development

Work unsupervised and organise own workload and work in a manner which maintains and promotes quality

Keep accurate records in accordance with Trust Policies

Support day to day running of services including co-ordination of staff and daily tasks and training and mentoring of junior staff

Provide leadership for junior staff including supervision; appraisal; and line management

Maintain quality in own work and encourage others to do so.

### **Equality and Diversity**

Act in ways that support equality and value diversity

Support, promote and value equality and diversity

Develop a culture that promotes equality and values diversity

Participate in Equality and Diversity Impact Assessment

## SPECIFIC DUTIES

### TRUST VALUES AND BEHAVIOURS

To promote and adhere to the workplace values of NSFT.

Our values and behaviours were created by 1,300 staff members, service users and carers all working together in the Putting People First project.

They reflect what we all believe makes the most positive difference to the care we offer and to the way we work with one another. By 'living our values' we will develop our Trust, our people, and continue to improve the quality of everything we do.

## Our values... Our behaviours... Our future

Working together for better mental health...

### Positively...



#### Be proactive...

Look for solutions, think creatively and focus on what we can do

#### Take pride...

Always do our best

#### Take responsibility...

Plan ahead, be realistic and do what we say we will

#### Support people to set and achieve goals...

And be the best they can

#### Recognise people...

Their efforts and achievements, and say thank you



### Respectfully...



#### Value everyone...

Acknowledge people's unique experiences, skills and contribution

#### Step into other people's shoes...

Notice what's actually happening

#### Take time to care...

Be welcoming, friendly and support others

#### Be professional...

Respect people's time and be aware of our impact

#### Be effective...

Focus on the purpose and keep it as simple as possible

### Together...



#### Involve people...

Make connections and learn from each other

#### Share...

Knowledge, information and learning

#### Keep people updated...

With timely, open and honest communication

#### Have two-way conversations...

Listen and respond

#### Speak up...

Seek, welcome and give feedback

nsft.nhs.uk

### REGISTERED HEALTH PROFESSIONAL

All staff that are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure that they are familiar with and adhere to these requirements.

### SUPERVISORY RESPONSIBILITIES

None

### RISK MANAGEMENT / HEALTH AND SAFETY

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures as laid down by the

Trust. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

## **FLEXIBILITY**

You are expected to be flexible in the duties you carry out and the Trust reserves the right to vary your duties from time to time in line with service needs and as commensurate with your Pay Band. You may, therefore, be required, during the course of your employment, to work in a different location and/or to carry out alternative duties consistent with your status, role, knowledge and experience, taking account of any professional registration and/or qualification requirements, and which are commensurate with your Pay Band; this may include a temporary or longer term transfer to work within a different Locality or Service. Arrangements under your Terms and Conditions of Service and Trust policies will apply.

## **RECORDS MANAGEMENT**

The post holder has responsibility for timely and accurate record keeping where appropriate and in line with professional guidelines.

The post holder has responsibility for the creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and other relevant statutory requirements. Training will be provided in appropriate information management for the post.

## **SUSTAINABILITY**

Carbon reduction and sustainable development are issues that impact on the lives of everyone and it is expected that all staff will commit to the principles of carbon reducing behaviours and sustainable development to ensure that resources are used efficiently, our carbon footprint is reduced and health services continue to improve.

## **SAFEGUARDING**

### **Clinical**

The NSFT expects all practitioners to act in accordance with statutory and local policies regarding recognition, reporting, information sharing, record keeping and joint working in relation to the Safeguarding of Children and Adults as outlined in Children Act 1989/2004, Working Together to Safeguard and Promote the Welfare of Vulnerable Children 2010 and No Secrets 2002.

## **WORKING WITH FAMILIES OF SERVICE USERS**

Ensure that (practitioners / clinicians etc.) when working with service users consider the effects and impact of their mental health and risk behaviours on their families, and provide appropriate support, advice and education for all family members. The needs of children and young people within the household/family should be given special consideration in line with Social Care Institute for Excellence's guidance "Think Child, Think Parent, Think Family" and must always be the priority for NSFT staff across all roles and services.

## **CONFIDENTIALITY**

The post holder is required to maintain confidentiality of information in accordance with professional and Trust policy. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of their duties.

This job description is an outline and account of the main duties required to carry out the post. It will be reviewed periodically to reflect changes and developments in service requirements. The post holder is advised that they have a responsibility to ensure they are familiar with their Terms and Conditions of Service detailed in the Contract of Employment.

Signed:.....Manager

Signed:.....Post Holder

## PERSON SPECIFICATION

The person specification should set out the qualifications, experience, skills and knowledge, personal attributes, interests and other attributes necessary for the post holder to perform the job to a satisfactory level.

### JOB TITLE

**Assistant Practitioner**

	<b>ESSENTIAL</b>  <b>Without which the post holder could not be appointed</b>	<b>DESIRABLE</b>  <b>Extra qualities that can be used to choose between candidates with all essential criteria</b>	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>	Care certificate or relevant equivalent.  Foundation Degree in Health and Social Care/mental health or apprenticeship in H&SC/mental health L5		<b>Application Form / Interview / References</b>
<b>EXPERIENCE</b>	Working with Service Users with mental health needs  Working within Multidisciplinary Team (MDT)  Working knowledge and understanding of CPA process.		<b>Application Form / Interview / References</b>
<b>SKILLS</b>	Ability to communicate widely in a clear manner  Ability to problem solve  Confident manner.  Approachable, tactful and diplomatic  Ability to self-manage time and meet agreed		<b>Application Form / Interview / References</b>



	<p>deadlines</p> <p>Satisfactory verbal and written English language skills</p>		
<b>KNOWLEDGE</b>	<p>Risk Assessment</p> <p>Understanding of Mental Health issues</p> <p>CPA</p>		<p><b>Application Form / Interview / References</b></p>
<b>OTHER (Please specify)</b>	<p>Able to travel independently</p> <p>Flexible attitude</p>		<p><b>Application Form / Interview / Document Check</b></p>

	Positively...	Respectfully...	Together...	METHOD OF ASSESSMENT
VALUES (APPLICABLE TO ALL POSTS )	Look for solutions, think creatively and focus on what we can do	Acknowledge people's unique experiences, skills and contribution	Make connections and learn from each other	Application and Interview
	Take pride...  Always do our best	Step into other people's shoes...  Notice what's actually happening	Share...  Knowledge, information and learning	
	Take responsibility...  Plan ahead, be realistic and do what we say we will	Take time to care...  Be welcoming, friendly and support others	Keep people updated...  With timely, open and honest communication	
	Support people to set and achieve goals...  And be the best they can	Be professional...  Respect people's time and be aware of our impact	Have two-way conversations...  Listen and respond	
	Recognise people...  Their efforts and achievements, and say thank you	Be effective...  Focus on the purpose and keep it as simple as possible	Speak up...  Seek, welcome and give feedback	

## JOB DESCRIPTION SUPPLEMENTARY INFORMATION

POST TITLE:	Assistant Practitioner
WARD / LOCALITY:	Trust Wide
DATE COMPLETED:	Generic

Please indicate in the boxes whether the post holder will be expected to work in or be directly exposed to the following factors:

### WORKING CONDITIONS

	YES	NO		YES	NO
1. Inclement weather		X	11. Humidity	X	
2. Extreme Temperatures	X		12. Contaminated equipment/work area		X
3. Unpleasant smells	X		13. Driving/Being Driven (normal conditions)		X
4. Noxious Fumes	X		14. Driving/Being Driven (emergency conditions)		X
5. Excessive noise/vibration		X	15. Fleas/Lice/Infestation	X	
6. Continuous use of VDU equipment		X	16. Dangerous Chemicals – Substances in containers		X
7. Unpleasant substances	X		17. Dangerous Chemicals – Substances (uncontained)		X
8. Infectious material	X		18. Exposure to verbal aggression (little/no support)	X	
9. Body Fluids, Faeces/Vomit	X		19. Exposure to physical aggression (little/no support)	X	
10. Dust/Dirt	X				

**Each YES response requires completion in 'Further Information' Section**

## PHYSICAL EFFORT

	YES	NO		YES	NO
1. Working in uncomfortable conditions	X		9. Standing/sitting with limited scope for movement	X	
2. Working in physically cramped conditions		X	10. Kneeling, crouching, twisting, bending, stretching	X	
3. Making repetitive movements		X	11. Walking for long periods	X	
4. Lifting weights/equipment without mechanical aid	X		12. Heavy duty cleaning	X	
5. Climbing or crawling	X		13. Pushing/pulling trolleys or similar equipment	X	
6. Manipulating objects		X	14. Working at heights	X	
7. Manual Digging		X	15. Controlled restraint i.e. in post requiring training/certification	X	
8. Running	X				

**Each YES response requires completion in 'Further Information' Section**

## EMOTIONAL EFFORT

	YES	NO
1. Processing (e.g. typing/transmitting) news of highly distressing events	X	
2. Giving unwelcome news to patients/clients/carers/staff	X	
3. Caring for the terminally ill	X	
4. Dealing with difficult situations/circumstances	X	
5. Designated to provide emotional support to front line staff		X
6. Communicating life-changing events	X	
7. Dealing with people with challenging behavior	X	
8. Attending scenes of accidents	X	

**Each YES response requires completion in 'Further Information' Section**

## MENTAL EFFORT

	YES	NO		YES	NO
1. Carry out formal student/trainee assessments	X		9. Check documents	X	
2. Carry out clinical/social care interventions	X		10. Drive a vehicle		X
3. Analyse statistics		X	11. Perform calculations	X	
4. Operate equipment/machinery	X		12. Make clinical diagnoses		X
5. Give evidence in court/tribunal/formal hearings	X		13. Carry out non-clinical fault finding	X	
6. Attending meetings (if yes, describe role in "Further Information")	X				
7. Carry out screening tests/microscope work		X			
8. Prepare detailed reports	X				

**Each YES response requires completion in 'Further Information' Section**

## FREEDOM TO ACT

	YES	NO
1. Does the post holder generally work without close supervision	X	
2. Does the post holder work without direct access to a manager		X
3. Does the post holder work without access to a manager by telephone		X
4. Is the post holder the lead specialist in their field		X

**Each YES response requires completion in 'Further Information' Section**

**How often on average does the post holder give guidance and advice to others?**

Daily: ☒

Weekly: ☐

Other frequency (please comment)

**How often is the post holder's work checked/monitored/assessed?**

Daily: ☐

Weekly: ☒

Other frequency (please comment)

Clinical and line management supervision – monthly  
Weekly / daily team meetings

## FURTHER INFORMATION

Please enter here details of YES responses in the preceding sections

### Element

(e.g. mental effort)	Ref No	Details of frequency and intensity
<b>Working conditions</b>	3	Due to visiting very vulnerable clients who can self-neglect and can have strong body odours maybe exposed to smell of human faeces, urine and vomit. Also smells due to pets, heavy smoking.
	4	Cigarette fumes daily
	7	Will get involved with assisting in practical tasks as a way of engaging i.e. cleaning up squalid conditions
	8	Clean up bedding, clothes, needles weekly/monthly
	9	On occasion clients have been known to vomit or to be incontinent in workers cars. 2-3 times a year
	10	When visiting clients homes helping them clean – weekly
	11	Mainly weather
	18	Some clients can be verbally aggressive and being confronted with this is not an uncommon part of the job either face to face or on the telephone from family members
	19	Risk is assessed but staff can be exposed to physical aggression without a great deal of warning
<b>Physical effort</b>	1	Clients homes often squalid and cramped
	4	Carrying shopping bags and moving furniture etc
	5	Cleaning accommodation etc
	8	Worker may take client to the gym and participate
	11	Trips with service user shopping etc
	12	Some clients live in squalid conditions so worker maybe expected to participate in cleaning
	13	Shopping with service user
	14	If worker assists with DIY he/she may need to go up a stepladder following a risk assessment
	15	To undertake PMA and yearly updates
<b>Emotional effort</b>	1	Deals with highly sensitive and emotional charged material, which needs communicating to fellow professionals.
	2	Emotionally charged information related to mental health problems is often discussed with clients and carers, breaking bad news e.g. regarding self-harm to relative carers etc
	3	Possibly work with people with severe physical health problems and shortened life expectancy.
	4	Difficultly placing clients in distress in appropriate placements for support as alternative to ward admission.
	7	General case management day to day
	8	Accidental overdose, accidental death
<b>Mental effort</b>	1	Supervision and assessments of new support staff undertaking the Care Certificate
	2	Carry out clinical social care interventions
	4	Computers Trust Intranet, sending and receiving emails
	6	Team meetings inc supervision case review, Models of Care and 117 reviews and ward round.
	8	Progress notes, benefit forms and referral forms
	9	Completing direct payments forms DLA, housing benefit.
	11	Expenses, mileage forms assisting client with budget
	13	Utility breakdown reporting with service user.
	1	Post holder will usually work without close supervision however a more senior member of staff will always be available if needed.

**Manager responsible for completion of this document**

**Name:**

**Member of Staff to whom this document relates:**

**Date Completed:**

**Review Date:**


**DISTRIBUTION:** One copy to member of staff, one copy to personal file.  
**Please ensure Job Description is agreed and signed by both manager and employee**