

HR Directorate

Airedale General Hospital
Skipton Road Steeton
Keighley West Yorkshire
BD20 6TD
Facsimile: 01535 294362
Direct Line: 01535 294864
E-mail: human.resources@anhst.nhs.uk

POST REF NO:

POST: ASSISTANT PRACTITIONER (Band 4)
BASE: COLLABORATIVE CARE TEAM, AIREDALE NHS FOUNDATION TRUST
SALARY: £25,147 to £27,596 per annum
HOURS: Full or part time hours available

We have an exciting opportunity to join the Airedale Collaborative Care Team, we are looking for a motivated, flexible, and skilled Assistant Practitioner to join our multidisciplinary team providing Urgent Community Response and Virtual Ward care to people needing intermediate care in their own home.

A full induction programme with opportunities for ongoing training and career development is offered. You will work alongside Occupational Therapists and Physiotherapists, Mental Health Nurses, Registered General Nurses, Healthcare Support Workers and Community Advanced Clinical Practitioners. The postholder will work within a multidisciplinary team as well as independently. We work closely with all community based services including Castleberg Hospital.

This is a 24 hour a day 7 days a week service operating 365 days a year covering Airedale, Wharfedale and Craven, the post holder will be expected to work shift patterns to cover the service including Early, Lates and Long Days or a combination of both and have access to own transport.

Any offer of employment for this post will be subject to the Trust being satisfied that the result of an enhanced disclosure of criminal convictions, including checks for the Protection of Children/Vulnerable adults, does not indicate that you are unsuitable for the post.

If you are successful, as a condition of your employment you must provide us with your original DBS Disclosure Certificate prior to commencing in post as part of the pre-employment check process unless you are registered with the DBS Update Service in which case you can provide us with your surname, date of birth and certificate number to enable us to complete a status check.

Thank you for your interest in the above post. It is with pleasure that we enclose further details. If you would like to discuss the post in more detail or arrange an informal visit, please contact **Kay Green, Team leader, Airedale Collaborative Care Team 01535 292585**

You should complete the application form as fully as possible, including any information which may help us judge your suitability for the post. Experience outside of paid employment, such as voluntary work or caring responsibilities, may be as relevant as paid employment. You will also need to ensure that the references you provide for this position cover the last three years

of employment/voluntary work or training and that they are from someone who has had direct line management responsibility for yourself.

If you have a disability which makes it difficult for you to complete an application form, then we are happy to accept alternative methods of providing the required information. Please contact us to discuss this.

Forms received after the closing date will not be considered unless by prior agreement. In the event of exceptionally high levels of response, we reserve the right to close the post before the date stated above in order to prevent the number of applications received being unmanageable. You are advised to submit your completed application form as soon as possible to have the best chance of being considered.

Please note that if successfully shortlisted for this role, all communication will be in electronic format where possible (e.g. Invite to Interview). Therefore please ensure that you regularly check your email/NHS Jobs account. Please be aware that depending on your email provider these emails may automatically go into your junk folder.

In order to keep administration costs at a minimum, we do not write to candidates who are not shortlisted. May we take this opportunity, therefore, to thank you for your interest in working with us at Airedale NHS Foundation Trust and hope that, if you are unsuccessful on this occasion, it will not deter you from applying to us again in the future.

**PLEASE READ THE 'IMPORTANT INFORMATION FOR APPLICANTS' DOCUMENT
AVAILABLE ON NHS JOBS AS SUPPORTING INFORMATION.**

AIREDALE NHS FOUNDATION TRUST

JOB DETAILS

Job Title:	Assistant Practitioner
Reports To:	Team Leader
Accountable To:	Clinical Lead for Community Intermediate Care
Band:	4
Unit / Department:	Collaborative Care Team
Location:	Community

MAIN DUTIES OF THE JOB

The post holder will assist in the overall implementation and evaluation of care as part of the multi professional team. The jobholder will deliver clinical care under indirect supervision and guidance from a registered practitioner undertaking delegated tasks within competency boundaries.

The post holder will undertake specific skilled Assistant Practitioner work to aid the assessment, planning, and on-going management of patients. This will mainly include, but is not limited to, developing therapy, nursing and mental health care plans.

The jobholder will contribute to the assessment, planning, implementation, and evaluation of programmes of care. The jobholder will have the knowledge to interpret information and be skilled in taking appropriate action(s) to achieve the planned outcome. The post holder is expected to work within a wide variety of clinical and community environments.

The job holder will actively support the assessment and supervision of trainee or new assistant practitioners, students and clinical support workers. This will include leading and co-ordinating a team of clinical support workers.

The jobholder will be expected to practice in accordance with Hospitals ANHSFT policies, guidelines, standards and statutory requirements and operate within defined competency boundaries

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Qualifications

- Diploma Higher Education (level 5), Higher National Diploma (level 5) or Foundation Degree in Health and Social Care
- Evidence of completion of band 4 competencies through national occupational standards and/or work-based learning
- It may be necessary to complete additional modules/competencies within the first 12 months of employment to comply with Trust core competencies.

Experience

- Experience of working within an acute or community based healthcare setting delivering clinical and personal care
- Utilisation of planning and organising skills

Training

- Commitment to undergo training as required
- Commitment to complete and pass additional clinical competencies required for the post
- Be involved in training others

Special Knowledge

- Insight into role of therapies and responsibilities
- Computer literacy
- Understanding of home and bed based Intermediate Care
- Knowledge of the Urgent Community Response and Virtual Ward Pathway
- NEWS2 and escalation of the unwell patient.

Disposition / Attitude

- Good interpersonal skills
- Able to work independently
- Able to work as part of a multidisciplinary team
- Patient focused
- Positive, compassionate and caring attitude
- Confident
- Motivated

Practical Skills

- Literate and numerate
- Competent in written and verbal communication skills
- Competent in the use of information technology
- Able to organise and prioritise workload
- Able to accept delegation and work without direct supervision
- Knowledge and/or experience of cannulation and venepuncture

CORE VALUES

- Respect the contribution of all members within the team and the importance of working together to provide quality patient care.
- Commitment to contributing to a quality service in an efficient and effective manner.

- Commitment to ensuring each person is entitled to respect, dignity, equal and human rights.
- Recognises the importance of confidentiality.
- Commitment to working in a multi-disciplinary team
- Commitment to self-development and assisting the development of others
- Commitment to support, uphold and demonstrate the core values and behaviours of ANHSFT

RIGHT CARE BEHAVIOURS

- Listening and Communicating
- Honesty and Integrity
- Supportive and Approachable
- Even Handed and Encouraging
- Patient centred and Compassionate
- Lead by example and be self aware

PRINCIPAL DUTIES AND AREAS OF RESPONSIBILITY

Communication and Working Relationship

- Establish and maintain effective communication with patients, carers and other teams and agencies, voluntary services and emergency services
- Develop and maintain appropriate communication with members of the multi-disciplinary team in all aspects of care
- Demonstrate a variety of communication skills
- Ability to deal with and respond appropriately to concerns or complaints from patients or members of the public
- Maintain clear, concise and legible documentation adhering to standards in accordance with trust policies and guidance
- Ensure compliance with Trust policies and procedures regarding confidentiality, Information Governance and data security
- Communicate with colleagues and members of the multi-disciplinary team clearly and effectively in written, verbal and electronic format using System One Health Records

Clinical Responsibilities

- Provide and deliver a high standard of compassionate care recognising and meeting the specific needs of the patients within set protocols and within the scope of practice of the Assistant Practitioner role
- Perform patient assessment, plan and deliver care for patients
- Develop, implement and evaluate individual care plans, follow Trust protocols and apply evidence based practice
- Perform clinical observations on patients, recognising, recording and reporting any adverse signs to a registered practitioner, understand escalation processes
- Undertake and perform clinical skills within specific competency boundaries
- Provide access to and support with the psychological and spiritual needs of patients.
- Use NEWS to recognise patient deterioration/sudden change in condition, escalate immediately to Registered Practitioner
- Assessing for the provision of equipment and safe/appropriate use
- Organise and prioritise time effectively

- Acknowledge any limitations of competence in accepting care activities outside agreed limitations and inform a registered practitioner
- Act in such a way that safeguards the health and wellbeing of children & vulnerable adults at all times. Is familiar with and adheres to the ANHSFT safeguarding policies.
- Support therapist with complex cases as required
- Carry out initial assessments of delegated patients to establish their functional, cognitive and physical ability, establish what matters to them
- Prescribe equipment, assistive technology and adaptations to facilitate independence within agreed guidelines.
- Respond to unforeseen situations that take precedence over planned work
- To support therapists at Castleberg Hospital to assist with patient flow/discharge into the community setting or other services.

Leadership and Management

- Assist in the induction, training, education and assessment of learners and other staff
- Delegate work to and supervise clinical support workers and other learners in care delivery
- Assist in the development and implementation of clinical guidelines and policies
- Promote and participate in audit process for monitoring and reviewing quality
- To be alert to issues of risk and concern about care provided raising any concerns observed via the Trust's Whistleblowing/freedom to speak up Policy and supporting processes.

Personal and Professional Development

- Adhere to Professional Bodies Standards of Proficiency and Code of Ethics and Professional Conduct and further relevant governing bodies
- Understand the scope of the role and know the limits of practice and when to seek advice.
- Maintain own continuing professional development (CPD) including core competencies through the use of reflection and incorporating learning into working practice.
- Attend and present in-service training sessions
- Share existing knowledge and skills and feedback from training
- Be a role model for professional behaviours in all aspect of practice.
- Ensure compliance with supervision and appraisals standards and maintain a professional portfolio.
- Support team by participating in quality improvement projects.

Research and Development Responsibilities

- To practice clinical competencies in line with relevant Trust initiatives
- To maintain and promote an awareness of evidence-based practice and participate in its implementation to contribute to service improvements
- To contribute to research, audit and development programmes within the Collaborative Care Team.

Education, Health, Safety and Security

- Ensure safe keeping and transportation of patient property and valuables in accordance with ANHSFT policy.
- Recognise the importance of and contribute to the education and teaching of patients and their carers
- Ensure equipment and resources are used appropriately, efficiently and economically
- Maintain a safe working environment, reporting incidents, accidents, complaints according to Trust policy.
- Participate in and contribute to in-service training
- Complete mandatory training annually
- Participate in annual performance appraisal
- Participate in the development of own personal development plan and performance review

Other Responsibilities

- Contribute to the prevention and control of infection in line with Trust Guidelines
- Assist in maintenance of accurate records and documentation, with regard to legal requirements, confidentiality and management of information.
- Ensure that essential information on the patients' condition and progress is recorded in accordance with Trust Guidelines
- Understand the need to maintain and respect patient confidentiality
- Promote and value the rights, responsibilities and diversity of people ensuring religious and cultural needs are addressed

COMMUNICATION AND WORKING RELATIONSHIP

- Registered Nurses, Midwives and Practitioners
- Allied Health Professions
- Clinical Educators
- Clinical Support Workers
- Medical Staff
- Estates and Facilities
- Internal and External Agencies

SPECIAL WORKING CONDITIONS

PHYSICAL EFFORT:

Frequent standing, sitting, walking, kneels and crouches to attend to patient needs.
Responding to changing patient condition.

Patient Care

Shift working.

Moving & handling of patients and safe use of equipment on a daily basis:

Equipment - clinical equipment, specialised mattresses, mobility aids, adaptive technology

MENTAL EFFORT:

Frequent mental effort/concentration required in relation to responding to and meeting patient needs

Problem solving skills

Verbal and written communication skills required

EMOTIONAL EFFORT:

Exposure to difficult situations including death and dying, distressed patients and relatives/carers experiencing carer strain.

WORKING CONDITIONS:

Temperature - should be controlled but may experience hot or cold work environment.

Violence & Aggression – unpredictable environments may result in exposure to violence and aggression from patients and or relatives or carers.

Infection Control - exposure to patients with infections.

GENERAL

Job Purpose:

In pursuing these duties the post holder will ensure compliance with the NHS Constitution and be familiar with the NHS England Guidance 'Understanding the new NHS' (details of which can be found in the links section of NHS Jobs).

Safeguarding Children & Adults

Understand and work within policies and local procedures relating to Safeguarding Children and the Protection of Vulnerable Adults.

Health & Safety

You are required to: co-operate with supervisors, managers and other employees to achieve a healthy and safe environment, to take reasonable care of your own health and safety and that of other persons who may be affected by your actions, to carry out your responsibilities in ways that help to ensure a safe and healthy place of work.

In the course of your work you are to bring to the attention of your supervisor or manager:

- Any situation which reasonably could be considered to represent a serious or immediate danger to the health and safety of any person.
- Any matter which reasonably could be considered to represent a shortcoming in the Trust's health and safety protection arrangements.

Manual Handling

Manoeuvre **heavy** goods and equipment and assist people to move, in accordance with manual handling regulations and good practice.

Equal Opportunities

Carry out your duties in line with Trust Equality policies and procedures, including relevant legislation, to deliver and promote equality of access to healthcare and equality of opportunity at work at all times.

Infection Prevention and Control

Be familiar with and follow the Trust Infection Control Policies and designated hand hygiene procedures appropriate to your post. In addition you should take action to report to your

manager or appropriate person any incidents or poor practice that may result in the spread of infection.

Mandatory Training

Be aware of and undertake mandatory and other training requirements necessary for the successful and safe performance of your job, including relevant updates.

Information Governance

Maintain and process all information concerning patients, staff, contractors or the business of the Trust to which the post holder has access, without divulging such information to any third party or make use of information gained in the course of employment, except where this is clearly within the remit of the post holder and the other party's responsibility.

The Trust recognises the importance of reliable information. The quality of this data is crucial in that it should give a complete, accurate and timely representation of events to support patient care, clinical governance, monitoring performance, management and service agreements for healthcare planning and accountability. All information entered onto any record whether manual or electronic or any other media (film, tape etc.) should be accurate, timely, complete, valid, defined, appropriately sought, appropriately recorded and should be stored securely and confidentially. Further information on the Trust's "Health Records Policy" can be obtained from the Trust's Intranet site.

Any other duties necessary for the successful performance of the role.

Restriction on Smoking

The Trust is "Smokefree". You may not smoke in Trust owned buildings or grounds except in the designated smoking zones.

The Trust is committed to supporting staff in balancing their work and home lives and encourages staff to discuss their individual needs with their department in order to arrive at mutually satisfactory working arrangements.

This job description is a reflection of the current position and may change in emphasis or detail in light of service developments. It will be reviewed annually as part of the appraisal/performance development review process.

PERSON SPECIFICATION

TITLE OF POST	Assistant Practitioner
BAND	4
DEPARTMENT	Airedale Collaborative Care Team
LOCATION	Community

REQUIREMENTS	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Qualifications	<p>Diploma in Higher Education in a health related subject (level 5), Higher National Diploma in a health related subject (level5) or Foundation Degree in Health or Health and Social Care.</p> <p>Evidence of completion of band 4 competencies through national occupational standards and/or work-based learning</p> <p>It may be necessary to complete additional modules/competencies within the first 12 months of employment to comply with Trust core competencies.</p>	Evidence of study in therapy related modules.	<p>Application form</p> <p>Interview</p> <p>NHS Recruitment Checks</p>
Experience	<p>Minimum of one year working in an acute/community/therapy health care setting delivering personal and clinical care</p> <p>Planning and organising workload</p>	<p>Experience supervising staff and supporting other learners in practice</p> <p>A1 assessor or equivalent</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
Training	<p>Commitment to undergo training and complete competencies required for the post within an allocated timeframe.</p>		<p>Application form</p> <p>Interview</p> <p>References</p>

Special Knowledge	Insight into therapists roles responsibilities Computer Literacy - access Patient Administration Systems Knowledge of the Urgent Community Response and Virtual Ward services Understanding of Home/bed based Intermediate Care	Knowledge and/ or experience of cannulation and venepuncture (training will be provided) NEWS2 and knowledge of recognition and escalation of the unwell patient	Application Form Interview
Behaviours	Caring and motivated Compassionate Reliable and trustworthy Interpersonal skills, confident and enthusiastic Adaptability and flexibility to respond to changes in working environment and role requirements Positive and challenging outlook Supports and values others		Application Form Interview References
Practical Skills	Excellent written and verbal skills IT skills Team working and interpersonal skills Ability to organise and prioritise workload Ability to accept delegation and work without direct supervision	Use of System One Health Care Records	Application Form Interview References
Other Requirements	Able to fulfil Occupational Health requirements for the post Must have current UK driving licence and access to a car		Occupational health screening Application Form/Interview