
Job Description

Job Title: Assistant Practitioner

Grade: Band 4

Reports To: Department Manager

Accountable To: Professional Lead

Job Purpose:

The role of the Assistant Practitioner is to deliver a high quality, caring and compassionate patient care. The post holder will be undertake assessment, implementation and evaluation of patient care needs for a defined group of patients under the indirect supervision of a registered professional in their specialist area. The post holders are required to work as part of a team committed to delivering and improving a high standard of nursing care within South Warwickshire NHS Foundation Trust.

Organisation Chart:

Associate Director of Operations:
Anne Coyle
|
General Manager:
Debbie Martin
|
Locality Manager:
Sam Owen

Key Result Areas:

Professional Values

- To ensure Trust standards and values are maintained and monitored to improve the quality of care to all who come into contact with the services provided by South Warwickshire Foundation Trust
- Ensure records and documentation are maintained, kept confidential, and meets appropriate Trust standards, and in line with the Data Protection Act
- Demonstrates a positive and enthusiastic approach to their work in order to maintain high morale and motivation within the department. Promoting a professional and positive working environment
- To report any accidents or incidents via the DATIX incident reporting system and/or to an appropriate registered professional, ensuring an open and transparent culture.
- To adhere to the Trust's dress code policy, maintaining a smart appearance at all times.
- To adhere to the Trust's IT policies regarding e-mail and internet usage.
- To ensure children and adults are protected from abuse and avoidable harm and report any safeguarding concerns in accordance with Trust policies and procedures.

Clinical Practice

- Take responsibility for care and welfare of a defined caseload of patients/client's within your area of work
- Continuously assess, implement and evaluate treatment, using appropriate programmes / methods of care agreed by a registered professional.
- To report to the registered professional any patient who gives cause for concern
- Never undertake anything beyond your own level of competency.
- To ensure delivery of high quality care in accordance with Trust policies, procedures and guidelines.
- To accurately document all care delivered to patients, maintaining confidentiality at all times.
- Participate in activities to improve the quality, productivity and effectiveness of care in response to local and national policies and initiatives
- To adhere to Infection Prevention and Control policies relevant to the area of work, demonstrating an understanding of cross infection.

- To support relatives as required demonstrating compassion and empathy.
- Provide supervision and support to junior support and care staff as required.

Communications and Interpersonal Relationships

- Welcome patients, relatives and visitors to the clinical area, providing assistance, support and information where required, identifying individual needs and utilising a range of agreed communication mediums.
- Always introduce yourself in line with the Trust privacy and dignity promises and the principles of good customer service.
- Communicate effectively and professionally with the multi-disciplinary team to ensure that patient care is well planned, coordinated and communicated.
- Contribute to the reporting, handover and documentation of patient care maintaining confidentiality at all times.
- Use the Trust information support systems and other computer systems as required by the clinical area.

Team Working

- To act in a professional manner, and as a role model, at all times, leading by example to junior members of the team
- Support and cooperate with the multidisciplinary team to ensure that all statutory and Trust regulations are complied with.
- Participate in research and audit as required by the multidisciplinary team to ensure standards of patient care are monitored and improved.

Education, Training and Personal Development

- To ensure attendance at mandatory training sessions i.e. infection control, resuscitation and moving and handling training.
- To complete the Trust's Clinical Support Worker Induction programme
- To successfully complete the Care Certificate within 12 weeks of commencing employment
- To ensure maintenance and development of individual competence knowledge and skill
- As a competent practitioner, teach and provide supervision to appropriate junior staff.

- To participate in and undertake appropriate training and development activities including IT and clinical skills

Maintain up to date knowledge of changes in policies and procedures relevant to the post.

General Items:

To provide short-term cover for colleagues during periods of leave.

To ensure that all Trust standards are maintained and monitored to improve the quality of care to all whom come into contact with services provided by South Warwickshire NHS Foundation Trust.

Every employee has a duty to take reasonable care of the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work, and to co-operate with the South Warwickshire NHS Foundation Trust to ensure that statutory and Trust regulations are complied with.

To participate in appraisals and personal reviews and work to achieve agreed set objectives.

To participate in appropriate training and development activities

To participate in team, professional and personal development activities and promote commitment to continuous development and improvement.

Ensure that all staff consciously review mistakes, complaints and incidents/near misses as well as successes to improve performance and the level of customer care.

All employees will have an organisational and individual responsibility towards safeguarding vulnerable adults, young people and children. Where employees are working with children, young people and families they have a responsibility to cooperate in national safeguarding policy around early intervention activities appropriate to improving health outcomes.

As a major provider of health care, South Warwickshire NHS Foundation Trust operate a Smoke Free Policy by providing a totally smoke free environment to help aid patients' recovery, promote health and wellbeing and minimize the risks of complications attributed to smoking tobacco and second hand smoke.

For Band 5 and below

Recognise the importance of adopting healthy lifestyles and be aware of health and wellbeing initiatives.

To abide by Infection Prevention and Control policies relevant to their area of work, and undertake the necessary level of training. This will be appraised through the KSF review process or other relevant professional review process.

To contribute to promoting and implementing the Trust's Carbon Management policy, in line with team and organisational objectives.

This job description is subject to review at any time in consultation with the post holder.