

## JOB DESCRIPTION

### 1. JOB DETAILS

**Job Title: Assistant Practitioner / Nursing Associate**

**Band: 4**

**Care Group: Peripheral Sites/Trauma and Orthopaedics**

**Location: Royal Cornwall Hospitals Trust, Truro**

### 2. JOB PURPOSE

To work under the supervision of the registered nursing, midwifery teams and/or clinical leads to:

- Participate in the delivery of patient care □ Contribute towards ward/department organisation
- Give support to registered nurses and midwives in the provision of a safe and caring environment
- Assist in the induction, supervision, and training of HCSWs at Band 2 & 3s and student Assistant Practitioners

The Band 4 Assistant Practitioner / Nursing Associate demonstrates a level of skill and understanding which enables them to undertake specific tasks delegated by the nurse/midwife in charge and in accordance with relevant procedures, guidelines, and policies. She/he will undertake both routine and specially identified tasks for which they have been trained and assessed as competent.

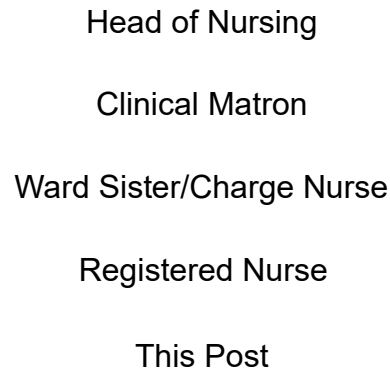
It is expected that Assistant Practitioner / Nursing Associate will be able to carry out all of the core competencies outlined in the Assistant Practitioners Governance Framework, but their duties and competencies will vary according to speciality agreed extended competencies. Similar or related duties may be undertaken in support of the ward environment, which are not listed.

Demonstrate throughout all interventions and tasks the 6 C's of Nursing (Jane Cummins CNO): Courage, Care, Compassion, Communication, Competency & Commitment.

### 3. DIMENSIONS

Key working relationships with all members of the multi-professional team, including nursing and medical staff, allied health professionals and support work.

### 5. ORGANISATION CHART



### 5. KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED

#### COMMUNICATIONS & WORKING RELATIONSHIPS

##### Communication

- Use communication skills in order to convey complex and sensitive information effectively to patients, carers, and other staff, overcoming any barriers to understanding and providing support during distressing or emotional events.
- Communicate clearly, effectively, and appropriately with the multidisciplinary team, patients, and their family/visitors/carers.
- Respond appropriately to queries, take phone messages, and pass on written and verbal information to patients.
- Provide relevant information to patients, family/visitors/carers, and colleagues.
- Complete documentation accurately and contribute to reports of patients' activity and progress, recognising that the qualified nurse/midwife has personal accountability for entries to patient records made by others under their supervision.
- Accept constructive feedback from colleagues.
- Give constructive feedback on patient care and activities to relevant healthcare professionals.

- Participate in discussions about patient care and ward/departmental development, including handover, safety briefings and team meetings □ Maintain patient confidentiality.
- Maintain professional boundaries and working relationships with patients and colleagues.

### **Personal and People Development**

- Understand own level of responsibility and accountability in relation to registered practitioners.
- Responsible for developing and sustaining own knowledge, clinical skills and professional awareness.
- Identify own learning needs and produce a personal development plan in conjunction with the ward sister/charge nurse, reflecting service needs and the Confidence in Caring matrices.
- Reflect on and analyse workplace experiences in order to develop own skills/abilities/ competence and performance.
- Participate in annual staff appraisal, staff development and in-service training activities in line with the Knowledge and Skills Framework.
- Attend Trust/local orientation programmes, mandatory training sessions and annual updates.
- Assist with the induction, formal assessment, and ongoing development of Band 2 & 3 HCAs, acting as a role model.
- Assist with local teaching and education programmes, mentoring student Assistant Practitioners and where appropriate, student nurses.

### **Health, Safety and Security**

- Assist in maintaining a clean environment that is conducive to safe practice.
- Identify potential risks for all staff, patients and visitors and adhere to relevant incident reporting procedures taking appropriate action/advice as needed
- Summon immediate help for any emergency and take appropriate action to contain it.
- Assist in the coordination and safe admission, transfer, and discharge of patients in accordance with bed management and Trust policies.
- Understand and implement the principles and practice of Infection Control.
- Work within own personal/professional limitations and seek help of others to maintain safe practice.
- Clean patient equipment as required.
- Handle and dispose of all body fluids in accordance with universal precautions.

## **Service Improvement**

- Undertake specifically identified administrative and clerical tasks associated with patient care which facilitate the smooth running of the ward/department.
- 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.
- Pass on constructive views and ideas for improving services to ward sister/charge nurse.
- Contribute to research, audits and clinical trials programmes carried out within the ward/department.

## **Quality**

- Ensure safe custody, return or disposal of patients' property, in accordance with Trust policies.
- Ensure a welcoming, caring, and safe environment is provided for the patient  
□ and their family/visitors/carers.
- Aware of and maintains required standard of care.
- Ensure that patient areas are kept clean and tidy. □ Comply with Trust/local policies and procedures.

## **Equality and Diversity**

Carry out duties and responsibilities with regard to the Trust's Equal Opportunity policy .

Recognise the importance of people's rights and act in accordance with legislation, policies, and procedures.

Act in ways that acknowledge and recognise peoples' expressed beliefs, preferences and choices, respecting diversity, and valuing people as individuals .

Take account of own behaviour and its effect on others .

Undertake duties relating to last offices for deceased persons, ensuring that religious, cultural wishes and obligations are adhered to.

## **Enablement to address health and wellbeing needs**

- Assist with and undertake patient assessment (under supervision and after appropriate delegation from the registered practitioner).
- Obtain requested specimens and ensure transportation to appropriate department – urine, faeces, sputum, exudates e.g., swabs – nose, eye, wound site, etc.

- Obtain requested routine bloods/investigations; have a basic understanding of normal and altered values, reporting adverse results.
- Maintain patients' personal and oral hygiene, e.g., help with dressing/undressing, giving bed baths, mouth, and skin care, assisting with pressure area care, maintaining privacy and dignity. □ Assist in providing conditions to meet the patient's need for rest and sleep.
- Provide and promote health education; support and encourage the patient to meet their own health and wellbeing needs. □ Maintain and improve the patient's mobility using appropriate equipment and handling techniques.
- Assist the patient to be as comfortable as possible, i.e., help with moving and positioning the patient using appropriate equipment.
- Assist with checking pain levels and requesting pain relieving medication on patient's behalf.
- Involve the patient in shared decision-making and obtain their consent before undertaking nursing procedures.

### **Provision of care to meet health and wellbeing needs**

- Work co-operatively as part of the multi-disciplinary team, assisting nursing, midwifery, and other clinical staff to deliver a high standard of holistic patient-centred care.
- Implement programmes of care and contribute to care plan modifications, undertaking risk assessments as directed and within the limits of own knowledge and competence.
  - Monitor and care for patients receiving oxygen therapy as directed.
- Measure, monitor and record observations as designated by the Ward Sister,  
 Charge Nurse or nominated Nurse in Charge (following training and having been assessed as competent), e.g., TPR & BP, Oxygen saturation, peak flow, ECG, urine tests, blood glucose monitoring, fluid intake and output, MEWS. □ Report adverse signs to the nurse in charge / doctor / therapist.
- Use prescribed pressure-relieving equipment and other appropriate measures to prevent pressure sores following risk assessment (i.e., Waterlow Score). □ Implement and evaluate wound management care plans as directed.
- Assist and/or deliver prescribed therapy programmes to promote functional Independence.
  - Assist with/commence basic cardio-pulmonary resuscitation procedures.
- Be aware of the physical, psychological, social, cultural, and spiritual needs of the dying patient: implement appropriate care management as directed.
  - Provide comfort, reassurance, and support to patients and/or their carers if anxious or distressed.

- Assist with essential patient care, e.g., making beds, sorting clean linen, distributing menu cards etc.
- Assist patients to become as independent as possible by giving the appropriate level of support as delegated.
- Escort patients to other departments, including observation where intravenous infusions or Oxygen are being administered.
- Understand special and/or cultural dietary needs and implications for the patient's condition.
- Ensure adequate hydration and nutritional intake, including feeding patients and the recording of naso-gastric tube intake and output.
- Ensure that fluid balance charts and other relevant documentation is completed in a timely fashion.
- Assist patients to access and use appropriate toilet facilities, ensuring privacy and dignity are maintained.
- Alert trained staff promptly of changes in the patient's condition or any possible risks.
- Assist with the referral of patients to internal/external AHPs and / or other agencies.
- Assist with effective and timely discharge planning.

### **Information Processing**

Where appropriate utilise the available electronic patient records (EPR) and effectively to input and retrieve information as required and develop other IT skills.

Collect/record data accurately in accordance with trust guidelines, policies, and Trust standard requirements.

## 5. MOST CHALLENGING PART OF THE JOB

- Organise, prioritise, and adjust own workload to enhance the delivery of patient care....
- Prepare the patient for and assist with specific procedures appropriate to the clinical area
- Prepare equipment and resources appropriately for the activity to be undertaken
- Prepare the patient for the test/procedure, ensuring that they are appropriately informed
- Carry out agreed area specific procedures and perform clinical skills as required in accordance with local / Trust guidelines and policies.

### Overall clinical activities to consider:

These may include:

- 12 lead ECG recording
- Venepuncture / Blood culture Health promotion advice
- Urethral catheterisation (male & female) education
- Observation of wound & Aseptic wound dressings
- Removal of clips/sutures o NG tube insertion

### □ OTHER □

The post-holder must comply with all RCHT Policies and Procedures.

The post-holder must work within infection control guidelines to ensure that work methods do not constitute a risk of infection either to the health care professional, to the client or to any persons working/visiting in RCHT premises.

This job description is subject to the Terms and Conditions of service of Royal Cornwall Hospitals NHS Trust, and the post holder will undertake any other duties which may be required from time to time.

**THIS JOB DESCRIPTION IS SUBJECT TO REVIEW IN CONSULTATION WITH THE POST HOLDER**

## JOB DESCRIPTION AGREEMENT

Job holder's Signature: Head  
of

Date:

Department Signature:

Date:

Title:

Please note:

Rehabilitation of Offenders Act



This post is exempt from the Rehabilitation of Offenders Act 1974. A provisional offer of employment will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.

**The Royal Cornwall Hospitals Trust is a non-smoking organisation. Smoking will not be permitted on any of the sites by staff in trust uniform and/or wearing a trust identification badge in any location, in vehicles owned or leased by the Trust or in the homes (including gardens) of any patients visited at home.**

**Person Specification For The Post Of: Assistant Practitioner / Nursing Associate – Band 4**

All requirements listed in this specification must be (a) essential to the post and (b) assessable within the selection process.

<b><u>ATTRIBUTES</u></b>	<b>REQUIREMENTS</b>		<b>METHOD OF ASSESSMENT</b>
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	
<b>QUALIFICATIONS</b>	Clinical Assistant Practitioner Foundation Degree / Higher. Apprenticeship in Healthcare Practice.		Portfolio Qualifications
<b>EXPERIENCE</b>	<p>Demonstrable experience as an HCA involved in direct patient care</p> <p>Experience in carrying out assigned duties/assisting qualified staff after training</p> <p>Working in a multidisciplinary team</p> <p>Good standard of written and spoken English</p>	Relevant experience in post being applied for	Application Form Interview & References

COMMUNICATION	<p>Able to communicate accurately and effectively with patients and colleagues, verbally and in writing</p> <p>Ability to communicate complex challenging and sensitive information with interprofessionals, patients, carers, and the general public</p> <p>Able to deal with the public in person and on the phone</p>		
	<p>Able to support and reassure patients/carers in distress</p> <p>Promotes importance of maintaining confidentiality</p> <p>Excellent IT skills</p>		

<b>PERSONAL AND PEOPLE DEVELOPMENT</b>	<p>Demonstrates understanding of own role within the team</p> <p>Willing to produce a personal development</p> <p>Ability to demonstrate positive role modelling and promotion of continuing development to members of the team</p> <p>Able to mentor and assess other unqualified staff undertaking vocational qualifications</p>		
<b>PERSONAL ATTRIBUTES</b>	<p>Demonstrates positive values towards others</p> <p>Presents self in a professional manner</p> <p>Able to respond to others with respect and sympathy</p> <p>With a constantly changing healthcare environment, positively promote, challenge and implement the required</p>		<p>Interview &amp; References</p>
	<p>management of change</p>		

<b>EQUALITY AND DIVERSITY</b>	<p>Experience of giving care in a multi-cultural environment</p> <p>Ability to challenge discrimination</p> <p>Knowledge and understanding of the importance of equal opportunities</p> <p>Demonstrates understanding of importance of maintaining privacy and dignity</p>		Interview & References
<b>SPECIFIC REQUIREMENTS</b>	Flexible approach to shift patterns		
<b>ADDITIONAL CIRCUMSTANCES</b>	<p>A criminal record (disclosure and barring) check satisfactory to the organisation.</p> <p>Ability to undertake duties</p> <p>Occupational health clearance</p> <p>Post-holder must comply with professional code of conduct and/or code of conduct for NHS managers where applicable.</p>		