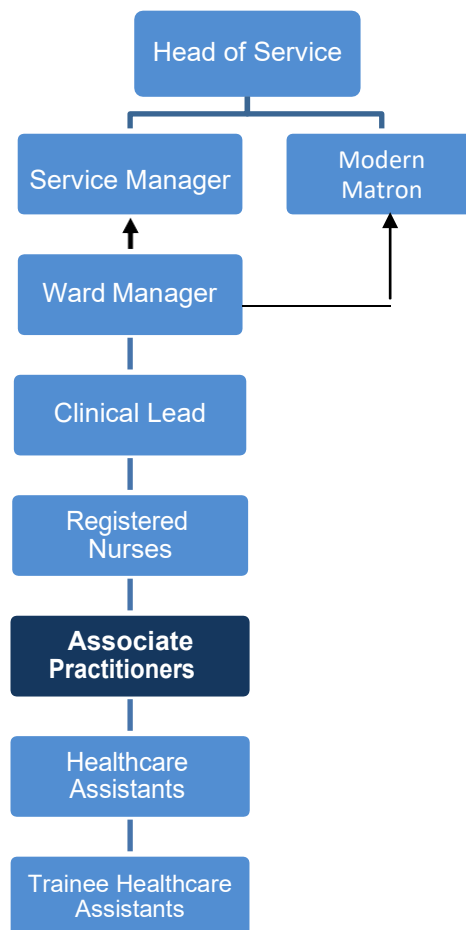


JOB DESCRIPTION

Section One

| | |
|-------------------------|--|
| Job Title: | Associate Practitioner (inpatients) |
| Band: | 4 |
| Locality: | As designated (D&D, Tees or NY) |
| Service: | Adult Learning Disabilities |
| Accountable to: | Service Manager Teesside (managerially) Modern Matron Durham & Darlington (managerially) Modern Matron Teesside and D&D (professionally) |
| Responsible to: | Ward Manager |
| Responsible for: | Day to day supervision of healthcare assistants |

Organisation Chart:



2.0 Job Summary

- 2.1** To improve the lives of people with learning disabilities by minimising the impact of their condition through the delivery of excellent services to promote recovery and well being.
- 2.2** To be compassionate in meeting the needs of patients and their carers.
- 2.3** To deliver patient care as directed by the nurse in charge of the ward, undertaking a range of clinical/therapeutic interventions with limited or indirect supervision.
- 2.4** To show commitment to and participate in quality improvement activities.
- 2.5** To provide day to day supervision of healthcare assistants.
- 2.6** To promote at all times a positive image of people with learning disabilities.
- 2.7** To promote at all times a positive image of the Adult Learning Disabilities Service and the wider Trust.

3.0 Main Duties and Responsibilities

3.1 Clinical Responsibilities, Patient Contact

- 3.1.1** Maintains safety, privacy and dignity of all patients in the delivery of patient centred care, recognising and respecting differences including spiritual and cultural beliefs.
- 3.1.2** Responsible for recognising the signs of patient harm, abuse or neglect, including poor clinical practice, identifying issues regarding the safeguarding of children who may be at risk and reporting all such concerns in accordance with Trust Safeguarding procedures.
- 3.1.3** Contributes to the creation of a physical and psychological environment conducive to the provision of high quality care.
- 3.1.4** Assists patients in the provision of personal care and encourages independence.
- 3.1.5** Undertakes a range of delegated clinical/therapeutic activities to implement, evaluate and modify (within established parameters) intervention plans as part of the multi disciplinary team. Patients have learning disabilities and may demonstrate behaviours that challenge. Some patients have associated mental health conditions or complex physical health needs. Some may have difficult family situations of relevance.
- 3.1.6** Completes patient assessment tools and accurately summarises within patient care records.
- 3.1.7** Participates in the therapeutic engagement and observation of patients as delegated.
- 3.1.8** Identifies changes in patients' presentation and acts, reports and records appropriately.

- 3.1.9 Regularly accompanies and provides support to patients away from the clinical area, as delegated and dependent on current risk assessment. This includes social inclusion/community integration/transfer to and from appropriate areas e.g. acute hospitals, police stations etc. Drives Trust vehicles as and when required, if licensed.
- 3.1.10 Accurately records and reports physiological observations (e.g. temperature, blood pressure, pulse, oxygen saturation, blood glucose, Waterlow risk assessments etc)
- 3.1.11 Carries out venepuncture as required, if trained.
- 3.1.12 Assists with wound management as directed by the individual intervention plan
- 3.1.13 Demonstrates safe physical interventions in the management of violence and aggression as required.
- 3.1.14 Demonstrates safe moving and handling of patients using equipment as required.
- 3.1.15 Assists in the provision of health education and advice on health promotion to patients and their carers.
- 3.1.16 Where appropriate and agreed, may take responsibility as lead professional for patients on Standard Care.

3.2 Administrative Responsibilities

- 3.2.1 Undertakes administrative tasks in relation to own work
- 3.2.2 Uses Microsoft Office applications

3.3 Responsibility for Information Systems

- 3.3.1 Responsible for maintaining accurate and comprehensive patient records using PARIS in accordance with the Trust and professional record keeping standards

3.4 Responsibility for Planning/Organising & Strategic/Business Development

- 3.4.1 Plans and organises own workload and patient care activities, prioritising appropriately in accordance with safety and patient need.
- 3.4.2 Delegates tasks to healthcare assistants.

3.5 Policy Development

- 3.5.1 Contributes to the development of policies and procedures in own area as part of the ward team or special interest group.

3.6 Service Development, Project Management

- 3.6.1 Contributes to continual safety and quality improvement activities as part of the ward team or special interest group.

3.7 Financial Responsibilities

- 3.7.1 Handles cash, cheques and patient valuables as part of the safe keeping procedure.

3.8 Responsibility for Physical Resources, Estates, Hotel Services

- 3.8.1 Has a personal duty of care to ensure all equipment is used safely and effectively, following manufacturer's instructions, and immediately reporting any defects in accordance with local procedures
- 3.8.2 Prepares or assists patients to prepare and serve meals to other residents.
- 3.8.3 Uses available resources efficiently and effectively.

3.9 Research and Audit

- 3.9.1 Demonstrates an awareness of the audit process within the clinical governance framework and the relevant standards that are required and monitored within the team.
- 3.9.2 Participates in Trust audits and surveys.
- 3.9.3 Participates in information collection for clinical audits specific to own work area.
- 3.9.4 Participates in the implementation of agreed action plans.
- 3.9.5 Participates in practice development initiatives as part of the ward team.

3.10 Staff Management, Training and Development, HR

- 3.10.1 Supervises the care delivery of healthcare assistants and delegates day to day activities, as directed by registered nurses.
- 3.10.2 Participates in the induction of new staff to the clinical area.
- 3.10.3 Provides guidance, advice and support as appropriate to student nurses and other learners who may be shadowing the post holder.
- 3.10.4 Delivers programmes of learning for healthcare assistants and students on the ward. Assesses learning outcomes when appropriately trained.

4.0 Communication

- 4 1 Communicates in a way which recognises difference and ensures that people feel included and their individual communication needs are met.
- 4 2 Communications with patients must at all times be safe (appropriate) in content, effective and respectful and made compassionately and positively to minimise anxiety and distress related to their health and well-being.
- 4 3 Uses appropriate communication methods to ensure effective therapeutic engagement with patients including the giving and receiving of sensitive information where understanding may be limited.
- 4 4 Communicates information regarding patients' needs and progress to carers/relatives as appropriate, having due regard for confidentiality and in a positive, supportive and timely manner.
- 4 5 Works in partnership and communicates effectively with all members of the multi-disciplinary team, and external agencies as appropriate e.g. GP, Social Worker, Housing, private sector providers and voluntary agencies providing structured, objective clinical information and attending multidisciplinary and other meetings as required.
- 4 6 May participate in special interest groups.
- 4 7 Proactively engages with visitors to the ward and communicates in a professional and courteous manner at all times.

5.0 Analysis and Judgement

- 5 1 Recognises own limitations and makes judgements within level of own competency when undertaking patient assessment, physiological measurements and therapeutic interventions, in order to modify intervention plans within agreed parameters.
- 5 2 Recognises unpredictable or non-routine situations, takes appropriate action within agreed parameters and decides when to escalate issues to more senior staff.
- 5 3 Responsible for maintaining appropriate boundaries with patients.

6.0 Freedom to Act

- 6 1 Day to day supervision provided by registered nurses.
- 6 2 Carries out delegated duties in accordance with agreed intervention plans, policies and procedures with limited supervision.
- 6 3 Works within range of own competency and scope of practice.
- 6 4 Regularly accompanies patients away from the clinical environment into community settings with advice available by telephone.

7.0 Personal Responsibilities

The post holder must:

- 7.1 Comply with the terms of the contract of employment, the Staff Compact and the Trust's Statement of Values and Behaviours.
- 7.2 Be aware of, comply with and keep up to date with all Trust Policies and Procedures and other communications relevant to the role.
- 7.3 Maintain registration with the appropriate professional body where applicable and comply with the relevant code of conduct and standards of professional practice.
- 7.4 Fully participate in management, clinical and professional supervision sessions relevant to the role, as required by the Trust.
- 7.5 Fully participate in annual appraisal and appraisal reviews.
- 7.6 Maintain up to date knowledge and competency in the skills required to perform safely and effectively in the role. Undertake relevant training (including statutory and mandatory training) and be responsible for personal development agreed with the line manager and in line with the requirements of the AFC Knowledge and Skills Framework.

8.0 General

The post holder must:

- 8.1 Comply with the Trust's Information Governance Policies and maintain confidentiality of information at all times in line with the requirements of the Data Protection Act.
- 8.2 Comply with the Trust's Health and Safety Policy and risk management procedures and report as necessary any untoward incident or hazardous event in accordance with local procedure.
- 8.3 Carry out the duties of the post with due regard to the Equality and Diversity Policy.
- 8.4 Comply with the Trust's Infection Control Policies as appropriate to the role.
- 8.5 Comply with the Safeguarding of Children and Adults policies and protocols as appropriate to the role.
- 8.6 Comply with the Behaviours that Challenge Policy as appropriate to the role.

9.0 Other requirements

- 9.1 The post holder may be required to undertake duties not specified in the job description, but which are commensurate with the role and/or band as required by service need.

- 9.2 The post holder may be required to work in locations other than those specified in the job description as required by service need.
- 9.3 The post holder may be required to work flexible hours as required by service need.
- 9.4 There may be a requirement to change the job description in light of developing service needs.

10.0 Person Specification

| | Essential | Desirable |
|-----------------------|--|-----------|
| Qualifications | <p>Qualified Post</p> <ul style="list-style-type: none"> Foundation Degree in Health and Social Care <p>Trainee Post</p> <ul style="list-style-type: none"> NVQ Level 3 in Health and Social Care and willingness to work towards achieving the Foundation Degree. Qualification must be achieved within agreed timescale <p>AND</p> <ul style="list-style-type: none"> NVQ Assessors Award or willingness to work towards. Qualification must be achieved within agreed timescale. Certificate in Food Hygiene within agreed timescale. Key skills in literacy, numeracy and ITQ level 2 (or equivalent) | |
| Experience | <ul style="list-style-type: none"> Previous experience of working with people with mental ill health or learning disabilities. Previous experience as a Band 2/3 HCA or equivalent in a care environment. | |
| Knowledge | <ul style="list-style-type: none"> Person centred care Willing to undertake learning in areas such as epilepsy, challenging behaviour, autism, dementia or other mental health conditions of relevance to the role. Evidenced based knowledge of best practice in caring for patients in the designated field. Awareness of legal frameworks including Mental Health legislation Care Programme Approach | |

| | | |
|---------------|---|--|
| Skills | <ul style="list-style-type: none"> • Effective verbal and written communicationskills • Time management and ability to prioritise effectively | <ul style="list-style-type: none"> • Competency in venepuncture |
|---------------|---|--|

| | | |
|----------------------------|--|--|
| | <ul style="list-style-type: none"> • Competency in record keeping (within agreed timescales) • Approved techniques in physical intervention (within agreed timescale) | |
| Personal Attributes | <ul style="list-style-type: none"> • Able to work in accordance with the Staff Compact and Trust Values and Behaviours. • Compassionate in meeting the needs of vulnerable people and their families and carers. • Able to work flexibly and co-operatively as part of a team. • Committed to continual quality and service improvement • Self awareness and committed to continual personal development. | |
| Other Requirements | <ul style="list-style-type: none"> • Ability to travel independently in accordance with Trust policies and service need. • This post is subject to a satisfactory Criminal Records Bureau Disclosure. | <ul style="list-style-type: none"> • Licensed to drive Trust vehicles |

JOB DESCRIPTION AGREEMENT SNM002: v3: October 2022

Post Holder

Sign..... Date.....

Print Name.....

Line Manager

Sign..... Date.....

Print Name.....

Print Job Title.....



Our Journey To Change key messages

It's really important that as we continue to raise awareness and embed Our Journey To Change we use key messages. They will help us to use a shared language to communicate consistently with everyone and to make sure that what we say is simple and human. The key messages below are for use in the communications we share and conversations we have about Our Journey To Change.

Key messages:

- Our Journey To Change sets out why we do what we do, the kind of organisation we want to become and the way we will get there by living our values, all of the time. To help us achieve this we have also committed to three big goals over the next five years.
- Our Journey To Change was created with more than 2,500 colleagues, service users, families, carers, partners and our local communities who all took part in Our Big Conversation. We listened to every piece of feedback – and we will continue to listen.
- Through our conversations it was clear that the experience we provide to our service users, carers and colleagues was not consistently good and partners told us we weren't always easy to work with. We are committed to ensuring that we improve this experience for everyone.
- Change won't happen overnight but Our Journey To Change will be placed at the centre of everything we do and will inspire all actions and decision making at all levels, all of the time.
- This is our journey with you – it's important that everyone continues to be part of this.

Our values - key messages

- We are committed to co-creating safe and personalised care that improves the lives of people by involving them as equal partners. The most important way we will get there is by living our values, all of the time.
- Our values are respect, compassion and responsibility. They were created with more than 2,500 colleagues, service users, families, carers, partners and our local communities who all took part in Our Big Conversation.
- Our values are:
 - respect – we listen, we are inclusive and we work in partnership
 - compassion – we are kind, we are supportive and we recognise and celebrate achievement
 - Responsibility – we are honest, we are always learning and we are ambitious.
- Our values are at the heart of everything we do.

Further information

Further information is available at www.tewv.nhs.uk/about-us/our-journey-to-change

There is also further information for colleagues on our internal staff intranet
<https://intranet.tewv.nhs.uk/our-journey-to-change>