

**Tameside and Glossop Integrated Care NHS FOUNDATION TRUST**

**Division of Surgery Womans and Childrens**

**POST:** Assistant practitioner

**BAND:** Band 4

**REPORTS TO &  
RESPONSIBLE TO:** Unit Sister

**ACCOUNTABLE TO:** Unit Manager

**JOB SUMMARY:**

To assist qualified nursing staff and consultants to deliver direct/indirect quality clinical care to patients undergoing procedures within the specialty of Endoscopy. Working without direct supervision but within defined limits and competence for the post using own initiative.

Assessment, delivery and recording of direct and indirect care to patients undergoing diagnostic and therapeutic endoscopy procedures as delegated by registered nurse/consultant.

Contribute to care of patients in transition from one care setting to another. Work within defined limits and competence whilst using own initiative with remote supervision by the sister or other registered nurse.

The primary focus of this role is to provide an effective and high quality services in relation to the specified clinical procedures within the Endoscopy service. This involves undertaking a range of clinical procedures where there is a requirement to have knowledge of the procedure, and due to the nature of the procedure being undertaken, a requirement to have a knowledge of how to deal with related non-routine activities, such as dealing with complications, answering questions, or monitoring progress during/following the procedure.

The post holder will need to be highly organised, able to work without direct supervision, and be an excellent communicator, with the ability to support the team in the day to day operation of the Unit

**SECTION 1- MAIN RESPONSIBILITIES:**

- Assist individual patients with all care needs within department under the indirect supervision of a registered nurse or other registered professional.
- Contribute to the ongoing support of patients and their relatives during their time in the department and during transition to other care environments.

- Provide assistance and support of patients during long and potentially difficult procedures for e.g. Colonoscopies and ERCPS which require monitoring the condition/progress of the patient during the procedure.
- Assist with obtaining, transmitting and storing information related to the delivery of a care service.
- Assist and contribute to the movement and treatment of patients to achieve physical comfort and minimise the adverse effects of pressure according to the prescription of care. Report areas of concern to qualified staff.
- Provide patients with information about the department and specified procedures as necessary, answering questions / providing additional advice as required.
- Support the nursing team in care delivery to patients in specialist areas of the department eg procedure rooms, recovery area and admissions.
- Assessment of patient's condition through measuring and recording observations, for e.g. Blood pressure, Pulse, Blood glucose. Using medical devices as directed.
- Accurately record and interpret observations and using initiative, observational skills and judgement respond to patients changing condition and to implement care, according to departmental protocols/care pathways as appropriate.
- Communicate effectively to ensure appropriated handover of information to all service users, including verbal and clear, concise written information.
- To assist and enable the patient to achieve all activities of daily living encouraging independence and promoting health, whilst maintaining patients dignity with the department.
- Participate in clerical duties as required.
- To be responsible for assisting the team to promote and maintain a safe and clean environment ensuring that equipment and surrounding areas are maintained to a set standard, including clinical and sharps waste *and decontamination of the Endoscopes*.
- Participating in stock control and putting away stock deliveries.
- Answering the telephone and recording or relaying messages timely and accurately and any other appropriate administration/clerical duties.
- Be aware and contribute to the clinical governance agenda.
- Provide safe transfer of patients by escorting to wards and departments as necessary
- Any other duties as required and appropriate to the level of this post.

## **SECTION 2- KNOWLEDGE AND SKILLS**

- To maintain and establish effective communication with patients and relatives
- To have an understanding of JAG and BSG guidelines.
- To adhere to all Trust policies.
- To frequently move and manoeuvre patients within the clinical area.
- AP

## **SECTION 3- EFFORT AND ENVIRONMENT**

- Partake frequently in tasks requiring physical effort for short periods.
- Manage and participate in distressing situations on a daily basis.
- Maintain contemporaneous patient records at all times.
- Wear a lead gown in certain situations for a prolonged period of time.

## **SECTION 4-ADDITIONAL REQUIREMENTS**

### **1. To provide cover for colleagues as directed by your manager.**

### **2. Risk Management (Health & Safety)**

a) You will follow risk management procedures at all times. The Risk Management procedures for the Trust and the department are kept by the departmental manager.

b) You are personally responsible for Risk Management issues in respect of yourself and your colleagues.

c) If you identify a potential hazard you should report it to your manager / supervisor at once. If in doubt you should speak to your manager for guidance.

d) You must always use safety equipment provided, and report any defects to your manager. You must attend Risk Management Training as directed by your manager.

e) If you are a manager or have line management responsibilities for staff or a department or area of work, you are responsible for the Risk Management issues in that area. You will ensure that there is an annual Risk Management audit in your area and make sure that where necessary, an action plan eradicating risks is drawn up and implemented.

f) Should you need help in resolving Risk Management matters, you must seek assistance from your manager.

### **3. Infection Prevention and Control**

a) You are personally responsible for ensuring that you protect yourself, patients, visitors and colleagues from the risks of infection associated with health care activities and the care environment.

b) You must adhere to infection prevention and control policies at all times liaising with the infection control team and acting on any instructions given.

c) You must attend regular infection prevention and control update training.

d) You should at all times promote and demonstrate good practice for the prevention and control of infection.

**4. To avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.**

**5. To safeguard at all times confidentiality of information relating to patients and staff.**

#### **6 Child Protection and Vulnerable People**

It is the responsibility of all staff to safeguard children and/or vulnerable adults, to access training to ensure they know what constitutes abuse, and what support is available to them, at a level appropriate to their role and responsibilities.

To report any concerns, without delay, to the identified person within their department/division or area of responsibility as per the relevant policies, keeping clear records, and following up as required to ensure necessary actions have been taken.

#### **7. No Smoking Policy**

The Trust operates a No Smoking Policy which states that smoking is prohibited within all Trust premises and on the site. This includes entrances, exits, cars, lease cars, car parks, pavements and walkways, areas hidden from general view and residences. As an employee of the Trust you are expected to comply with this policy, failure to do so may result in disciplinary action being taken under the Trust's Conduct and Disciplinary Policy.

**8. To behave in a manner which ensures the security of NHS property and resources.**

**9. To abide by all relevant Trust Policies and Procedures.**

This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required.

**This job description is subject to regular review and appropriate modification in consultation with the post holder.**

### Person/Role Specification Band 4 in Endoscopy

Essential	Desirable	Assessment
<b>Qualifications:</b>		
<ul style="list-style-type: none"> <li>Assistant Practitioner certification.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of JAG/GRS</li> </ul>	Application/interview
<b>Experience:</b>		
<ul style="list-style-type: none"> <li>Portfolio of evidence showing achievements in nursing patients with varied health care problems.</li> <li>Working in a hospital environment.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in Endoscopy.</li> <li>Gin portfolio.</li> </ul>	Interview Portfolio Application
<b>IM&amp;T:</b>		
<ul style="list-style-type: none"> <li>Competent in use of IT packages such as Microsoft Word, Excel, and PowerPoint.</li> <li></li> </ul>		Interview Application
<b>Audit and Research:</b>		
<ul style="list-style-type: none"> <li>Demonstrates ability and knowledge on how to undertake audit and feedback to clinicians.</li> <li>Demonstrates knowledge of research based practice.</li> </ul>	<p>Knowledge of Jag Audits.</p> <p>Knowledge of Endoscopy procedures.</p>	Portfolio Interview