

**Central Manchester and Manchester Children's  
University Hospitals NHS Trust**

**Role Specification**

**Job Title**                    **ASSISTANT PRACTITIONER**

**Grade**                        **CSW 4**

**Accountable to**        **WARD MANAGER**

**Job Summary**

The Assistant Practitioner will function at a higher competency level than that of other Health Care Support workers with responsibility for actively participating as part of the Multi Disciplinary Team within the ward/dept, to provide a seamless service to patients with proximal supervision from a registered nurse/practitioner. The post holder will continue to develop and undertake a range of delegated tasks and delegated authority and will report to a Registered Practitioner. The Assistant Practitioner will provide general/ specific care as specified below for a client group and will be proficient and competent to work across professional disciplines, referring patients for Allied Health Professional assessment and treatment or to other agencies as required. The post holder will also be required to play an integral role in the delivery of Essence of Care Benchmarking activities.

It is anticipated that this role will continue to develop through the acquisition of further skills (in particular NVQ Assessment skills), knowledge and competencies to be determined within the clinical teams, with focus on client need.

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**DUTIES AND RESPONSIBILITIES**

**Clinical**

1. Deliver clinical and therapeutic care to patients as required within set protocols and within the scope of the Assistant Practitioner remit.
2. Perform patient assessment (under supervision and after appropriate delegation from the registered practitioner), plan and deliver high standards of care.
3. Develop, implement and evaluate individual care plans, utilising models, protocols, practical and theoretical knowledge.
4. Perform area specific clinical competencies to enhance the delivery of patient care.
5. Coordinate a team of support workers in care delivery and where appropriate other students.

6. Maintain excellent communication with patients, relatives and members of the MDT regarding all aspects of care demonstrating a variety of communication skills in accordance with the client group.
7. Maintain clear concise and legible documentation adhering to standards in accordance with Nursing and Midwifery Council and Trust Policies.
8. Undertake verification of consent in accordance with Trust Consent Policy.
9. Recognise the need for referral and undertake referrals to specialist nurses/ practitioners.
10. Provide concise handovers to other members of the MDT.
11. Coordinate and undertake the safe admission, transfer and discharge of patients in accordance with Bed Management and Trust Policies. Perform effective and timely discharge planning
12. Perform transfer/escort the patient from one care area to another and complete all relevant documentation.
13. Perform the role of 'Key worker' to help deliver for example 'Moving and Handling' Training, Infection Control policies.
14. Provide and promote Health Education specific to the clinical area and in line with national and local policies.
15. Perform a nutritional screen utilising local assessment tool, calculating BMI and refer to Dietitian as appropriate
16. Ensure the appropriate nutritional intake of all patients with due consideration to dietary and cultural needs.
17. Assist and support patients/clients in gaining access to and in the use of appropriate toilet facilities. Measure and record body waste/fluid balance accurately.
18. Assist patient's in maintaining their personal hygiene, grooming and dressing needs with specific concern for their religious, cultural and personal preference, ensuring privacy and dignity at all times.
19. Undertake oral hygiene procedures as per Essence of Care protocol.
20. Assist in providing conditions to meet the patient's need for rest and sleep.
21. Utilise knowledge in the prevention of pressure sores, and risk assessment tools such as Waterlow Score.
22. Appropriate use of prescribed pressure relieving equipment and skin products.
23. Implement and evaluate the plan of care for wound management as directed by a registered practitioner
24. To be aware of specific physical, psychological, social, cultural and spiritual needs of the dying patient and to implement appropriate management strategies in a timely manner as directed by registered staff.

25. Undertake the duties relating to last offices for deceased persons. Ensure that all religious, cultural wishes and obligations are adhered to.
26. Prepare patient for and assist with specific clinical procedures appropriate to each clinical area e.g. lumbar puncture, insertion chest drain, insertion of central line.
27. Monitor and care for patients receiving oxygen therapy as directed by Registered Staff.
28. Undertake and perform clinical skills to enhance the delivery of patient care e.g. Venepuncture, Cannulation, oral pharyngeal suctioning, removal clips, sutures and 12 lead ECG recording
29. Measure, monitor & record the following vital signs:-
  - Temperature, Blood pressure, Pulse, Respiration
  - Peak flow
  - Oxygen Saturation,
  - Neurological observations
  - Early Warning Score

Reporting adverse signs to Registered Nurse/ Doctor/Therapist.

30. Perform and record blood glucose levels utilising blood glucose monitoring equipment, perform and record urine testing as per Trust policy, reporting only adverse results to Registered Nurse on duty.
31. Maintain Intravenous Therapy safely as per Trust Policy, report abnormalities to Registered Nurse. The Assistant Practitioner will not alter infusion rates but will perform second checks for infusion fluids without drug additives. Not controlled drugs.
32. Be responsible for and demonstrate competence utilising mechanical infusion pump devices. Perform equipment and alarm checks at each shift change.
33. Obtain requested specimens and ensure transportation to appropriate department – Urine, Faeces, Sputum, Exudates e.g. swabs – nose, eye, wound site, etc.
34. Order routine bloods/investigations, have a basic understanding of normal and altered values, report adverse results.
35. Care of Plaster of Paris applications (P.O.P), including educating the patient in the care of limb/P.O.P post application.
36. Assist with basic cardio-pulmonary resuscitation procedures.
37. To follow prescribed therapy programmes to promote functional independence

### **Environment Support**

38. Ensure clinical area is prepared and maintained as appropriate to individual patient needs.
39. Maintain the work environment in line with Trust Health and Safety policies and infection control policies.
40. Identify deficiencies within agreed stock levels of CSSD / stores goods and equipment and replenish as appropriate.

41. Identify and take appropriate action when equipment malfunctions
42. Check Resus trolley in accordance with departmental policy.
43. Identify risk issues, which potentially could affect the patients/clients health or social care needs.
44. Administer medication as agreed by local policy for specific client groups.

### **Professional**

45. Be familiar and comply with all Trust Policies and Procedures
46. Act at all times in a manner, which illustrates respect for privacy, dignity and confidentiality.
47. Exhibit professional behaviour and attitude at all times, and demonstrate excellent customer care skills.
48. Work within the parameters of the Assistant Practitioner Conduct Guidance Document (Sept 2003).
49. Maintain responsibility for the identification of own continuing educational needs and development. Formulate a Personal Development Plan and take part in annual appraisal.
50. Maintain competence in Resuscitation, Moving, Handling, and Fire Education through annual attendance of lectures in adherence to Trust Policy.
51. Adhere to Trust Uniform Policy
52. Maintain and adhere to Trust Zero Tolerance policy

### **Administration**

53. Assist administration as necessary to promote a consistent approach to care delivery of the highest standard i.e. monitoring stock levels, preparing notes, relevant charts, communicating messages and obtaining results.
54. Use IT systems for e.g. data collection, patient records, information and treatment investigative requests.
55. Effectively utilise resources within departmental budgetary requirements.
56. Ensure that correct procedures are followed in the event of an incident or accident involving patients, staff or visitors.
57. Participate in ward/dept meetings.
58. Participate in the induction and orientation of newly appointed staff, students and cadets to the ward/dept.

59. Ensure safe custody, return or disposal of patient's property in accordance with Trust Policies.

### **Development and Assessment of other Health Care Workers**

60. Supervise, assess and mentor Trainee Clinical Support Workers, HCSW's, Trainee Assistant Practitioners and Cadets participating in ward education programmes.

61. Provide general support to other trainers in the work place e.g. Practice Trainer.

62. Act as a role model by upholding and implementing good practice in the workplace, always ensuring the highest standards of evidence based care.

63. Under the A1 assessment training, to assess up to NVQ Level 3.

**This job description is an outline of the key tasks and responsibilities of the role and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services, as well as the personal development needs of the post holder.**

**Where particular Directorates require the post holder to focus on specific issues and/or areas of concern, this will be discussed through the performance management process.**

#### **Health and Safety**

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.

#### **Security**

The post holder has a responsibility to ensure the preservation of NHS property and resources.

#### **Confidentiality**

The post holder is required to maintain confidentiality at all times in all aspects of their work.

#### **Team Briefing**

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

#### **Smoking Control Policy**

The Trust operates a smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas. Staff appointed will agree to only smoke in designated areas.

#### **THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER**

Signed (Employee):

Date:

Signed (Manager):

Date:

AMV Aug 2004

**PERSON SPECIFICATION**  
**Assistant Practitioner**

<b>QUALITY</b>	<b>ESSENTIAL CRITERIA</b> <b>Necessary for safe and effective performance in the job</b>	<b>DESIRABLE CRITERIA</b> <b>Elements that contribute to improved job performance</b>	<b>METHOD OF ASSESSMENT</b>
<b>Educational Qualifications</b>	<ul style="list-style-type: none"> <li>• General education completed.</li> <li>• FdA in Health and Social Care</li> </ul>	GCE, GCSE's particularly in English and Maths.	Certificates
<b>Training/ Knowledge</b>	<ul style="list-style-type: none"> <li>• NVQ Level 3 in Care</li> <li>• Commitment to undertake NVQ A1 Assessor units</li> </ul>	NVQ Assessor Units A1 Assessor Units	Certificates
<b>Work Experience</b>	Experience of working in an acute "care" environment, undertaking a full range of clinical competencies to NVQ Level 3 and FdA competency portfolio	Experience of working in more than one speciality within a health care environment.	Application form Portfolio evidence Interview
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to perform area specific core clinical competencies</li> <li>• Good communication skills.</li> <li>• Ability to prioritise and organise workload</li> <li>• Able to work on own initiative, following minimal direction by Registered Nurse/Practitioner</li> <li>• Assessment skills</li> <li>• Ability to problem solve</li> <li>• Basic IT Skills</li> </ul>	Mentorship skills	Application form Portfolio evidence Interview
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Committed to delivering high standards of patient care.</li> <li>• Able to relate well with patients/clients/relatives/visitors and colleagues within the multi-disciplinary team</li> <li>• Committed to continued personal and educational development</li> </ul>		Interview





### **Emotional Effort**

Does the Job Holder deal with distressing or emotional circumstances/information, directly or indirectly?

Directly       Indirectly       No

How often?       Every shift     Weekly    Monthly    Less often

### **Working Conditions**

Does the Job Holder work in unpleasant working conditions? (4)

Yes       No

How?       Direct exposure    Indirect exposure

How often?       Every shift     Weekly    Monthly    Less often

*4 Direct exposure to dirt, dust, smell, noise, inclement weather, extreme temperatures. Indirect exposure to or in the vicinity of body fluids, foul linen, fleas, lice, noxious fumes.*

## **JME Effort form Appendix**

### **Assistant Practitioner**

The roles of Assistant Practitioner can at times be unpredictable in nature, the post holder can sometimes be required to change from one activity to another at third party request or to respond to patient need. Typical examples of this are:

Answer Telephone enquiries

Attend Ward rounds

Respond to ward incident (Patient Fall, ensure safety of confused patient)

Ward Emergency (Resuscitation)

Check medication with colleagues

Reassure distressed patients and their relatives