

## JOB DESCRIPTION

### JOB DETAILS:

Job Title:	Assistant Practitioner
Band:	4
Directorate:	Neighbourhoods
Department:	Intensive Dementia Service
Responsible for:	Working within a multi disciplinary team to support, assess and treat individuals with dementia
Responsible to:	Intensive Dementia Service Manager
JD updated:	May 2023

### Department Core Purpose

The Intensive Dementia Service is an assessment and home treatment service for individuals with a diagnosis of Dementia, presumed dementia and increased level of confusion. In addition to this the individual would be presenting with a level of challenging behaviours and risk that if not treated could lead to an admission into hospital. The team provide intensive visits which can be up to twice a day to assess, treat and stabilise the individual and work closely in a multi disciplinary framework with carers and other professionals. Individuals may be living in their own homes or within a care home setting.

The teams interventions include assessment and mitigation of risk, medication review, treatment and monitoring, developing behavioural support plans and supporting with the implementation of this, role modelling of approach and support, health needs assessment and education to carers.

### Job Purpose:

Assistant Practitioners work as part of the Intensive Dementia Support Service and have direct contact with patients, service users or clients providing high quality and compassionate care. Assistant Practitioners work at a level above that of healthcare support workers and have a more in-depth understanding about factors that influence health and ill-health. Assistant Practitioners will develop additional skills and knowledge based on the work of the Intensive Dementia Support Service to support the Registered Professionals within the team to provide assessment and treatment and to prevent hospital admission for patients on the caseload.

An Assistant Practitioner works under the supervision of a Registered Practitioner in accordance with Trust policy, protocols and standard operating procedures. The Registered Practitioner remains accountable for the appropriate and effective delegation of activities and must ensure that the Assistant Practitioner has the



competency, confidence and expertise to carry out such activities. Having accepted the activity, the Assistant Practitioner is accountable for their actions. In a situation where the Assistant Practitioner feels they do not have the necessary skills or ability then they must alert the registered practitioner immediately.

## **Key Relationships**

- Supervisor/Line manager
- Patients, relatives, carers and the public
- Intensive Dementia Support Service Staff
- Community Teams
- AHP Colleagues
- Social Services
- Care Agencies
- External relationships with other agencies and Acute NHS Trusts
- Home Treatment Team
- Administrative Staff



## **Duties and Responsibilities**

### **Communication and Key Working Relationships**

- Promotes effective inter-professional and multi-disciplinary team working with peers, colleagues and staff from other agencies and provides appropriate leadership within the scope of the role.
- Promotes and advocates Equality, Diversity and Inclusion (EDI).
- To ensure clear lines of communication and work collaboratively with all relevant health care professionals and agencies.
- Demonstrates the ability to communicate complex sensitive information to a wide variety of professionals through a variety of methods including the use of interpersonal skills.
- To vary the style and level of communication with individuals in order to meet the differing levels of understanding.
- To contribute to clinical reviews with the multi disciplinary team
- To take an active part in team meetings providing feedback on patient care and contribute to the care planning process
- To help maintain good communication, liaison and working arrangements with the Trust and other organisations.

### **Planning and Organisation**

- Manages own work and case load and implements programmes of care in line with current evidence, taking action relative to an individual's health and care needs.
- To keep up to date with relevant NHS guidance and protocols
- To adhere to and demonstrate Somerset NHS Foundation Trust's Core Values.
- Contribute to relevant projects in relation to service needs.

### **Analytics**

- To preserve confidentiality and be aware of the Data Protection Act, Access to Health record and Consent for Treatment Guidelines.
- To participate in providing regular data collection monitoring and evaluation The post holder will be required to have excellent IT skills.
- reports to the trust and in line with local and national requirements.
- The post holder will be required to use VDU when in putting patient data and preparing complex reports

### **Responsibility for Patient / Client Care, Treatment & Therapy**

- Possess good understanding of the links between physical and emotional ill health and how each can impact on the other
- Undertakes defined clinical or therapeutic interventions appropriately delegated by a Registered Practitioner. These interventions will involve psychological support and physical care where appropriate, promoting independence in keeping with the recovery model.
- To provide high quality patient care, working in a flexible way across the community, and inpatient boundaries, as required, focussing on the need to support patients and their families/carers.



- To work with carers to enhance their understanding of the impact of dementia has on the patient as well as the impact on the carer and the patients wider support network.
- To provide support and interventions to patients in their own homes (including care homes) to enable them to remain in the community during crisis periods.
- Promotes and understands the impact of effective health promotion, empowering healthy lifestyles.
- Undertakes physiological and/or psychological observations as part of an assessment of an individual's healthcare status. Reports changes to the Registered Practitioner when the nature of the change falls outside of the agreed scope of role.
- Support others to complete behaviour monitoring charts to assist with the assessment process
- Infection Prevention and Control: Uses and promotes a range of techniques to prevent the spread of infection Health and safety: Promotes and maintains a safe and healthy working environment.
- Risk Management: Identifies and manages risks, including assessment of moving and handling risk and understanding the nature of risk as it applies to the safeguarding of vulnerable individuals.
- Participates in Risk screening and the exploration and recording of risk history as part of a comprehensive risk assessment to enable decisions to be made by the team and patient about their care and risk management plan.
- The post holder may be required to support anxious or distressed patients and relatives and may be subject to challenging behaviour.

#### **Policy, Service, Research & Development Responsibility**

- To have a good understanding of the principles and philosophy of health and social care
- To understand research and development in the health and social care sector to inform and improve quality of care;
- To participate in provision and promotion of holistic person centred care and support, duty of care and safeguarding of individuals;
- To understand the importance of current evidence based practice within scope of the role
- Proactively makes recommendations to improve the quality of service delivery
- Adhere to the Code of Conduct for Health Care Support Workers.
- Comply with all relevant Policies and Procedures in exercising the duties of the role.

#### **Responsibility for Finance, Equipment & Other Resources**

- The post holder may be regularly exposed to a variety of hazards depending on the area of work.
- The post holder must work within the organisations manual handling policy. Physical activity will be required for short periods of time in any span of duty.
- Awareness and management of environmental risks when working with individuals.

#### **Responsibility for Supervision, Leadership & Management**

- To provide management supervision to Band 3 Support Workers within sphere of competence.



- Allocate work to and support the development of others and supervise, teach, mentor and assess other staff as required.

#### **Information Resources & Administrative Duties**

- Maintaining accurate and up to date clinical records in line with Trust policy.
- To progress referrals to other agencies as directed by the Registered Professional
- To maintain an awareness of current trends both locally and nationally within the sphere of dementia care and crisis work.

#### **Any Other Specific Tasks Required**

- To be expected to develop and maintain all of the clinical skills necessary for the position
- Understand medicines management in line within own role and in accordance with Trust policy.
- To participate in the induction of new staff and contribute to staff orientation programmes.
- Through appraisal and personal development plan identify own personal training needs to meet both professional and organisational objectives.
- To undertake any necessary skills training, professional updates and mandatory training as appropriate to the post and as directed.
- The post holder will be expected to travel to other locations across the County.
- Occasional exposure when imparting unwelcome news to patients, careers and dealing with staffing issues
- Sitting, standing, walking to patient homes.
- The post holder may be regularly exposed to a variety of hazards depending on the area of work.
- The post holder must work within the organisations manual handling policy. Physical activity will be required for short periods of time in any span of duty.
- Awareness and management of environmental risks when working with individuals.



## **Review of this Job Description**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

## **General Information**

At all times promote and maintain the safety of children by working according to the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

## **Confidentiality**

The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the Data Protection Act (1998), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

## **Equality & Diversity**

Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

## **Safeguarding**

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact.

## **Risk Management / Health and Safety**

Employees must be aware of the responsibilities placed on them for ensuring the safety of our patients, service users, visitors and colleagues under the Trust's Risk Management Strategy and policy and under the Health & Safety at Work Act 1974. All employees are expected to be familiar with and comply with the Trust's risk and health and safety policies and procedures and all other policies and procedures relevant to their role.

## **Records Management**

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

## **Clinical Governance**

The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.



## **Prevention and Control of Healthcare Associated Infection**

The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

## **Policies & Procedures**

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

## **Sustainability Clause**

Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.

## **Review of Job Description**

This job description is not an exhaustive list of duties, but is intended to give a general indication of the range of work undertaken within this new role. Work will vary in detail in the light of changing demands and priorities, and therefore the duties identified will be subject to periodic change/review, in consultation with the post holder. All employees have a responsibility to abide by all Trust Policies.





## Person Specification

Requirement	Essential / Desirable	How Assessed
<b><u>QUALIFICATIONS &amp; TRAINING</u></b> <b><u>Evidence of Qualifications required</u></b>  Level 2 English and Maths - (equivalent to GCSE grade C or above).  NVQ3 or equivalent  Demonstrates meeting the standards of the Care Certificate.  An accredited level 5 vocational qualification such as a Foundation Degree or other Level 5 Diploma in Healthcare or willingness to undertake this qualification within agree time scale	E   E E  E	   <b>Interview &amp; Application form</b>
<b><u>KNOWLEDGE</u></b>  Relevant knowledge of the relationship between physical and emotional ill-health  Provision and promotion of holistic person centred care and support, duty of care and safeguarding of individuals  The importance of current evidence based practice within scope of the role  An understanding of emotional and physical impact of illness/disability on an individual, their family/carers	E   E   E  E	   <b>Interview &amp; Application form</b>
<b><u>EXPERIENCE</u></b> Substantial experience in Mental Health or Health sector  Dementia services  Previous experience of working in the community Effective team working skills Ability to manage demanding workload to agreed deadlines and timescales	E  E  E  E	  <b>Interview &amp; Application form</b>





Experience of working with patients with complex needs Supervisory skills	E D	
<b><u>SKILLS &amp; ABILITIES</u></b>  Excellent interpersonal skills.  Excellent written skills.  Mentoring/coaching skills.  Excellent IT skills.  Flexible to work a shift pattern that includes early and late shifts including weekends.  Demonstrate ability to work within a team  Ability to work alone.  Honest and reliable.  Caring and compassionate.  Committed to treating individuals with dignity, respecting beliefs, culture, values and preferences.  Empathic and flexible approach to demanding, sometimes physical and/or verbal abuse from service user/patients  Committed to offering the best possible service to the patient group  Demonstrate courage to challenge areas of concern and work to best practice.  Ability to demonstrate discretion.	E E E E E E E E E E E E E E E	<b>Interview &amp; Application form</b>
<b>COMMUNICATION SKILLS</b> Able to demonstrate a good standard of English language	E	<b>Interview &amp; Application form</b>
<b>PLANNING &amp; ORGANISING SKILLS</b> Demonstrate experience of effective team working  Ability to supervise and support colleagues	E E	<b>Interview &amp; Application form</b>



Committed to continuous improvement.	E	
Ability to manage time and conflicting demands and prioritise workload accordingly	E	
Ability to work autonomously	E	
Evidence of self-motivation	E	
<b>PHYSICAL SKILLS</b> A level of fitness and ability to perform PMVA2, manual handling and BLS training	E	<b>Interview &amp; Application form</b>
<b>OTHER</b> Willingness to use technology to improve standards of care and support to our patients  Subject to the provision of the Disability Discrimination Act  Able to travel using own vehicle on Trust business  An understanding of and commitment to equal opportunity and the issues relating to disabled people  Willingness to work flexibly  Demonstrate skills in written and spoken English, adequate to enable the post holder to carry out the role effectively	E  E  E  E  E	<b>Interview &amp; Application form</b>
<b>SUPPORTING BEHAVIOURS</b>  To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values.  <ul style="list-style-type: none"> <li>• Kindness</li> <li>• Respect</li> <li>• Teamwork</li> </ul>		



### SUPPLEMENTARY INFORMATION

Physical Effort	Yes	No	If yes – Specify details here - including duration and frequency
Working in uncomfortable / unpleasant physical conditions	Yes		Occasionally working in a patients home that may be unhygienic, or unclean
Working in physically cramped conditions		No	
Lifting weights, equipment or patients with mechanical aids	Yes		Very occasionally may need to assist patient in a hoist for very short time periods
Lifting or weights / equipment without mechanical aids		No	
Moving patients without mechanical aids		No	
Making repetitive movements		No	
Climbing or crawling		No	
Manipulating objects		No	
Manual digging		No	
Running		No	
Standing / sitting with limited scope for movements for long periods of time		No	
Kneeling, crouching, twisting, bending or stretching		No	
Standing / walking for substantial periods of time		No	
Heavy duty cleaning		No	
Pushing / pulling trolleys or similar	Yes		May occasionally need to push a patient in a wheelchair
Working at heights		No	
Restraint ie: jobs requiring training / certification in physical interventions	Yes		Training provided at PMVA level 2 focused on breakaway techniques and identifying escalating behaviour. Does not use restraint
Mental Effort	Yes	No	If yes - Specify details here - including duration and frequency
Interruptions and the requirement to change from one task to another ( give examples)	Yes		Occasionally during duty role may get interruptions to record keeping by the telephone or junior staff asking for clarification
Carry out formal student / trainee assessments		No	
Carry out clinical / social care interventions	Yes		Frequently will carry out clinical and social care interventions
Analyse statistics		No	



Operate equipment / machinery		No	
Give evidence in a court / tribunal / formal hearings		No	
Attend meetings (describe role)	Yes		Participate in monthly team meetings, daily handovers and weekly MDT's
Carry out screening tests / microscope work		No	
Prepare detailed reports		No	May contribute to these
Check documents		No	
Drive a vehicle	Yes		Drive a vehicle to and from clinical visits
Carry out calculations		No	
Carry out clinical diagnosis		No	
Carry out non-clinical fault finding		No	
<b>Emotional Effort</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
Processing (eg: typing / transmitting) news of highly distressing events		No	
Giving unwelcome news to patients / clients / carers / staff		No	
Caring for the terminally ill		No	
Dealing with difficult situations / circumstances	Yes		Frequently managing patients who are in crisis and communicating with their families
Designated to provide emotional support to front line staff		No	
Communicating life changing events		No	
Dealing with people with challenging behaviour	Yes		Frequently dealing with patients who may be verbally abusive and occasionally physically aggressive/hostile
Arriving at the scene of a serious incident	Yes		Could occasionally arrive for a clinical visit and find patient had deceased
<b>Working conditions – does this post involve working in any of the following:</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
Inclement weather	Yes		Team would risk assess visits in inclement weather to maintain safety of staff and the patient
Excessive temperatures	Yes		Occasionally when extreme weather
Unpleasant smells or odours	Yes		Occasionally attending homes of patients which may smell due to incontinence or poor hygiene standards
Noxious fumes		No	



Excessive noise &/or vibration		No	
Use of VDU more or less continuously		No	
Unpleasant substances / non household waste	Yes		Occasional exposure to incontinence products and foul linen
Infectious Material / Foul linen	Yes		As above
Body fluids, faeces, vomit	Yes		As above
Dust / Dirt	Yes		Occasionally in patients own homes
Humidity	Yes		Very occasionally due to inclement weather
Contaminated equipment or work areas	Yes		Could be asked to visit an area with an outbreak of infection. Appropriate PPE supplied
Driving / being driven in <b>Normal</b> situations	Yes		Frequent need to drive to visit patients
Driving / being driven in <b>Emergency</b> situations		No	
Fleas or Lice	Yes		Potential that this could occur occasionally
Exposure to dangerous chemicals / substances in / not in containers		No	
Exposure to Aggressive Verbal behaviour	Yes		Occasional exposure to verbal abuse
Exposure to Aggressive Physical behaviour	Yes		Very occasional exposure to resistive or physically aggressive behaviour.

The Knowledge and Skills Framework (KSF) outline for this post which demonstrates the skills and competencies required once in post should be considered in conjunction with this document.

### Job Profile Agreement

Agreed and Signed:	(Manager)	Date:	
Agreed and Signed:	(Post Holder)	Date:	
Date Role Description is Effective From:			

