

## Job Description

**Post Title:** Associate Practitioner, Community Nursing

**Band:** 4

**Business Unit:** Adult Services

**Responsible to:** **Community Nursing** Team Leader/PPT

**Accountable to:** Hub Manager

### Purpose

- To assist in the identification of nursing needs across a range of patients in various settings, e.g. in the Community, in patient's homes, Residential Homes and Complex Wound Clinics. Participating in the delivery and evaluation of care interventions under the supervision (direct or indirect) of a registered Practitioner.
- Participate in the development, planning and delivery of the Community Nursing Services.
- Act as a resource and role model to others involved in Community Nursing Services.

This is a role where competencies will have been achieved within the work place. Attendance at a Higher Education Institute (HEI), as part of the Assistant Practitioner (AP) programme will have been completed or the post holder will give a commitment to undertake.

### Principal duties to include:

1. To contribute to assessment, planning, implementing and evaluation of individual nursing care interventions
2. Work with other team members to provide advice to patients and carers in relation to nursing needs.
3. To maintain accurate, clear, concise and contemporaneous records and communicate information to members of the Team as necessary.
4. Provide concise handover and information updates to other members of the Team.
5. To liaise with external agencies with regards to follow up and provide feedback to registered practitioners as appropriate
6. To contribute to the development, delivery and evaluation of the Community Nursing Services.
7. Able & willing to travel in order to carry out planned interventions at various locations.

### **Managerial / Leadership (including financial / physical resources and staffing)**

1. To demonstrate leadership by means of:
  - Effecting change within own sphere of practice as indicated
  - Making recommendations to improve services

2. Influencing, motivating, supporting and enabling others
3. Attend and participate at team meetings and represent the Community Nursing Service at other relevant meetings
4. To demonstrate an understanding of clinical governance, risk management and other appropriate policies.
5. To organise own workload, in line with clinical and non clinical responsibilities taking account of team priorities and responding to additional delegated tasks as appropriate.
6. To support other Health Care Professionals in all areas of nursing, within own competencies

### **CLINICAL**

1. Undertake non-complex nursing assessment/reassessment in various community settings
2. To identify and carry out a range of diagnostic/ assessment techniques to identify and respond to patient's needs in community settings, including the administration of insulin, male, female and supra pubic catheterisation and further delegated clinical interventions, once all competencies have been completed.
3. To identify and implement a range of treatment and management techniques to meet patients' needs in a range of settings.
4. Evaluate and feedback patients responses to registered practitioners and the wider multi-disciplinary team
5. Support and advise patients, carers and their families where appropriate.

### **LEARNING AND DEVELOPMENT**

1. Evaluate the effectiveness of learning opportunities and alert others to benefits and problems
2. Maintain a personal development plan and competency portfolio
3. Participate in an individual performance review on an annual basis and be proactive in Continuous Professional Development.
4. Utilise informal and formal learning opportunities both independently and with others.
5. To complete all statutory and mandatory training in a timely manner, partake in and deliver other Learning and Development opportunities to all bands of staff as delegated.

### **CLINICAL GOVERNANCE / RESEARCH AUDIT**

1. Work within the limits of own competence and levels of responsibility and accountability in the work team and organisation

2. To monitor and maintain one's own and others health, safety and security through the understanding and application of appropriate organisational and departmental policies and procedures.
3. To participate in and support research, audit and practice development activity within the Team.
4. Manage own workload of delegated responsibilities in relation to the team case load of clients.

## **COMMUNICATION**

1. Communicate sensitive service user information effectively and in accordance with local guidance with other health and social care professionals for the benefit of the service user.
2. Adapt personal communication skills to overcome barriers to communication and understanding.
3. Utilise Information Technology and Clinical Assessment Systems as required in the execution of your duties.
4. Maintain a high degree of confidentiality at all times.
5. Ensure a professional approach is adopted at all times
6. Work collaboratively across teams, agencies, and organisational boundaries to ensure the delivery of an integrated service through effective communication.

This job description is not exhaustive, additional duties may be requested in line with the post holders knowledge, skills and competencies and the requirements of a developing service.

**This job description is subject to review and development from time to time in liaison with the post holder. As an employee of CSH Surrey you will be required to adhere to all the organisations policies and procedures.**

### **Standards of Business Conduct**

The post holder will be required to comply with CSH Surrey's Leadership behaviours, corporate and financial policies and any relevant Codes of Conduct eg: for NHS Managers. S/he is required, at all times, to deal honestly with the organisation, with colleagues and all those who have dealing with the organisation including patients, relatives and suppliers.

### **Confidentiality**

The post holder is required to:

- ensure confidentiality in all matters relating to clients, to employee personnel issues and to information obtained during the course of employment
- not release such information to anyone else other than acting in an official capacity
- comply with the regulations of the Data protection Act and Freedom of Information Act.

### **Safeguarding of children and vulnerable adults**

It is the responsibility and duty of all staff to safeguard children and vulnerable adults and promote their welfare.

Child protection and vulnerable adult safeguarding issues when identified or areas of concern must be referred by you promptly in accordance with CSH Surrey policy and procedures. Details of Leads on Safeguarding are detailed in the CSH Surrey procedures. Please ask your line manager or HR for details.

### **Performance Review**

This job description only covers the key result areas and as such does not intend to provide a comprehensive list of objectives. Specific objectives will be subject to annual review in consultation with the postholder and may develop to meet changing needs of the service. The CSH Surrey Performance Development Review includes a review of leadership behaviours.

### **Equal Opportunities**

The organisation aims to maintain the goodwill and confidence of its own staff, service users and the general public. To assist in achieving this objective, it is essential that at all times employees carry out their duties in accordance with the organisations Equal Opportunities Policy respecting the differing backgrounds of colleagues and clients.

### **Infection Control and Prevention**

CSH Surrey is committed to minimising any risks of healthcare associated infection to patients, visitors and staff. All employees are required to be familiar with and comply with Infection Prevention and Control policies relevant to their area of work.

### **Health and Safety**

The post holder will be required to observe local Health and Safety arrangements and take reasonable care of him/herself and persons that may be affected by his/her work ensuring compliance with the requirements of the Health and Safety at Work Act (1974):

1. To follow and promote safe working practices and to comply at all times with the Health and Safety at Work Act 1974, and Manual Handling Operations Regulations 1992, and CSH Surrey policies and procedures
2. To assist in the regular monitoring and maintenance of equipment in accordance with health and Safety regulations.
3. To act immediately on safety notices, hazard warning notices and any other notifications in relation to equipment used/prescribed by the organisation.
4. To take reasonable care of the health and safety of yourself and other persons who may be affected by your acts or omissions at work and to co-operate with CSH Surrey to ensure that statutory and departmental regulations are adhered to.
5. To report all clinical and non-clinical incidents or near misses promptly and when required to co-operate with any investigations undertaken.

### **Security**

1. It is a condition of employment that identification badges be worn at all times.
2. All employees have a responsibility for security and the proper care of property. In accordance with standing financial instructions all managers have a particular responsibility for security and loss prevention arrangements in their areas of responsibility.

### **Continuous Improvement**

CSH Surrey has a full programme of learning and development opportunities to support continuing professional development, statutory and mandatory training and personal development.

### **Registered Health Professionals**

All co-owners who are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar

with and adhere to these requirements and maintain their professional membership to the relevant body.



## Person Specification

**Job Title:** Assistant Practitioner, Community Nursing

**Business Unit:** Adult Services

As the attached job description outlines the main duties and responsibilities of this post, so the person specification lists the requirements necessary to perform the job. Candidates will be assessed according to the extent to which they meet the specification. It is therefore important that applicants pay close attention to all aspects of the person specification when deciding if their skills, experience and knowledge match these requirements.

	<b>Essential</b>	<b>Desirable</b>	<b>Assessment method</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>NVQ level 3 or equivalent qualification as minimum educational standard</li> <li>Clean driving licence</li> </ul>	<ul style="list-style-type: none"> <li>Assistant Practitioner qualification</li> </ul>	<ul style="list-style-type: none"> <li>Application Form &amp; Certificate</li> <li>Portfolio of evidence</li> </ul>
<b>Experience and knowledge</b>	<ul style="list-style-type: none"> <li>Clinical experience relevant to post</li> <li>Community experience and competencies in insulin administration, catheter care wound care.</li> <li>Knowledge of treatment &amp; management options</li> <li>Formal &amp; informal training experience</li> <li>Demonstrate willingness to develop new clinical skills as per service demands.</li> </ul>	<ul style="list-style-type: none"> <li>To have an understanding of current issues affecting the NHS</li> </ul>	<ul style="list-style-type: none"> <li>Application Form &amp; Interview</li> <li>Portfolio of evidence</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to provide quality care that is responsive to clients' needs</li> <li>Ability to work in partnership with clients and other agencies</li> <li>Effective written and verbal communication</li> <li>Effective interpersonal skills</li> <li>Ability to organise own time effectively</li> <li>Ability to work effectively as part of a team, valuing contributions from team members</li> <li>Able to work in a confidential manner</li> <li>Ability to work independently following spoken or written instructions</li> <li>IT experience &amp; computer skills</li> </ul>		<ul style="list-style-type: none"> <li>Application Form &amp; Interview</li> <li>Portfolio of evidence</li> </ul>

<b>Other:</b>	<ul style="list-style-type: none"> <li>• Reliable</li> <li>• Flexible</li> <li>• Willingness to learn new skills</li> <li>• Adapt positively to changes in working practices and patterns</li> <li>• Car owner</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form &amp; Interview</li> </ul>
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Key: A = Application Form, I = Interview, P = Presentation, T = Test

**EQUAL OPPORTUNITIES**

In addition to any specific criteria laid out above, each applicant will be expected to demonstrate a basic understanding of the principles of equal opportunities in relation to the post. The degree of knowledge required will depend on the level and nature of the post in question.

**DISABILITY DISCRIMINATION ACT (1995)**

Please note that some flexibility may be exercised in the application of the criteria outlined above where a disabled candidate covered by this Act is unable to meet certain parts of the specification by reason of their disability. If you believe this applies to you please outline the details on your application form. Each case will be assessed on an individual basis at shortlisting and/or interview with advice from the Human Resources Centre.