



## ***JOB DESCRIPTION***

**Job Title: Assistant Practitioner**

**Reporting to: RGN on shift/Clinical Lead/Deputy Manager**

### **Job Purpose**

The assistant practitioner is responsible for providing a high standard of nursing care within their scope of practice, as delegated by the nurse on duty, which encompasses resident choice and makes best use of valuable resources. In the absence of the nurse, the assistant practitioner will manage the unit, ensuring clinical support, leadership and governance is gained from registered professionals within the home.

### **Job Duties**

#### **Functional duties:**

- Follow, at all times, the home's written policies and procedures.
- Function efficiently as a member of the staff team at the home.
- Be aware of and understand the home's mission statement and the philosophy of care and contribute to their ongoing development and review.
- Understand and promote the company's core values.
- Provide a high standard of nursing care within their scope of practice, as delegated by the nurse on duty.
- Support nurses in the provision of nursing care by performing delegated duties of a clinical nature.
- Work under the supervision of a registered nurse and continue to develop and undertake a range of delegated tasks independently.
- Undertake specialised nursing tasks following completion of theoretical training and acquisition of competency.
- Assume responsibility for workload ensuring that they adhere to the home's policies and procedures.
- Identify and report any changes in resident care needs or changes in physical or emotional well-being to the nurse in charge
- Maintain accurate records in the residents' care plans, record new problems as they are identified and report all actions taken to the nurse in charge.
- Act as the residents' advocate and, by providing information and support, facilitate their own choices regarding personal care, promoting independence and self-care, as appropriate.
- Be skilled in communication, establishing and maintaining good relationship.
- Plan and organise own delegated work.



- Maintain, update and develop personal, professional knowledge and skills achieving high standards of resident care at all times.
- Share information where appropriate with key partners, working to data protection and Caldecott principles.
- Offer support and teach appropriate skills to residents, relatives and other carers, imparting knowledge to promote positive health.
- Participate in the teaching and support of student nurses and care staff
- Contribute to leading and supervising staff whilst leading a shift.
- Attend and contribute to team, locality and other relevant meetings.
- Participate in clinical supervision on a regular basis with a designated person.
- Be aware of and report any safeguarding issues and complete any documentation to support this.
- Lead and co-ordinate the care and ancillary staff working within the home on shift in providing services which can respond flexibly to the needs of the residents.
- Provide personal care such as washing, bathing, dressing, feeding, and toileting assistance to service users and undertake manual handling duties as required.
- Liaise and communicate effectively, in a professional manner, with members of the wider multi-disciplinary team.
- Maintain competence in such duties through attendance at training, updates and undergoing supervised practice.
- Work in line with the policy on infection prevention and control, according to your role.
- Maintain absolute discretion and confidentiality at all times.
- Be aware of and comply with health and safety regulations and report any actual or potential hazards to your line manager.
- Ensure that you follow the home's procedures in relation to the management of falls, accidents and incidents and work under the guidance of the clinical care co-ordinators in the management and reduction of falls and incidents.
- Be aware of and achieve the CQC essential standards.

#### **Supervisory duties:**

- Follow and promote all relevant codes of conduct (GSCC).
- Conduct a joint handover with the nurse to ensure that a comprehensive and effective handover between shifts is completed.
- Organise the care staff for the shift, delegate care based on your knowledge of the residents and staff levels of skills and abilities.
- Work with the nurse to ensure accurate assessment of dependency and effective and timely delivery of care.
- Communicate with external professionals regarding care delivery and attends reviews/meetings/rounds when appropriate or requested.
- Have a working knowledge of safeguarding, DOLS and MCA and be able to put this knowledge into practice and seek guidance and support as required.
- Act as a role model to care assistants, lead and develop key worker system within the home.



- Assess care assistance via the competency system used by the organisation.
- Manage a set of staff including the responsibilities of; supervisions, return to work interviews, shift rotas, annual leave, and any other support requested by the nurse in charge and/or the registered manager.
- Undertake a competency assessment and training to enable them to dispense medication and undertake medication rounds.
- Undertake only those tasks which he/she is trained to do and feels capable of doing. Ensure he/she only delegates to care assistants those tasks which they have been trained to do and feel confident that they are capable of doing.
- Participate in residents' and staff meetings, as appropriate.

### **Communication:**

- Communicate with other multi-disciplinary and members of his/her team.
- Communicate with the nurse, registered manager and deputy manager, keeping them informed of:
  - Any changes in residents' conditions.
  - Any problems with residents or families.
  - Any problems regarding the environment of the home.
  - Any staffing issues.

### **Education:**

- Take every opportunity to gain new skills and knowledge and must be prepared to give some of his/her own time to this training and development both inside and outside of the home.
- The post-holder will be prepared to undertake the following duties:
  - Phlebotomy
  - Managing PEG feeds
  - Bladder wash outs
  - Urine testing
  - Involvement in chronic disease management
  - Teaching students, residents and carers
  - Involvement in auditing
  - Eye drop instillation
  - Bladder and bowel management
  - Continence assessment/management
  - General wound care
  - General leg ulcer care including short stretch bandaging
  - Collection of specimens i.e. CSU, MSU, wound swab
  - Participate in palliative care including appropriate therapeutic interventions and monitor the effectiveness of these
  - Participate in management of long-term conditions
  - Blood glucose monitoring



- Administer and supervise medication as prescribed under the direction of the registered practitioner and non-medical prescribers including pen-devices, injections, bowel care and use of appropriate equipment such as inhalers, nebulisers, oxygen
- Blood pressure monitoring
- Contribute to the management of eating and drinking implementing care plans concerning nutritional intake, malnutrition, supplements and alternative routes of feeding
- Use appropriate tools e.g. MUST/Waterlow
- Have a level of knowledge and skill beyond that of the traditional HCA (Career Framework Level 4 – Skills for Health, 2010)
- Support the work of registered professionals
- Make judgements requiring a comparison of options
- Undertake the ongoing supervision of routine work of others

**Other:**

- Attend staff and other meetings as a representative of his/her team.
- Complete any mandatory training specified during the induction and thereafter to ensure competency to fulfil the responsibilities of the role.
- Undertake tasks as required and instructed by the Manager which are not specifically set out in this job description but are within the scope of your skills, knowledge and experience.

### ***Specific Qualifications/Skills/Attributes***

- NVQ Level 3 in Health and Social Care (or working towards this)
- Minimum of one year's employment in a care role
- Strong communication skills, both written and oral (to be able to produce and read care plans, and complete running daily records)
- IT Skills to be able to use electronic care planning system
- Commitment to achieving medication training qualification to NCFE Level 2, as well as competency completion for medicines management
- Knowledge and understanding of the person-centred care planning process
- Respectful and courteous with a compassionate manner
- Able to lead, supervise and manage a team
- Available to work during alternate weekends and cover additional shifts, as required, to meet the needs of the home

**This job description is not exhaustive and other duties may be required according to the needs of the home.**