

ASSISTANT PRACTITIONER

RESPIRATORY

JOB DESCRIPTION

WORKING UNDER THE DELEGATED AUTHORITY OF A REGISTERED

PROFESSIONAL

(Nurse, Therapist or Practitioner)

A large, stylized heart graphic composed of thick, flowing brushstrokes in shades of blue and teal, positioned behind the text in the lower half of the page.



JOB ROLE:	Assistant Practitioner (Respiratory)
JOB ID:	ID-317a
BAND /GRADE:	4
REPORTS TO :	Team Lead
ACCOUNTABLE TO:	Works under the delegated of a registered profession but is accountable for own actions and care delivery
SERVICE:	Countywide Community Respiratory Team
BASE :	TBC

1. PURPOSE OF ROLE

- As an assistant practitioner you will be responsible for the delivery of a high standard of cost effective care as part of an Integrated Community Team (ICT), in support of and under the direction of a registered professional.
- To carry out assigned tasks, including direct care and administrative duties as delegated by the professional in charge and as part of a wider care team.

- To support colleagues in the delivery of high quality care.
- To support students as directed by the professional in charge.
- You will ensure that patients / clients receive safe, individualised and effective care which supports health & wellbeing and promotes self- care where appropriate and possible.

2. PURPOSE OF SERVICE

Lincolnshire Community Health Services provide equitable and accessible services to adults countywide, every day of the year.

ICTs work in partnership with other agencies to provide holistic, responsive and individualised packages of care which aim to promote self-care where possible, and contribute to improved health outcomes reducing unnecessary admissions to hospital or long term care. This is achieved through timely interventions, rehabilitation, management of long term and limiting conditions, and partnership working across the health and social care community. All staff within the service work in collaboration with the patient, their carer and other agencies, including the third sector.

Our services are provided predominantly to patients in their own homes with some additional clinical delivery – patients are seen in the environment which best meet their individually assessed needs.

3. TEAM ORGANISATION CHART

4. MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIRED FOR THIS POST

Foundation Degree in Care Studies or evidence of equivalent study in care

Considerable previous experience in care setting/health and social care environment

Customer service skills with experience of dealing with members of the public

Excellent standards of written and verbal communication skills

Minimum standards of literacy & numeracy

Good IT & computer knowledge with standard keyboard skills

5. CORE COMPETENCIES REQUIRED FOR THIS POST

There are defined Core Competencies to support staff in the delivery of effective and quality health care and support. It is expected that these competencies will be achieved and evidenced in full in line LCHS policy and procedures. The Core Competencies are defined in 11 Standards.

Assessment and evaluation against these Core skills and competencies takes place as part of the staff development process and contributes significantly to the LCHS appraisal process and completion of the appraisal tool 'Your Performance Matters'.

Competency Standard 1 - The roles of the Healthcare Support Worker and Adult Social Care Worker

The Assistant Practitioner is expected to:

- Understand your main duties and responsibilities, understand the standards and codes of conduct and practice that relates to your role and be aware of how your previous attitudes and beliefs may affect your practice.
- Know your responsibilities to the individuals you support and understand how your relationships with individuals must be different from your personal relationships outside of work.
- Understand your employment rights and responsibilities – being aware of the aims, objectives and values of the organisation and service you work in.
- Understand why it is important to work in ways agreed by LCHS and regularly access the policies and procedures provided by LCHS including knowing how and when to escalate a concern.

Competency Standard 2 - Your personal development

The Assistant Practitioner is expected to:

- Produce, develop and maintain a Personal Development Plan, know where you can get personal support and be aware of how others can help, review and prioritise your personal development needs
- Understand why feedback from others is important in helping to develop and improve the way you work
- Use learning opportunities and 'reflective practice' to contribute to personal development whilst also understanding the importance of reflective practice to continuously improve the quality of service you provide
- Participate in LCHS policy and procedures which measure your own knowledge, performance and understanding against relevant standards.

Competency Standard 3 - Effective communication

The ASSISTANT PRACTITIONER is expected to:

- Understand the different ways people communicate, understand how communication affects your relationships at work and know why it is important to observe and be receptive to an individual's reactions when communicating with them.
- Meet the communication and language needs, wishes and preferences of individuals
- Understand a range of communication methods and styles that could help meet and individuals communication needs, wishes and preferences

- Promoting effective communication, recognise the barriers to effective communication and be aware of ways to reduce barriers to effective communication
- Understand the principles and practice relating to confidentiality and be able to evidence application of them in your role

Competency Standard 4 - Equality, diversity and inclusion

The ASSISTANT PRACTITIONER is expected to:

- Understand the value and importance of equality and inclusion and what exactly is meant by diversity, discrimination, equality and inclusion.
- Know how discrimination might occur where you work
- Know how practices that support equality and inclusion reduce the likelihood of discrimination
- Be aware of any legislation and agreed ways of working that relate to equality and diversity discrimination and rights
- Know how to ensure your own work is inclusive and respects the beliefs, culture, values and preferences to individuals
- Know how to challenge discrimination in a way that leads to positive change

Competency standard 5 - Duty of care

The ASSISTANT PRACTITIONER is expected to:

- Understand how duty of care contributes to safe practice, know what it means to have a duty of care and appreciate how a duty of care contributes to the safeguarding and protection of individuals
- Be aware of potential dilemmas and know how to address dilemmas that may arise between an individual's rights and the duty of care
- Be aware of what you must and must not do within your role in managing conflicts and dilemmas
- Know who to ask for advice about anything you feel uncomfortable about in relation to dilemmas in your work.
- Know how to respond to comments and complaints in line with legislation and agreed ways of working.
- Recognise the importance of learning from comments and complaints to improve the quality of service
- Know how to recognise adverse events, incidents, errors and near misses and be competent in relation to reporting any adverse events, incidents, errors and near misses.
- Be aware of the factors and difficult situations that may cause confrontation, know how communication can be used to solve problems and reduce the likelihood or impact of confrontation
- Know how to assess and reduce the risks of confrontational situations and have working knowledge of the agreed ways of working to follow.

Competency Standard 6 - Safeguarding

The ASSISTANT PRACTITIONER is expected to:

- Be aware of how the likelihood of abuse can be reduced by working with person-centred values, putting people in control, managing risk and focusing on provision
- Be aware of the importance of a clear complaints procedure for reducing the likelihood of abuse and respond appropriately to suspected or disclosed abuse
- Know what you must do if you suspect an individual is being harmed or abused
- Protecting people from harm and abuse- locally and nationally
- Be aware of any legislation and agreed ways of working that related to the protection of individuals from harm and abuse and be aware of your own role and responsibilities in safeguarding individuals

Competency Standard 7 - Person-centred care and support

The ASSISTANT PRACTITIONER is expected to:

- Know how to put person centred values into practice in your day to day work and understand why it is important to work in a way that promotes these values when providing support to individuals
- Know how to promote dignity in your day to day work with the individuals you support
- Know the possible signs of cognitive issues in the individuals with whom you work
- Understand why depression, delirium, age-related memory impairment may be mistaken for dementia

- Understand why early diagnosis is important in relation to cognitive issues
- Understand when assessments of capacity need to be made and used in accordance with legislation and agreed ways of working
- Know who to ask for advice and support if you suspect an individual is showing signs of having cognitive issues
- Understand the importance of how valuing people contributes to active participation and know how to enable individuals to make informed choices about their lives
- Be aware of other ways you might support active participation and understand the importance of enabling individuals to develop skills in self-care and to maintain their own network of friends in the community
- Supporting an individual's right to make choices by being aware of ways of helping individuals to make informed choices
- Understand how risk assessment processes can be used to support the right of individuals to make their own decisions
- Know why your personal values must not influence and individuals own choices or decisions and recognise that there may be times when you need to support and individual to question or challenge decisions made about them by others
- Promoting the emotional and spiritual wellbeing of those you support through being aware of how individual identity and self –esteem are linked with their emotions and spiritual wellbeing
- Be aware of the attitudes and approaches that are likely to promoted emotional and spiritual wellbeing
- Understand why it is important to find out the history, preferences, wishes and needs of individuals and ensure the changing needs of an individual are reflected in their care and support plan
- An understanding of the importance of roles, routines, values and beliefs when delivering and reviewing care.

Competency Standard 8 - Health and safety

The ASSISTANT PRACTITIONER is expected to:

- Be aware of key legislation and the agreed ways of working relating to health and safety at work
- Know the main health and safety responsibilities of yourself, your manager, the individuals you support and others
- Know what you must and must not do in relation to general health and safety until you are competent
- Know why it is important to assess health and safety risks posed by particular work settings, situations or activities
- Understand how and when to report health and safety risks that you have identified
- Be aware of the key pieces of legislation that relate to moving and handling.
- Be aware of tasks relating to moving and handling that you are not allowed to carry out until you are competent
- Understand how to move and assist people and objects safely, maintaining the individuals dignity, and in line with legislation and agreed ways of working
- Be aware of the different types of accidents and sudden illness that may occur in the course of your work and respond in line with the agreed ways of working to followed in an accident or sudden illness.
- Know the agreed ways of working in relation to medication and other health care tasks and know the tasks relating medications and health care procedures you are and are not allowed to carry out.
- Be aware of the hazardous substances in your workplace and of the safe practices of storing, using and disposing of hazardous substances
- Understand how to prevent fires from starting or spreading, know what to do in the event of a fire Security at work
- Know the agreed ways of working for checking the identify of anyone requesting access to premises or information
- Recognise common signs and indicators of stress in yourself and others - being aware of the circumstances that tend to trigger stress in yourself and others and have an awareness of how to manage them.
- Understand the importance of food safety, including hygiene, in the preparation and handling of food
- Understand the importance of good nutrition and hydration in maintaining health and wellbeing – be able to recognise signs and symptoms of poor nutrition and hydration
- Know how to promote adequate hydration and nutrition and where appropriate contribute to nutritional and hydration assessments and record keeping relating to nutrition and hydration
- Recognise the importance of elimination and body output balance and be able to recognise the symptoms of altered elimination e.g. urinary incontinence, bowel dysfunction and urinary retention.
- Know how to promote continence, manage continence issues and complete the appropriate records to support patient wellbeing and care.

- Ability to deliver falls interventions and training as required.
- A good understanding of moving and handling techniques and the ability to complete basic moving and handling assessment.

Competency Standard 9- Handling information and record keeping

The ASSISTANT PRACTITIONER is expected to:

- Know and follow the agreed ways of working and legislation regarding the recording, storing, sharing of information.
- Understand why it is important to have secure systems for recording, storing and sharing information.
- Know how to keep records that are up to date, complete, accurate and legible. Know how to use local electronic systems of record keeping and individual responsibility to maintain contemporaneous records including the use of clinical systems at the point of care delivery.
- Know how and when, and to whom, to report if you become aware that agreed ways of working have not been followed.
- Understand the importance of records to support continuity and communication of individuals care and safety.

Competency Standard 10 - Infection prevention and control

The ASSISTANT PRACTITIONER is expected to:

- Know the ways an infection can get into the body, understand and practice the principles of effective hand hygiene
- Understand the infection risk associated with specific medical devices e.g. catheters.
- Understand how your own health or hygiene might pose a risk to individuals you support or work with, being aware of the common types of personal protective equipment and procedures and how and when to use them (PPE)
- Be aware of and follow the principles of safe handling of infected or soiled linen and clinical waste.
- Understand specific procedures e.g. ANTT (aseptic non-touch technique where role requires and competencies have been assessed)

Competency Standard 11- Maintaining individual's personal care

The ASSISTANT PRACTITIONER is expected to:

- Understand the anatomy and physiology of skin and skin integrity
- Be aware of emollients and other products that may support skin care
- Assist individuals to meet their personal hygiene needs, assist where competent with the assessment of personal hygiene needs and skin care
- Have a full knowledge of the principles of SSKIN and be able to demonstrate in practice
- Understand the anatomy and physiology of the oral cavity and understand the need for oral hygiene.
- Assist with individual's oral hygiene and advise where appropriate – be aware of whom to contact for advice re oral hygiene (including any speech or swallowing difficulties)
- Understand the need for care of feet and be aware of whom to contact for advice re any specific foot problems
- Understand the risks for those who may have specific conditions placing them at greater risk.
- Be aware of suitable footwear and implications for safe mobilisation
- Completion of therapy care plans as directed – ability to recognise when care plan review is required and to identify appropriately to colleagues
- Supporting Psychological Care Plan as directed
- An understanding of normal movement processes and its relationship within rehabilitation
- An understanding of normal function and its relationship within rehabilitation
- To have a knowledge and understanding of 'home first' approach to health and care delivery. To support the team in coordination of patient flow within the integrated teams

6. LEADERSHIP AND MANAGEMENT COMPETENCIES AND BEHAVIOURS ALIGNED TO THIS POST

As part of the LCHS Clinical Strategy and in line with the national nursing strategy 'the 6C's', there are defined leadership and management competencies and behaviours for all staff employed by the organisation. It is expected that these competencies will be achieved and evidenced in full in line LCHS policy and Assistant Practitioner Code of Conduct.

Assessment and evaluation against these leadership and management competencies takes place as part of the staff development process and contributes significantly to the LCHS appraisal process and completion of the appraisal tool 'Your Performance Matters'.

The ASSISTANT PRACTITIONER:

- Has no people management or budgetary responsibilities
- Acts with honesty and dignity at all times
- Demonstrates respect for others and supports and promotes other equality and diversity rights.
- Contributes to the supervision of other staff e.g. band 2 and 3 staff members, students and apprentices
- Supports junior members of staff and students, promoting and monitoring best practice
- Encourages others to have a positive 'can do' approach and motivates colleagues to achieve goals
- Provides constructive feedback to peers
- Recognises opportunities for change - contributes to the direction of the effective delivery of services and is aware of business planning cycle and works with others to ensure Trust objectives and organisational policies drives care and is reflected in own objectives
- Involved in the planning of workload and distribution of patient care, plans and prioritises own allocated workload
- Makes an active contribution to developing the service - learns from and shares knowledge and experience, Keeps others informed of issues of importance and relevance and participates in patient and public involvement activities
- Acknowledges own limitations, consciously reviews practice (mistakes / omissions/successes) to improve performance, reports any concerns regarding patient care, Identifies risks which could affect patient care
- Acts as an ambassador for their area of practice and the organisation as a whole - has awareness of the impact of their own behaviour and that of others and acts with discretion
- Participates in supervision and appraisal and takes responsibility for managing own performance and professional development.

7. SERVICE SPECIFIC AND CLINICAL COMPETENCIES IDENTIFIED FOR THIS POST

There are defined services specific and clinical competencies identified as essential for successful delivery of the Assistant Practitioner role within the service area. Each of the competencies listed in this section has a competency framework aligned to it to support staff in achieving them.

It is expected that these competencies will be achieved and evidenced in full in line LCHS policy and Assistant Practitioner Code of Conduct. Assessment and evaluation against these Service Specific Competencies takes place as part of the staff development process and contributes significantly to the LCHS appraisal process and completion of the appraisal tool 'Your Performance Matters'.

<u>HOLISTIC ASSESSMENT</u> Equipment set up & mattress Inflation Equipment assessment Dementia reviews MECC assessments Support transitional care planning, holistic assessment Therapy interventions Proactive support to discharge patients home	<u>NUTRITIONAL SUPPORT</u> Urinalysis testing Weight management support MUST assessment - reviews
<u>PALLIATIVE / END OF LIFE CARE</u> Palliative support	<u>LONG TERM CONDITIONS SUPPORT</u> Temperature, BP, saturation, respiration monitoring

	Long term condition support Nebuliser/Oxygen administration support Implement and monitor rehabilitation plans Venepuncture Urinalysis
<u>TISSUE VIABILITY</u> Pressure ulcer prevention/ SSKIN Pressure ulcer support Purpose T assessment	<u>MEDICATIONS</u> Medication support – in line with management planning Blood glucose monitoring (BMs) Support to achieve medication self-management plans
<u>UROLOGICAL AND BOWEL HEALTH</u>	<u>SINGLE EPISODE INTERVENTIONS</u> Phlebotomy – clinic based and domiciliary Collection of sputum sample Collection of urine sample Collection of catheter specimens of urine Collection of mid- stream urine sample Taking of wound swab samples Taking and recording of observations Administering injections Cardio pulmonary resuscitation Single episode therapy assessments/ intervention
<u>REHABILITATION</u> Falls assessment Simple mobility assessments Simple cognitive assessments e.g. MOCA Edmonton Frailty Tool Simple assessment of ADL function Promote independence and self-management Supervise exercise programmes Assess and provision of basic ADL equipment and mobility aids	

RESPIRATORY ASSESSMENT AND MANAGEMENT

Undertake assessment of the health and psycho-social care needs of patients with a respiratory condition
 Implement treatment/interventions for patients with exacerbation of respiratory disease in community settings as prescribed by a senior colleague.
 Establish individual's functional capabilities with regard to respiratory condition specific clinical management.
 Monitor the use of self-management plans to support admission avoidance
 Be able to demonstrate the use of inhaler devices
 Perform capillary blood gas and pulmonary function tests
 Perform respiratory examination including auscultation and palpation

As LCHS is committed to ensuring it meets the needs of the patient by working with the wider health community, It may be necessary to review and update the service specific competencies in the event of identified service development need.



**Lincolnshire Community
Health Services**

NHS Trust

Person Specification

Post of Assistant Practitioner

Job Related Criteria	Essential	How Identified	Desirable	How Identified
Qualifications (Academic, Professional & Vocational)	<ul style="list-style-type: none"> A good standard of secondary education Foundation Degree in Care Studies or evidence of equivalent study in care Clinical knowledge acquired through training relevant to clinical competencies 	Application Application Application	Care certificate (to be completed on appointment into role within 12 weeks if not already obtained)	Application/ interview
Previous Experience (Nature & Level)	<ul style="list-style-type: none"> Demonstrable considerable experience of working within health setting as HCSW/ Health care assistant 	Application	Previous experience in working in a community setting Previous NHS experience	Application Application
Evidence of Particular: - Knowledge - Skills - Aptitudes	<ul style="list-style-type: none"> Assessment and clinical skills In depth understanding of disability and loss of independence Understanding of the role of the multi-disciplinary team in intermediate care Demonstrate sound knowledge base to support delivery of the role and understands the concept of community services 	Interview Interview Interview	Understanding of evidenced based practice EC DL	Application Application

	<ul style="list-style-type: none"> • Working knowledge of professional boundaries and conduct • Systematic and logical approach • Time management skills • Ability to work as part of a multi-disciplinary team and on own initiative • Flexible approach to work • Ability to deal with the non-routine and unpredictable nature of the workload and individual patient contact • Good verbal and written communication skills • Demonstrate good IT skills 	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>		
Specific Requirements	<ul style="list-style-type: none"> • Ability to travel across the county 	<p>Application</p>		



**Lincolnshire Community
Health Services**
NHS Trust

Job Description Agreement

Job Title:

Area:

I declare that I have read the Job Description and Person Specification and confirm that this is an accurate and fair description of the role.

Signature

Date

Job Holder:

All job descriptions must be agreed with the post holder and their manager and signed to indicate this agreement, both should also print their names so that they can be clearly identified.

Name:

Line Manager:

With generic job descriptions, a signature sheet signed by all members of staff should be submitted, not individual signed job descriptions. All signatures should be dated to ensure the age of the job description and the need to update it annually.

Name: