

JOB DESCRIPTION

JOB TITLE:	Community Associate Practitioner
GRADE:	Band 4
HOURS:	37.5 hours
SPECIALISM:	Frailty Virtual Ward
SERVICE:	Urgent Care
LOCATION:	Working across Mid Essex
ACCOUNTABLE TO:	Service Manager
LIAISON WITH:	All Members of the Frailty Virtual Ward. (FVW) Urgent Community Response Team. (UCRT) Integrated Care Team (ICT) Unscheduled Therapy, Social Care. Acute Sector and any other relevant agencies/services.

JOB SUMMARY

The post holder will provide support to the registered workforce, including Nurses, Allied Health Professionals and Social Workers, to ensure that holistic, individualised pathways of care and support are provided. The post holder will implement individual plans of care under the guidance of the registered practitioner. The post holder will be expected to work with minimal supervision, adhering to organisational policies and procedures and in line with their scope of practice competency.

The role of Community Associate Practitioner/ or Nursing Associate is intended to provide fully integrated, holistic care and support to ensure people are safely managed at home.

The Community Associate Practitioner/ or Nursing Associate may work across a multitude of settings based in the community.

MAIN DUTIES & RESPONSIBILITIES

Management

- To manage own workload and prioritise as necessary.
- To carry out comprehensive assessments in patients own homes.
- To forward plan where possible for the necessary equipment required.
- To order local supplies and maintain stock levels.

- To have organizational knowledge relating to the organizations protocols and procedures and adhere to them, particularly administration of medicine and moving and handling.
- To act with awareness and understanding of own limitations and professional boundaries
- To participate in the PDR (Performance Development Review) Program, in accordance with the PDR company policy.
- To attend staff meetings and team briefings and participate in other meetings as appropriate.
- To complete environmental risk assessments. Thus, ensuring all trip hazards are removed whenever possible. Also, to note how the patient will access food, drink and medication.
- To be responsible for providing accurate records of information required by the organisation for audit purposes.
- To ensure effective risk management at team level by accident/incident reporting, assessing and controlling risk and ensuring residual risks are added to the organisations register.
- Lead on Health and safety or act as a link worker as delegate by the Team Lead.
- Support on service improvement and delivery
- To work within the Frailty Virtual Ward directives to provide care to patients as service delivery requires.
- Contribute to the assessment of competencies to develop the skills of the Band 2 and 3 unregistered members of staff.

Professional:

- To ensure people receive high standards of treatment, care, and support to enable them to live as independently as possible.
- To competently assist in the assessment process of people at home.
- To implement programs of individualised care and support as indicated by the registered practitioner.
- Evaluate and feedback each episode of care and support.
- To competently undertake physiological measurements and observations of people in order to recognise significant changes, and report and act on as appropriate.
- To be able to use own initiative when working unsupervised.
- To maintain accurate, legible, contemporaneous records of care and support provided.
- To evaluate care and support and act upon the outcomes of evaluation.
- To ensure that infection prevention guidelines are followed, and all equipment is safe for use and report any failures in accordance with agreed policies and procedures.
- To keep up to date with clinical/professional developments and standards.
- To maintain up to date knowledge of developments in care and support.
- To receive information concerning individual's history and sensitive issues and maintain confidentiality.
- To identify other associated health and social care needs and refer appropriately showing awareness and understanding of situations.
- To communicate condition related information to individuals and their relatives/carers in a professional and confidential manner to ensure informed decisions are made – in accordance with confidentiality and GDPR.

- To provide an appropriate level of psychological support for individuals and their relatives
- To demonstrate excellent communication skills with individuals, family and members of the multi-disciplinary team.
- To work collaboratively across health, social care and voluntary sectors to ensure safety netting and assets-based support.
- To ensure that individuals' dignity and privacy is maintained at all times.
- Acting with kindness and compassion at all times.
- To be responsible for the delivery of care and support to an allocated list of people on a shift basis as delegated by the registered practitioner. Reporting and escalating any concerns accordingly.
- Have a self-awareness of own limitations defined by your individual scope of practice.
To have an active role in caseload management including, reviewing frequency of visits, discharging, and admitting and supporting scheduling of visits.
- To have an enhanced level of understanding of equipment available for patients.
- To have the knowledge and skills and training to order a range of basic equipment for patients.

Nursing based requirements:

- To administer topical, oral, nasal, ocular, inhaled, subcutaneous and intramuscular medication following achievement of a specific medication competency and as prescribed, monitoring potential side effects.
- To undertake specific nursing care procedures, for example first holistic patient assessment, wound management and other procedures having demonstrated achievement of specific competency.
- To report/escalate incidents, accidents and complaints to your line manager and on Datix
- To be able to identify when concerns need to be escalated to the appropriate registered practitioner
- Further professional knowledge will have been gained through accredited courses workshops, study and in house training programmes.
- To be responsible, and accountable, for service delivery to clients/patients.
- To be able to assess and develop plans of care to meet the complex needs of patients with a variety of conditions. This includes chronic, acute and palliative care within own competencies, recognising own limitations and seeking advice when necessary. This will include continuously evaluating and acting on outcomes.
- To be able to initiate referrals to other health professional specialist services and agencies.
- To provide patients and relatives with information and education thus ensuring they have meaningful choices that promote dignity, independence and quality of life.
- To ensure practice is supported by research, evidence based practice, literature and peer review.
- Support staff in the delivery of care on an individual basis or as a group. This will involve work from a variety of different disciplines with the post holder needing to prioritise and negotiate to ensure a manageable caseload is achieved in a timely manner.

AHP based requirements

- Assist people in their rehabilitation following injury, illness or disability

- Educating individuals and family members on how to prevent falls, injury and live a healthy lifestyle
- Support people in undertaking therapeutic exercise in accordance with assessed need and plan
- Assist individuals to adapt to life following injury, illness or disability
- To be able to identify when concerns need to be escalated to the appropriate registered practitioner
- To be able to order a range of equipment appropriate to the patients needs

Social Care based requirements

- Enabling individuals to maintain personal care needs
- Enabling individuals to prepare meals
- Encouraging individuals to utilise local community resources to support their social needs
- To be able to identify when concerns need to be escalated to the appropriate registered practitioner

Psychological based requirements

- To undertake mental capacity assessments (following the provision of appropriate training and success in achieving the competency)
- To be able to deal with distress and anxiety and provide techniques that support the individual to maintain psychological wellness
- Ensure risk management approaches are implemented in accordance with a defined plan
- To provide emotional support to people within the individuals' social network
- To be able to identify when concerns need to be escalated to the appropriate registered practitioner

Education

- To Assist with the development of and participate in in-service training programmes for all grades of staff, supervise students as appropriate and participate in supervision
- To develop effective communication networks with other health professionals across MSE ICS
- To promote independence through the provision of relevant teaching and support on an individual basis
- To take part in health promotion activities on preventative strategies to aid the promotion of healthy living and prevention of ill health.
- To act as a support/mentor for other staff within the department and assist in the induction and training of new staff members
- To learn from the experience of those receiving care and support to constantly drive up standards

OTHER

There may be a requirement to undertake other duties as reasonably required to support the organisation, which may include work at other organisations managed locations. This may also include work outside of the postholder's normal sphere of activities, including functions not detailed within this job description or working within another location, environment or NHS Trust. However, the postholder will not be required to undertake any function for which he or she is not trained or qualified to

perform. Normal health & safety procedures would continue to apply and accountability remains with Provide.

This job description is not intended to be exhaustive but indicates the main functions of the post as presently constituted. Periodic reviews should be carried out to ensure that the job description reflects the job being performed and to incorporate any changes. It is hoped that agreement can be reached with regards to any reasonable changes. If this is not possible, the organisation reserves the right to make changes to the job description after consultation with the post holder.

The post holder must familiarise his or her self with, and adhere to, all Provide policies and procedures, including (but not exhaustively):

- Equality and Diversity,
- Health and Safety,
- Risk Management,
- No Smoking policy
- Information Governance including Data Protection
- Business Continuity/Civil Emergencies

Copies of these documents/policies can be found on the staff intranet under both the Workforce and Provide Policies sections.

Infection Prevention & Control

The post holder is accountable and responsible for the prevention and control of healthcare associated infections and must comply with the standards set by the Health Act 2006: Code of Practice for the prevention and control of healthcare associated infections (revised January 2008).

Safeguarding Children, Young People & Vulnerable Adults

Safeguarding is a key priority of the organisation. Staff must always be alert to the possibility of harm to children, young people and vulnerable adults through abuse and neglect. This includes being aware of the adults who may find parenting difficult. All staff should be able to recognise the indicators of abuse and know how to act on them, including the correct processes and decisions to be undertaken when sharing information. The depth of knowledge you work from must be commensurate with your role and responsibilities. All staff must follow the Safeguarding policies and guidelines, know how to seek specialist advice and must make themselves available for training and supervision as required.

PERSON SPECIFICATION

JOB TITLE: **Community Associate Practitioner**

BAND: 4

FACTOR	ESSENTIAL	DESIRABLE
QUALIFICATIONS & EDUCATION	<p>Experience of working in a health or care setting</p> <p>Qualified Associate Practitioner/ Nursing Associate diploma level or equivalent qualification e.g. NVQ3 plus short courses or relevant experience up to diploma level.</p> <p>Computer literacy</p>	<p>Experience of working in a community health care setting.</p> <p>Willingness to undertake further education</p>
WORK RELATED KNOWLEDGE & EXPERIENCE	<p>Understanding of confidentiality and implications of non-compliance</p> <p>Knowledge and experience of working in diverse environments.</p> <p>Knowledge of health and safety issues in own work environment.</p> <p>Evidence of achievement of clinical/professional skills as required within the job description</p>	<p>Previous experience of lone working</p>
SKILLS & APTITUDES	<p>Literate and numerate</p> <p>Ability to provide high quality care.</p> <p>Effective oral/written communication and interpersonal skills.</p> <p>Ability to work alone.</p>	<p>Previous experience of working without direct supervision.</p> <p>Ability to delegate and support more junior staff Knowledge of SystmOne</p>

	<p>Able to work effectively as part of a multidisciplinary team.</p> <p>Able to understand and accurately follow instructions.</p> <p>Able to work in a busy and demanding team.</p> <p>Ability to organise and prioritise own work delegated by a registered professional.</p> <p>Able to recognise when to seek advice.</p>	
PERSONAL ATTRIBUTES	<p>Enthusiasm for working with vulnerable people.</p> <p>Ability to empathise.</p> <p>Compassionate and caring</p> <p>Demonstrates use of own initiative</p> <p>Positive and optimistic</p> <p>Respectful of individuals' lifestyles and preferences</p>	
CIRCUMSTANCES	<p>Car Driver and access to a car that can be used for work.</p> <p>Able to work flexibly within the operational hours of the service 07.00 – 24.00. Over a 7-day period including weekends and bank holidays.</p> <p>Able to work a combination of early and late shifts. 7am – 3pm, 2pm – 10pm & Twilight shifts 4pm – 12am.</p>	

Date Job Description updated	11/05/2023	Name of Author	Debbie Copper
Job Description Reference	NP745	Date Evaluated	28/06/23
Date of Sign Off	29/06/23	Agreed Banding	Band 4