

## JOB DESCRIPTION

<b>Job Title:</b>	Rapid Response & Intermediate Care Community Healthcare Assistant Practitioner
<b>Base:</b>	<b>One of the following bases:</b> Amersham, Aylesbury, Buckingham, Marlow, Southern, Thame, Wycombe.
<b>Agenda for Change banding:</b>	Band 4
<b>Hours of Work:</b>	34 hours per week Shift working between the hours 8am – 9pm 7 days per week. Weekend working on a rota basis .
<b>Details of Special Conditions:</b>	Refer to Mandatory Vaccinations section in Additional Information
<b>Managerial Accountability &amp; Professional Accountability</b>	RRIC Team Lead Rapid Response & Intermediate Care Manager

### MAIN PURPOSE OF THE POST

The Assistant Practitioner will provide general and specific care to Adults, as specified below, and will be proficient and competent to work across professional disciplines, referring patients for Allied Health Professional or nursing assessment and treatment or to other agencies as required.

To be an integral member of the Rapid Response & Intermediate Care (RRIC) team, providing prompt assessment and delivery of therapeutic treatments to patients in liaison with senior staff.

To take responsibility for designated elements of the patient treatment protocols and delivery of such treatments in patients' own homes.

To acts as a technical resource to the Adult Community Healthcare Teams, in relations to the provision of mobility equipment.

To document, evaluate and liaise with qualified Physiotherapists and Occupational Therapists following interventions.

To be responsible for the completion and potential delegation of non-clinical tasks within the RRIC and ACHT teams.

To work as part of the 7-day RRIC Service.

### RESPONSIBILITIES

#### Patient Care

- Deliver clinical and therapeutic care, within the clinical setting within set protocols and within the scope of the Assistant Practitioner.

- Perform patient assessment, plan and deliver high standards of care. Develop, implement and evaluate individual care/ treatment plans (in accordance with proven competency and after appropriate delegation from a registered practitioner).
- Ensure all care provided is documented accurately and in a timely manner as per Trust policy.
- Maintain excellent communication with patients, relatives and member of the multidisciplinary team regarding all aspect of care, demonstrating a variety of communication skills in accordance with the client's group. Ensure confidentiality is maintained at all times.
- Be responsible for carrying a caseload of non-complex patients.
- Co-ordinate and undertake the safe admission, transfer and discharge of patients in accordance with Trust policies. Perform safe, effective and timely discharge planning.
- Assist patients in maintaining their personal hygiene, including oral hygiene, grooming and dressing needs with respects for culture and religious needs, ensuring privacy and dignity at all times. Enable and assist the patient as directed or outlined within the patient's goal planning progress plan appropriate to their ability and condition.
- Utilise knowledge in the prevention of pressure ulcers and risk assessment tools such as Waterlow Score. Use prescribed pressure-relieving equipment appropriately.
- Measure, monitor and record the following vital signs – temperature, blood pressure, pulse, respiration, oxygen saturation, neurological observations and National Early Warning Score. Report any adverse results to a Registered Nurse or Qualified Therapist.
- To undertake assessment of appropriate patients as delegated by the supervising Case Manager and to deliver individual case management programmes without direct supervision.
- To independently manage a defined (by Case Manager) case load setting up reviews as appropriate.
- To plan and implement case management programmes within the framework establishment by the Case Manger and communicate assessment and intervention outcomes to the supervising Case Manager.
- To assess for and fit, adjust, demonstrate and operate equipment to assist the patient to gain maximum independence following appropriate training and competency sign off. To review equipment, use and feedback to the Case Manager.
- Provide and promote health education specific to the clinical area and in line with local and national policies and guidance.
- To be aware of all and the specific physical, psychological social, cultural and spiritual needs of the dying patient and to implement appropriate management strategies in a timely manner as directed by a registered practitioner.

- Escalates swiftly any areas of concern to an Allied Health Professional or nurse.
- Support patients with medication administration to provide holistic care to patients in the Rapid Response and Intermediate Care (RRIC) service caseload, when necessary.
- To be familiarised with all Buckinghamshire Healthcare NHS Trust BHT) Clinical Policies and Procedures and work within certified competencies.

### **Responsibility for Resources**

- To be responsible for safe and competent use of all equipment/ mobility aids.
- To promptly report any equipment failures or accidents to the Therapy staff and other appropriate members of staff, following the correct departmental procedures.
- To assist in the co-ordination and ordering of team buffer stock equipment.
- To undertake and lead the organisation of cleaning, preparation and issuing of equipment to patients as directed by qualified staff, in accordance with infection control and Health and Safety policies.
- To be aware of financial resources and use the resources efficiently and effectively.

### **Professional**

- To be aware of Health and Safety and risk assessment aspects of the job and correctly implement department and Trust related policies and procedures.
- To communicate (verbally and non-verbally), clearly, concisely using appropriate language, to other members of the therapy team, multidisciplinary team, patients, carers and others as required. (This will include telephone, emails etc).
- To be aware of barriers to effective communication, which may be evident such as cognitive, embarrassment, anxiety, pain, fear visual/ hearing impairment; and implement strategies to overcome these.
- To maintain patient clinical records in a concise, accurate and timely manner in accordance with departmental standards.
- To input appropriate data and complete outcome measures as delegated by qualified staff.
- To possess/ develop and maintain the level of information technology skills qualified staff.
- To participate in supervision and appraisals and to complete any in-house training programme to facilitate this process.
- Maintain responsibility for the identification of own continuing educational needs and development. Formulate a Personal Development Plan as part of the annual appraisal.

- To demonstrate and maintain an appropriate level of competence in all aspects of the job.
- Exhibit professional behaviour at all times and demonstrates excellent customer care skills and the Trust C.A.R.E values.
- Be familiar with and abide by all Trust policies and procedures to ensure optimum patient care and the safety of patients and staff.
- Recognise and work within your level of competence to ensure safe practice, seeking assistance from senior therapy staff as required.
- To support the therapy staff in the education of students on placement, other health care worker and visitors to the department.
- To attend staff and other team meetings, as required by the senior clinicians.
- Complete all statutory and mandatory training at the specified intervals.
- Ensure that correct procedures are followed in the event of an incident, accident or near-miss involving patients, staff or visitors.

#### **Personnel**

- Supervise assess and mentor Healthcare Support Workers including Community Healthcare Assistants
- Participate in the local induction of new members of staff to impart specific local knowledge of the ward/ department.
- Undertake Link Practitioner roles as required e.g. Moving and Handling link

#### **Administration**

- Assist the Locality Administrator as necessary to promote a consistent approach to care delivery of the highest standard i.e. monitoring stocks levels, preparing notes, relevant charts, communicating messages and ordering equipment.
- To undertake delegated administrative duties and to plan when to do these within own working day. This may include photocopying, filing, answering telephone health agencies or to patients or carers.
- Use information technology systems for data collection, patient records, and investigative requests.

#### **General tasks**

- Listen to impromptu complaints made by patients, relatives or other staff and refer to the appropriate person.
- Be aware of the correct procedure in the event of a respiratory/cardiac arrest and assist as needed following training.

- Be aware of responsibility in respect of the protection of vulnerable children and adults, gaining competence in Safeguarding.
- Report to clinical staff and document in the case-notes, any concerns of information relevant to the protection of the vulnerable adult.
- Attend in-service training and other training programmes as required.
- Assist in other localities as requested by the RRIC Manager or Locality Team Lead.
- To perform any other non-clinical tasks which are fitting with the other elements of this post.
- Must be familiar with current applicable guidelines and policies relating to work area as specified by team lead.
  - Security at community site.
  - Maintenance of safe environment.
  - Policies and procedures.
  - Infection Control Policy
  - Food handling
  - Safe use of bed rails
  - Complaints policy
  - Handling of patient's property
  - Fire precautions.
  - Lone Working

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade.

### ORGANISATION CHART



## ADDITIONAL INFORMATION

### Trust Values



### Health and Safety at Work Act

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with Buckinghamshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

### Confidentiality

The post holder has a responsibility to maintain confidentiality and ensure the principles of the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner are applied to patient, staff and Trust business/information.

### Equal Opportunities

The Trust welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.

### Managing Risk: Maintaining skills and learning from problems

Reducing risk is everyone's responsibility. All staff in the Trust must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them. The Trust has designated the prevention and control of infection as a core issue in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques,
- ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

## **COVID-19 Vaccinations**

The [Health and Social Care Act 2008 \(Regulated Activities\) \(Amendment\) \(Coronavirus\) Regulations 2021](#) that require all persons working or deployed in any CQC registered activity to be fully vaccinated against COVID-19, are being rescinded from 15 March 2022.

If you are successful at interview, you will still be asked your vaccination or medical exemption status, as part of the pre-employment screening process undertaken by Occupational Health, but this will not impact your offer of employment.

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

During your employment with the Trust, you have a responsibility to safeguard children and vulnerable adults. You are required to complete statutory and mandatory training and take appropriate action as set out in the Trust's policies and procedures.

## **Governance**

Post holders will aim to ensure that areas of the trust under their responsibility comply with "Standards for Better Health" Core and Developmental Standards and bring deficiencies to the attention of their Director"

## **Information Management/ Data Quality**

The post holder must ensure that Trust records are documented, secured, stored and disposed of appropriately and in accordance with the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner. In addition, information recorded must be fit for purpose - accurate, relevant, up to date and complete.

## **Freedom of Information**

The post holder must be aware that any information held by the Trust in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies.

## **Travel to other sites**

You may be required to travel to other Trust locations. Please complete travel expenses using the online system. Details of allowances can be obtained from the Human Resources Department.

## **Smoking statement**

Smoking is not permitted in any premises or grounds managed, leased or owned by the Trust. Smoking is not permitted in Trust vehicles or in any vehicle parked on Trust premises.

## **General**

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade. Should you have any queries or concerns relating to the contents of this letter, please contact the Recruitment team, Amersham Hospital, Whielden Street, Amersham, Bucks, HP7 0JD.