

##### JOB DESCRIPTION

**JOB TITLE:** Assistant Practitioner

**RESPONSIBLE TO:** Outpatient Manager

**ACCOUNTABLE TO:** Outpatient Manager

## **JOB SUMMARY**

The post holder works collaboratively with the Outpatient Team, undertaking tasks and duties under indirect supervision or delegated by nurse. The Assistant Practitioner will provide a supportive / education role model to junior members of staff, and is expected to be directly involved in meeting their training needs. The Assistant Practitioner will work with the Outpatient Team to meet the needs of patients, following policy, protocols and procedures within their scope of practice.

### Principal Duties and Responsibilities

* Undertake record and follow guidelines for the tasks for which you have received appropriate training.
* Dealing with patients and patient enquiries
* Supplying patients with information leaflets and advice and if not available within the department to access appropriate literature online and provide to patient
* Demonstration and correct measurement of walking aids
* Undertake comprehensive assessment of patient before their surgery
* Clinical Observations including BP, Pulse, Temperature, O2 saturation, ECG and understanding the importance of physiological measurements
* Phlebotomy if undertaken the training and competent
* Ophthalmic pre-assessment competency.
* Expertise in ophthalmic equipment used in pre-assessment
* Demonstrate understanding and practice of optimum Infection Control practice by ensuring that the clinical environment is clean and fit for purpose on every shift
* Take part in team reflection and learn from mistakes
* Provide accurate, contemporaneous and complete records of patient admissions, consistent with legislation / policies and procedures.
* All Mandatory training is done yearly
* Take responsibility for own development, performance and recording of training and learning.
* Participating in supervision and demonstrate initiative and self- learning.
* Be aware and participate in current clinical audits where necessary
* Respect the privacy, dignity, needs and beliefs of patients and carers ensuring that equality and dignity is maintained at all times
* Is aware of the applicable National Minimum Standards in relation to the Healthcare Commission’s annual inspection. This includes knowledge of specific departmental policies, particularly related to areas of risk, i.e. Resuscitation, Infection Control, Health & Safety, Fire and Manual Handling.
* Follows instructions related to remedying the outcomes of Clinical and Non-Clinical Risk Assessments for Patient Care and the Environment.

**Health and Safety**

As an employee of Practice Plus Group, the postholder has a duty under the Health and Safety at Work Act 1974, to:-

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the treatment centre, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

**Data Protection**

The postholder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorized persons or organizations as instructed.

This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

Name of Postholder …………………………………..

Signature …………………………………...

Date …………………………………...

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| **CRITERIA** | ESSENTIAL | **DESIRABLE** |
| Qualifications | * (S) NVQ Level 3 or 4 in Health and Social Care, Advanced Apprenticeship Foundation Degree or working towards this equivalent qualification | * Basic Life Support training |
| Experience | * 2 years previous experience working within a surgical ward * Experience working under indirect supervision |  |
| **Skills and Knowledge** | * Demonstrable competencies related to a number of routine tasks. |  |
| Other Factors | * Enthusiastic, highly motivated and committed. * Ability to cope in stressful situations. * Ability to work in a multi-disciplinary team. * Good general health. * Ability to communicate effectively both verbally and in writing. * Caring attitude to patients. * Customer focus. * Honesty and reliability. * Mentally and physically fit to undertake the role. |  |

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| **Person Specification – Assistant Practitioner** |

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| **HAZARDS:** | | | | | |
| Laboratory Specimens  Proteinacious Dusts | X | Clinical Contact with patients | X | Performing Exposure Prone Invasive Procedures | X |
| Blood/Body Fluids | X | Dusty environment |  | VDU Use | X |
| Radiation |  | Challenging Behaviour |  | Manual Handling | X |
| Solvents |  | Driving |  | Noise |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation |  |