

Job Description

Title: Associate Practitioner

Band: Band 4

Reports to: CSRT Operational Lead

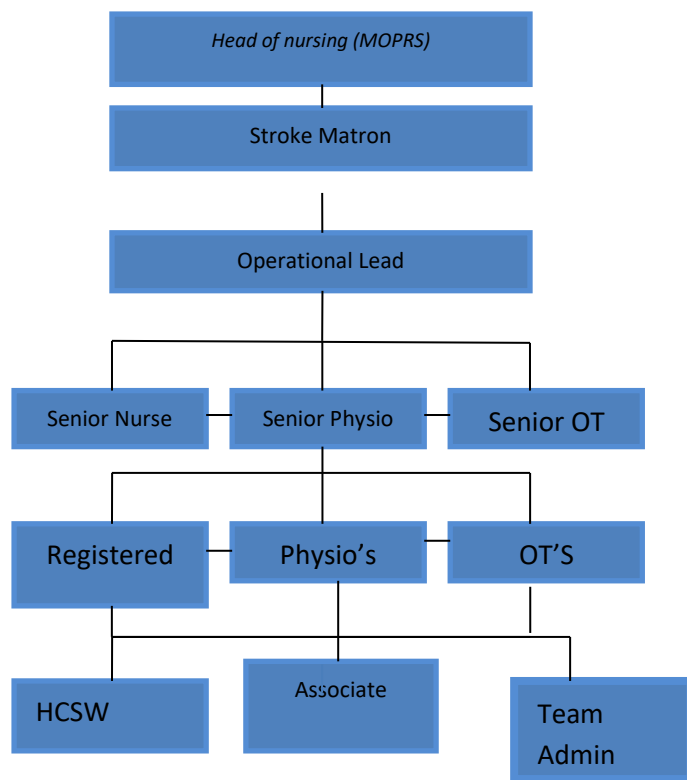
Job Summary:

To provide specialist stroke rehabilitation in the patients own home and community setting under indirect supervision of qualified professionals.

Key Responsibilities:

- Assessing, ordering, and fitting of variety of equipment and adaptations
- Completing a variety of relevant outcome measures
- Following and progressing therapy and care plans
- Accurate documentation, including activity and care plans, discharge summaries
- Risk assessment and management of day to day tasks
- Being part of completing follow up reviews

Organisational Chart



Person Specification

Qualifications

Essential

- Level 2 Functional skills (English & Mathematics GCSE grade 4)
- Level 3 Qualifications: NVQ 3, Diploma, T level or relevant experience or relevant short courses

Skills, Knowledge and Experience

Essential

- Significant experience of working in a relevant health or social care setting
- Full driving license with appropriate car insurance
- Ability to work as part of a team
- Recognise own strengths and limitations

Desirable

- Health and Social Care Foundation degree or equivalent
- Knowledge and experience of working with stroke patients.
- Experience of working in community setting
- Competent IT skills
- Knowledge of relevant multi-disciplinary team members roles (nursing/physiotherapy/occupational therapy/speech and language therapy)

Working Together For Patients with Compassion as One Team Always Improving

Strategic approach (clarity on objectives, clear on expectations)

Relationship building (communicate effectively, be open and willing to help, courtesy, nurtures partnerships)

Personal credibility (visibility, approachable, back bone, courage, resilience, confidence, role model, challenge bad behaviour, manage poor performance, act with honesty and integrity)

Passion to succeed (patient centred, positive attitude, take action, take pride, take responsibility, aspire for excellence)

Harness performance through teams (champion positive change, develop staff, create a culture without fear of retribution, actively listen and value contribution, feedback and empower staff, respect diversity)

Specific Core functions

Person-Centred Care

1. Contribute to assessing health & wellbeing needs so that in partnership with therapists and nurses person-centred stroke rehabilitation is provided, according to the agreed plan of care and goals identified.
2. To fully participate in the inter-professional evaluation of the rehabilitation programme, to ensure patients meet their ongoing health & wellbeing needs.
3. To have a full understanding of stroke, such that you are able to explain to the patient, carers etc the effects of a stroke, the care available and secondary prevention.

4. To demonstrate an understanding of the neurological concepts underpinning the prescribed treatment programmes to enable you to instruct, advise & guide patients. To make the appropriate adjustments independently and be able to communicate any changes to patients and prescribing staff. This may include areas of work requiring physical effort or intense concentration, with regard to risk, health & safety.
5. To promote comfort and well-being by ensuring that patients personal and social needs are met and be able to care for a patients nursing needs to include; vital signs, continence care, pressure area care, nutrition, hydration, foot care, skin integrity and mood identification. To identify & report changes in patients condition, thus enabling appropriate action to be taken as directed by senior staff.
6. Use skills of tact, diplomacy and gentle persuasion to enhance patient's compliance to enable an active part in their own rehabilitation programme. This may involve treating patients with communication impairment, deafness or other sensory impairment, or where English is not the first language.
7. Demonstrate empathy & skill in working with patients with communication impairment. Ensure method & manner of providing & receiving information is most appropriate to reduce communication barriers, hence supporting patients, carers and relatives where functional achievement may not meet expectations. To continue rehabilitation programmes without direct SLT supervision following professional assessment and guidance.
8. Demonstrate safe and effective skills in helping patients with dysphagia to eat and drink; to ensure nutritional needs are met in the most suitable manner.
9. To participate in and provide clinical treatment and rehabilitation programmes, as relating to mobility, without direct Physiotherapy supervision but following professional assessment and guidance. Have the ability to handle all mobility problems in an enabling way, providing gait re-education and provision of walking aids, as appropriate. To be able to apply falls and balance management & exercise programmes. This may involve ongoing physical effort for long periods of time.
10. To provide care for the hemiplegic upper limb and shoulder; provide passive movements, with an awareness of pain, and the physical limitations involved in this process.
11. To provide assessments, order, issue, fit, demonstrate, and advise the use of a range of standard equipment, ensuring patients, carers and staff are able to use safely and correctly.
12. To participate in & provide clinical treatment & rehabilitation programmes without direct OT supervision following professional assessment and guidance. These relate to all areas of personal & daily living; wheelchairs & seating, plus return to leisure & work activities. Specific risk areas requiring definite instructions for patients & carers relate to cautions associated with sensation, perception, orientation, memory and cognition.
13. To be responsible for key working allocated patients, including coordinating the patient pathway from referral to discharge; leading on all aspects of goal planning; organising & leading any team reviews or family meetings; and being fully responsible for all aspects of patient documentation. Act as an advocate for the patient where necessary and have the skills to deal with emotional or aggressive responses from patient and carers.
14. To be able to use word processing packages effectively to produce patient individualised documents, to include instruction or prompt sheets, checklists and programmes, in a professional & appropriate communication style.
15. Adhere to Trust and service guidelines regarding the moving, handling and positioning of stroke patients as laid down in mandatory training sessions, to ensure the safety of self, patients, carers and colleagues. This will include the use of specialist equipment, for example Rotundas & walking belts, and the varied home environments, with or without adaptations.
16. To report accidents, incidents or complaints following trust Procedures and policies, and to comply with the most recent health and safety at work act.
17. Demonstrate understanding and practice of optimum Infection Control practice as laid down in training sessions, to ensure safety of patients and colleagues. Know how to deal with spilt bodily fluids appropriately.

18. Demonstrate the ability to work alone in the community, ensuring safe working practice; competency in risk assessments; contact with the team; knowledge and competency of emergency procedures. Respond in a person-centred manner to challenging behaviour.
19. Work closely to local & national Stroke Guidelines

Record keeping

20. Maintain accurate and timely records of care using appropriate documentation according to local and Trust standards. To complete reports where necessary and ensure that they are circulated to all relevant parties.
21. Maintain accurate statistics as required by service and Trust.
22. Maintain accurate diary of visits made, and complete and submit travel mileage claim forms monthly
23. Ensure patient confidentiality at all times

Team working

24. Maintain strong working relationships with all members of the team and individuals that contribute to patient care, in order that the best quality of care can be delivered.
25. Organise and manage own caseload, ensuring effective communication with team members, as agreed, to meet the capacity of the team caseload at any time.
26. Be an active participant in all meetings of CSRT, to include the weekly planning, multi-disciplinary meetings & patient focused meetings so that a high quality interdisciplinary community service is provided.
27. Maintain good communication with all teams and individuals that contribute to patient care so that all concerned with the welfare of the patient are well informed
28. Refer relatives' and visitors' enquiries to appropriate team members so that information given is up to date, timely and consistent
29. Assist in the promotion of a open, welcoming, person-centred culture for patients, relatives/carers and colleagues, to ensure that feedback on services is encouraged and responded to in a positive manner
30. Take part in team reflection and investigation of complaints as directed by the team leader to ensure that lessons are learned from mistakes and that team working is enhanced
31. Undertake delegated tasks, with or without direct supervision, according to level of skill identified with the Senior Nurses or Therapists.
32. Once competency achieved, to work alongside and provide advice and mentorship to HCSW's within CSRT, or any students or visitors to CSRT
33. Make changes in own practice based on up to date evidence and research findings & offer suggestions for the improvement of CSRT.
34. Undertake surveys or audits as identified and participate in R & D, clinical trials or equipment testing as requested.

Resources and property

35. Respect property, equipment and other assets both of CSRT & in the patient's homes where you are working, and report losses or damage immediately to ensure that appropriate action can be taken without delay. Recognise faulty equipment and undertake necessary actions in liaison with qualified member of staff.
36. Monitor supplies and report low levels to senior members of team to enable timely reordering.
37. Under guidance of team members be involved in the supply, fitting, return & documentation relating to appropriate equipment.

Personal Development

38. Identify own education needs through regular supervision and reflective practice and demonstrate self-directed learning and maintenance of portfolio, supported by annual appraisal.
39. Undertake training and development as agreed in the personal development plan and as directed by the team leader to ensure that your own needs and the needs of the organisation are met.
40. To participate in a comprehensive training programme, based on experiential, formal & informal learning, to ensure all competencies are reviewed and documented. Competency programme to be completed within 2 years of start date.

Develop own knowledge & skills within stroke care, & specifically rehabilitation in order to provide information to others to support their understanding of stroke.

Other

Job Holders are required to:

1. Maintain personal and professional development as identified in your performance review to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
2. Adhere to Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities, No. Smoking.
3. Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect the requirements of the Data Protection Act 1998.
4. Comply with corporate governance structure in keeping with the principles and standards set out by the Trust.

This job description does not purport to cover all aspects of the job holder's duties but is intended to be indicative of the main areas of responsibility.

Job holders are required to act in such a way that at all times the health and well being of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition all staff are expected to complete essential/mandatory training in this area.

Print Name:

Date:

Signature: