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**LEEDS COMMUNITY HEALTHCARE NHS TRUST**

**JOB DESCRIPTION**

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| Job Details  **Job Title: Clinical Assistant**    **Banding: Band 3**    **Specialty/Department: Middleton Neighbourhood Team** |

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| **Service Description**  The Health and Social Care Integration Programme has led to the development of 13 Neighbourhoods Teams across Leeds, with the aim of improving outcomes for people and maximising access to services through integrated working.    The Neighbourhood Teams aim to maintain people within their own homes/communities wherever possible and facilitate earlier discharge from hospital through delivering a more co-ordinated approach to care.    By working in a more integrated way, the Neighbourhood Teams reduce duplication and waste by streamlining processes and maximising the use of resources available at the Neighbourhood Team level.  The Neighbourhood Teams include Nursing and Therapy staff working closely with  Adult  Social Care staff, wrapped around GP practice populations. This integration of resources is supported by a robust clinical and operational leadership structure.  The Neighbourhood Teams work closely with their​ colleagues in General Practice and the Third Sector organisations.  Central to the philosophy and approach the Neighbourhood Teams are placing the individual at the centre and proactively maximising opportunities for people to have choice, personalisation and self-care. |

**Job Purpose**

The post holder will be providing direct and indirect patient care independently but with support available from a supervisor within the clinical area. In doing so, they will support the assessment of service users and implementation of programmes of care delegated to them by the appropriate staff member ensuring that they practice within their sphere of competence and knowledge. The post holder will work within a range of procedures and pathways in which they have received training in order to be competent.

**Key Responsibilities**

1. **Clinical**
   1. The post holder will implement programmes of care within the limits of the procedures and pathways in which they have achieved competence.
   2. Support and assist other staff members to deliver care as delegated and directed
   3. Demonstrates developed physical skills obtained through practice and training e.g. accuracy, dexterity and coordination to complete routine tests within agreed pathways of care, manipulate equipment.
   4. Observes and evaluates progress, condition or levels and reports to clinician, ensuring that accurate and timely record keeping is achieved
   5. Able to identify risk or changes in condition and are responsible for taking action and alerting the appropriate staff member
   6. Exchanges factual information with service users using persuasion, reassurance, tact and empathy and addressing barriers to understanding to engage the individual in their care and gain valid consent; ensure that all discussions are recorded in an accurate and timely manner in the patient record
   7. Engages and actively involves the individual and, if appropriate, their family/carer, in their assessment, programme of treatment and/or care, if directed to do so by the responsible professional, by using person-centred techniques to promote a culture of self care, involvement and empowerment
   8. Prioritises their own workload and understands the boundaries of their practice; may plan tasks for others e.g. patient groups, arranging for more junior staff to support groups
   9. Approaches each individual with care, compassion and sensitivity ensuring that these values are reflected in all aspects of role
   10. Be responsible for delegated administration tasks and management of resources within the clinical area e.g. stock control, basic equipment cleaning, specific clinical tasks to support the smooth running of a clinic.
   11. To comply with the organisations’ Infection Prevention and Control requirements, including “bare below the elbows” dress code for staff with a direct care delivery role.

**2. Leadership**

* 1. Ensures that a professional service and image is maintained at all time, thereby acting as a role model to all staff
  2. Supports a leadership style which is underpinned by strongly held values around equality, diversity and openness; effectively builds and maintains relationships with team members.
  3. Ensures the effective and efficient use of resources within their own sphere of responsibility e.g. equipment stocks and supplies.
  4. Demonstrates clinical leadership in everyday practice through identifying creative and innovative ideas in order to develop quality service provision and supporting initiatives as an active member of the team.
  5. Demonstrates resilience when responding to challenge, change and complex or difficult situations
  6. Inspires others to be positive in their support of continuous improvement.
  7. Ensures that individual objectives are clearly defined within the wider Directorate framework and in line with Trust’s objectives, using the appraisal process as a vehicle for this.
  8. Takes responsibility for their own and others’ health and safety in the working environment.

1. **Learning and Development**
   1. Undertakes any training required to develop or maintain their competence within the clinical area
   2. Reflects on and evaluates own practice and identifies areas of development by setting appropriate objectives via appraisal and clinical supervision
   3. Contribute to clinical audit or research activities relevant to working area
   4. Contributes to learning opportunities with students, junior staff, new team members and other agencies in order to develop self and others e.g. demonstration of own role

**4. Partnership and Team Working**

# Actively works towards developing and maintaining effective clinical and corporate working relationships both within and outside the Trust

* 1. Actively contributes to the multi-disciplinary team, internally and externally, supporting the service user; acting as a credible source of information for other agencies/professionals involved in the care if competent to do so

**5. Innovation and Quality**

* 1. Works with managers and colleagues to continually improve the quality of services within the overall organisational governance frameworks and corporate objectives
  2. Works with managers and colleagues to identify, manage and minimise risks within the overall organisational risk management frameworks. This includes understanding and applying knowledge of clinical role in safeguarding and incident management
  3. Acts as an advocate for service users and their families/carers recognising the boundaries of their clinical knowledge; liaising and referring on to other services / agencies as required
  4. Ensures that patient experience is core to all clinical and service development gaining support from the appropriate corporate teams as required
  5. Actively contributes to the Quality Framework, outcome measures and best practice standards in order to deliver an effective, high quality service

**Health and Safety**

Responsibilities of ALL staff in relation to Health and Safety:-

* Take reasonable care of your own health and safety
* Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
* Co-operate with Trust, making sure you understand and follow the health and safety policies and procedures
* Attend all required training on Health and Safety related policies and procedure.
* Do not interfere with or misuse anything that has been provided for your health, safety or welfare
* Report and record any injuries, strains or illnesses suffered as a result of doing your job
* Inform your manager if something happens that might affect your ability to work safely such as suffering an injury or a new medical condition.

Additional for those with management responsibilities:

* Identify through documented risk assessment any risks that exists within the department or during the delivery of the service
* Investigate and manage incidents and near misses, ensuring actions are taken to prevent recurrence
* Support the Risk and Safety Team in ensuring suitable and sufficient up to date Health and Safety information and guidance is available to all staff at all levels and disciplines across the  organisation.

**In addition to these functions the post holder is expected to:**

* In agreement with their line manager carries out such other duties as may be reasonably expected in accordance with the grade of the post.

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| **Effort Factor Information** | |
| **PHYSICAL EFFORT**  What physical skills needed in the role require, speed, accuracy, dexterity and or manipulation of objects (includes both clinical and non-clinical posts)? Please provide specific examples.  Is the post holder required to lift equipment? If yes, please specify type of equipment, weight (approx kilos) and frequency of the requirement. Please provide specific examples. | Frequent moderate effort for short periods during a shift; manoeuvring patients, equipment, carrying out care tasks |
| **MENTAL EFFORT**  Describe the amount of concentration required within the day-to-day job. What is it the employee will have to concentrate on? Please give examples of how often and for how long this concentration occurs. Please provide specific examples of when mental effort is required.  Is the post holder required to drive a vehicle? If so please specify duration and frequency. | Frequent concentration; work pattern predictable.  Concentration required to carry out care tasks, observe patients, operate equipment |
| **EMOTIONAL EFFORT**  Does any part of the job require any emotional effort? What elements of the role expose the employee to emotional effort?  How often does this happen? Please provide specific examples. E.g. exposure to child protection issues | Occasional exposure to distressing or emotional circumstances  Frequent indirect exposure to distressing or emotional circumstances.  Care of terminally ill, challenging behaviour, children |
| **WORKING CONDITIONS**  Is the post holder required to work in extreme heat or cold, with smells, noise or fumes which are unavoidable, even with the strictest health and safety controls? Does the post holder work with clients or patients who express aggressive verbal or non-verbal behaviour or similar. Please describe the requirement and the frequency with which this may occur. | Frequent unpleasant conditions; occasional highly unpleasant conditions  Dust, smell, dirt, body odour, body fluids, noise |

**TERMS AND CONDITIONS OF SERVICE**

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| **Band:** | 3 |
| **Hours:** | 37.5 hours per week |
| **Contract:** | Permanent |
| **Salary:** | £24,071 to £25,674 per annum |
|  | New staff will normally be appointed to the minimum of the pay band. Staff transferring from one post to another in the same pay band within the NHS will enter the band at the same point that they were previously on. Staff promoted within the NHS will enter the new pay band at the minimum or the first point of the new pay band that gives them an increase in salary. Any previous NHS service will be subject to confirmation by the Payroll Department. |
| **Annual Leave:** | The annual leave year runs from 1 April to 31 March following.  The full entitlement being 27 days for a full year and pro rata  for an incomplete year's service. An additional 2 days will be  awarded after 5 years service plus a further 4 days after 10  years service. This is in addition to 8 public and statutory days  holiday. |
| **NHS Pension:** | The post is pensionable unless you opt out of the scheme or  are ineligible to join and your remuneration will be subject to  deduction of contributions in accordance with the National  Health Service Pension Scheme. In the event of you not  wishing to join the scheme you should complete form SD502  on your commencement date. |
| **Medical:** | The appointment maybe subject to you completing a declaration of health form, which may lead to a full medical examination upon request. |
| **Notice:** | Giving notice – you are required to give the Trust 4  weeks written notice of termination of your employment.  Receiving notice – with the exception of ‘Summary Dismissal’ you will be entitled to receive notice of 4 weeks or your statutory notice entitlement whichever is the greater.    Statutory entitlement is:  For staff with more than 4 weeks continuous service, entitlement to notice is 1 week for each year of completed service up to a maximum of 12 weeks. |
| **PROFESSIONAL REGISTRATION**  Where it is a requirement as part of this job role to be registered with a Professional Body, you are required to maintain and update your registration in line with the Trust’s Professional Registration Policy. You are required to provide proof of your registration status on your appointment, at renewal of registration or at any other time as requested by the Trust. It is also a requirement for you to comply with any Codes of Professional Conduct and to update/satisfy any Continuous Professional Development conditions.  It would also be a requirement for you to comply with any Codes of Professional Conduct and to update/satisfy any Continuous Professional Development conditions.  **REHABILITATION OF OFFENDERS ACT 1974**  Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act, and, in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the Trust. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.  **DBS CHECK (Formerly CRB)**  This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure & Barring Service to check for any previous criminal convictions.  The Trust is compliant with the Disclosure & Barring Service ‘Code of Practice’, a copy of which is available on request.  The Trust welcomes applications from a wide range of candidates including those with a criminal record. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed. A full Trust policy on the Recruitment of Ex-offenders is available on request.  **SECTION 11 COMPLIANCE**  **Safeguarding Children and Vulnerable Adults**  All employees are required to act in such a way that at all times safeguards the health and well being of children and vulnerable adults. Familiarisation with and the adherence to the Trust’s Safeguarding policies is an essential requirement of all employees as is participation in related mandatory/statutory training.  **ORGANISATIONAL AND STATUTORY REQUIREMENTS**  All employees should understand that it is their personal responsibility to comply with all organisational and statutory requirements, e.g. Health and Safety; Equal Treatment and Diversity; Confidentiality; Infection Prevention and Control.  **MENTAL CAPACITY ACT (MCA 2005 CODE OF PRACTICE)**  This Act applies to all persons over the age of 16 who are judged to lack capacity to consent or withhold consent to acts which are considered by health and social care professionals to be in the best interests of their welfare and health.  The Mental Capacity Act 2005 imposes a legal requirement on health and social care professionals to ‘have regard to’ relevant guidance within the Code of Practice when acting or making decisions on behalf of someone who lacks capacity to make the decision for themselves. Furthermore, they should be able to explain how they had regard to the Code when acting or making decisions.  Detailed guidance is available in the Mental Capacity Act 2005 Code of Practice http://www.dca.gov.uk/legal-policy/mental-capacity/mca-cp.pdf  **NOTE**  This job description does form a part of the contract of employment and indicates how that contract should be performed. The job description will be subject to amendment in the light of experience and in consultation with the postholder.  **JOB SHARE**  This post is suitable for job sharing and when filled on this basis will attract all normal terms and conditions of service outlined above, but on a pro rata basis if appropriate.  **SMOKING**  The Trust operates a no smoking policy and is smoke free. | |

**LEEDS COMMUNITY HEALTHCARE NHS TRUST**

**PERSON SPECIFICATION – Clinical Assistant**

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| **Attributes** | **Essential** | **Desirable** | **Method of Assessment** | |
| **QUALIFICATIONS**  **& TRAINING** | Must be willing to participate in any relevant training/qualification identified to develop skills required to carry out duties e.g. Support Worker Competency Framework  Qualification to NVQ Level 3 or equivalent experience  GCSE English grade 9 to 4 or equivalent experience. | Evidence of previous learning related to clinical area | Application  Interview  References | |
| **EXPERIENCE** | Experience of working with the general public  Experience of organising and prioritising own workload  Experience of working as part of a team | Experience of working in health or social care settings without direct supervision  Experience of relevant clinical area e.g. older people, children  Experience of participating in clinical supervision | Application  Interview | |
| **KNOWLEDGE & UNDERSTANDING** | Demonstrates and understanding of role applied for within the clinical context e.g. older adults, children, neurology, mental health  Knowledge and understanding of general responsibilities related to patient information and record keeping  Awareness of general clinical conditions which may be encountered in area of work  Demonstrates awareness of limits to knowledge base  Demonstrates an understanding of accountability  Awareness of responsibilities regarding health and safety particularly if working without direct supervision | Understanding of professional roles relevant to clinical area e.g. nurse, therapists, pharmacists  Knowledge and understanding of reflective practice and continuing professional development | Interview | |
| **PRACTICAL & INTELLECTUAL SKILLS** | Competent IT skills e.g. word processing, email  Effective verbal, non-verbal and written communication skills including communicating factual information to service users / carers  Basic risk assessment skills | Basic clinical skills | Application  Interview  Test | |
| **ATTITUDE & BEHAVIOUR** | Displays care, compassion, sensitivity and responsiveness to other peoples’ feelings and needs  Able to work as part of a team, co-operating to work together and in conjunction with others and willing to help and assist wherever possible and appropriate appreciating the value of diversity in the workplace  Able to develop, establish and maintain positive relationships with others both internal and external to the organisation and with patients and their carers  Able to work under pressure, dealing with peaks and troughs in workload*.*  Positive and flexible attitude to dealing with change; able to respond to the changing needs of the patient in an appropriate and timely manner;  willing to change and accept change and to explore new ways of doing things and approaches  Highly motivated and reliable  Demonstrates values consistent with those of the Trust  Has a strong degree of personal integrity; able to adhere to standards of conduct based on a culture of equality and fairness |  | Application Form  Interview  References  Test | |
| Car owner/driver or suitable alternative transport to enable you to undertake the job (it is unlikely that public transport will meet this requirement). Reasonable adjustments can be considered in accordance to the Equality Act. | | | |