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| **Organisation Name** *Free text/cut and paste from a word document* |  |
| **Title of Job***Free text or if chosen automated population from a chosen* *transferable role template* | Assistant Practitioner Barnet Enfield & Haringey Mental Health Trust |
| **Scope of Job**  sets the context, job profile*Free text or from automated population from chosen TRT*  | The assistant practitioner is an essential part of the Clinical Team contributing to multi-disciplinary and inter-agency working, ensuring patient led goals are identified and met. Assistant practitioners could work in a number of settings across the organisation Assistant practitioners will have a level of knowledge and skill to enable them to:- Undertake tasks that require a high degree of proficiency.- Be able to make judgements, plan activities, contribute to service development and  demonstrate self-development.- Have responsibility for supervision of staff and delegating tasks- Have specific knowledge in an area of work- Undertake care activities using a range of skills and competences. |
| **Responsible to***Free text* |  |
| **Accountable to** *Free text* |  |
| **Contract type and** **working hours***Free text* |  |
| **Pay Grade** *Free text* |  |
| **Career Framework Level** *Short descriptor from Career Framework automated population from chosen TRT* | People at level 4 require factual and theoretical knowledge in broad contexts within a field of work. Work is guided by standard operating procedures, protocols or systems of work, but the worker makes judgments, plans activities, contributes to service development and demonstrates self- development. They may have responsibility for supervision of some staff. |
| **Key Areas of Responsibility***Free**text* |  |
| **Level 4 Core Competences / National Occupational Standards:** |
| **Underpinning Principle** | **Reference Function** | **Competence** |
| **1. COMMUNICATION** | 1.2 | Communicate effectively | GEN97
Communicate effectively in a healthcare environment[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3001) |
| **2. PERSONAL & PEOPLE DEVELOPMENT** | 2.1.1 | Develop your own practice | SCDHSC0023
Develop your own knowledge and practice[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3517) |
|  | 2.1.2 | Reflect on your own practice | GEN23
Monitor your own work practices[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/2051) |
| **3. HEALTH SAFETY & SECURITY** | 3.5.1 | Ensure your own actions reduce risks to health and safety | IPC2.2012
Perform hand hygiene to prevent the spread of infection[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3309) |
|  |  |  | PROHSS1
Make sure your own actions reduce risks to health and safety[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3327) |
|  |  |  | PMWRV1
Make sure your actions contribute to a positive and safe working culture[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/4027) |
|  | 3.5.2 | Protect individuals from abuse | SCDHSC0024
Support the safeguarding of individuals[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3518) |
| **5. QUALITY** | 5.1.1 | Act within the limits of your competence and authority | GEN63
Act within the limits of your competence and authority[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/85) |
|  | 5.1.2 | Manage and organise your own time and activities | HT4
Manage and organise your own time and activities[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/2501) |
| **6. EQUALITY & DIVERSITY** | 6.1 | Ensure your own actions support equality of opportunity and diversity | SCDHSC0234
Uphold the rights of individuals[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3506) |
| **B. HEALTH INTERVENTION** | B2.1 | Obtain information from individuals about their health status and needs | CHS169
Comply with legal requirements for maintaining confidentiality in healthcare[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/2820) |
| **D. INFORMATION MANAGEMENT / INFORMATION AND COMMUNICATION TECHNOLOGY** | D2.4 | Maintain information / record systems | CFA\_BAD332
Store and retrieve information using a filing system[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/4104) |
| **H. MANAGEMENT & ADMINISTRATION** | H1.3.1 | Contribute to the effectiveness of teams | SCDHSC0241
Contribute to the effectiveness of teams[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3509) |
|  | H2.6 | Receive and pass on messages and information | ESKITU020
Use digital communications[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/4150) |
| **Role Specific Competences / National Occupational Standards:** |
| **Underpinning Principle** | **Reference Function** | **Competence** |
| **1. COMMUNICATION** | 1.2 | Communicate effectively | GEN99
Promote effective communication and relationships with people who are troubled or distressed[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3861) |
|  | 1.3 | Support individuals to communicate | SCDHSC0369
Support individuals with specific communication needs[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3462) |
|  |  |  | SCDHSC0021
Support effective communication[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3515) |
|  | 1.4 | Develop relationships with individuals | SCDHSC0233
Develop effective relationships with individuals[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3505) |
|  | 1.5 | Provide information, advice and guidance | GEN14
Provide advice and information to individuals on how to manage their own condition[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/377) |
|  |  |  | SCDHSC0026
Support individuals to access information on services and facilities[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3536) |
| **2. PERSONAL & PEOPLE DEVELOPMENT** | 2.1.2 | Reflect on your own practice | SCDHSC0033
Develop your practice through reflection and learning[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3415) |
|  | 2.2.1 | Support the development of the knowledge and practice of individuals | GEN35
Provide supervision to other individuals[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/2295) |
| **3. HEALTH SAFETY & SECURITY** | 3.5.1 | Ensure your own actions reduce risks to health and safety | SCDHSC0022
Support the health and safety of yourself and individuals[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3516) |
|  |  |  | PMWRV3
Protect yourself and others from the risk of violence at work[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/4028) |
| **A. ASSESSMENT** | A2.3 | Assess an individual with a suspected health condition | CHS168
Obtain a patient/client history[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/2819) |
|  | A2.5 | Agree courses of action following assessment | CHS45
Agree courses of action following assessment to address health and wellbeing needs of individuals[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/2219) |
| **B. HEALTH INTERVENTION** | B1.1 | Obtain valid consent for interventions or investigations | CHS167
Obtain valid consent or authorisation[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/2818) |
|  | B3.1.1 | Plan activities, interventions or treatments to achieve specified health goals | CHS44
Plan activities, interventions and treatments to achieve specified health goals[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/2221) |
|  | B3.3.3 | Move and position individuals | CHS6.2012
Move and position individuals[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3396) |
|  | B3.4.2 | Refer individuals to services for treatment and care | GEN123
Work with others to facilitate the transfer of individuals between agencies and services[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3889) |
|  | B4.2 | Evaluate the delivery of care plans to meet the needs of individuals | CHS53
Evaluate the delivery of care plans to meet the needs of individuals[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/2230) |
|  | B14.2 | Implement care plans/programmes | SCDHSC0228
Contribute to effective group care[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3533) |
|  |  |  | SCDHSC0025
Contribute to implementation of care or support plan activities[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3535) |
|  | B14.4 | Undertake personal care for individuals | SCDHSC0218
Support individuals with their personal care needs[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3526) |
|  | B16.2 | Support individuals who are distressed | SCDHSC0226
Support Individuals who are distressed[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3531) |
|  | B16.5 | Support individuals and carers to cope with the emotional and psychological aspects of healthcare activities | SCDHSC0332
Promote individuals' positive self esteem and sense of identity[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3443) |
| **C. HEALTH PROMOTION & PROTECTION** | C2.4 | Enable people to address issues relating to their health and wellbeing | SCDHSC3112
Support individuals to manage their own health and social well-being[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3419) |
|  |  |  | SCD HSC0330
Support individuals to access and use services and facilities[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/4275) |
|  | C2.6 | Act on behalf of an individual, family or community (advocacy) | SCDHSC0410
Advocate with and on behalf of individuals[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3484) |
| **H. MANAGEMENT & ADMINISTRATION** | H1.3.1 | Contribute to the effectiveness of teams | SCDHSC3100
Participate in inter-disciplinary team working to support individuals[Click to view competence detail](http://tools.skillsforhealth.org.uk/competence/show/html/id/3420) |
| **Facets of Role (National Occupational Standards):** |
| **Underpinning Principle** | **Reference Function** | **Competence** |
|  |  | None Assigned |  |
| **Locality Specific Competences / National Occupational Standards:** |
| **Underpinning Principle** | **Reference Function** | **Competence** |
|  |  | None Assigned |  |

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| **Personal Specification** |
| **Criteria** | **Essential**(pre-requisite for job) | **Desirable** | **Evidence****Application and/or Selection process****A and /or S** |
| **Physical requirements** |  |  |  |
| **Knowledge and skills required for post** Education/ Qualification |  |  |  |
| **Experience,** **Previous experience relevant to the post.** |  |  |  |
| **Skills in communication, mathematics and use of IT** (Employability Skills Matrix, Skills for Health 2014) |
| **Communications and Customer Care*** Communicate effectively and appropriately with people in the workplace following detailed and/or multi-step instructionsRespond constructively to queries and complaintsTake full part in formal and informal discussions, ensuring contributions meet the needs of the audience and ask questions to clarify understandingAnalyse a range of texts, produce effective e mails, short reports, presenting information in a manner suitable for the audience.
 |  |  |  |
| **Mathematics*** Select and compare information from lists, tables, e mails and charts and use appropriate mathematical method to solve identified problems and assist with clinical trials, audits or research projects as required.
 |  |  |  |
| **Use of IT*** Use IT to meet identified needs and plan work effectively, maintaining confidentiality.
 |  |  |  |
| **Team working skills and attributes**(Employability Skills Matrix, Skills for Health 2014) |
| **Working with Others*** Work with others towards achieving shared goals, learning from mistakes and being open to the opinion of others including service usersReceive and give constructive feedback
 |  |  |  |
| **Solving Problems*** Assess situations and identify the root cause of a problemEvaluate different points of view on the basis of facts. Use theoretical and practical knowledge to solve problems and make decisions.
 |  |  |  |
| **Personal: personal skills, qualities, values and behaviours**(Employability Skills Matrix, Skills for Health 2014) |
| **Demonstrate positive attitudes, values and behaviours*** Demonstrate honesty, integrity care and compassion at all times, and maintain the dignity and confidentiality of the service userTake care of your personal health, including hygiene and appearanceShow interest in your work and be prepared to make suggestionsRecognise and reflect on your own work and value other peoples?.
 |  |  |  |
| **Be responsible*** Be responsible and accountable for your own actions, including, when appropriate, taking the lead in supporting others in the team.Manage your work/life balance, and attend work as required on time.Understand your rights and responsibilities at work, comply with health and safety and equality policies, practices and procedures.Understand your responsibility to identify and raise any issues relating to the service with more senior staff.Understand and respect confidentiality in relation to service usersPlan and manage time and resources to achieve personal and team goals Assess, weigh and take steps to minimise and manage risk
 |  |  |  |
| **Be adaptable*** Be open and positive in response to change.
 |  |  |  |
| **Learn continuously*** Take responsibility for your own learning and be willing to continuously learn and grow assessing personal strengths and areas for development and setting own learning goalsIdentify, access and make use of appropriate learning sources and opportunitiesPlan for and work towards the achievement of your learning goals.
 |  |  |  |