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http://careers.nhslothian.scot.nhs.uk
Section 1: Introduction to Appointment

Reference Number: CS/2017/120N/R1

Job Title: Assistant Practitioner

Grade: Band 4

Location: Little France Campus, Edinburgh

Contract Duration: Permanent

Hours: 37.5 per week

Closing Date: 1st November 2017

Salary Scale: £20,302 - £22,910 per annum

Apply on-line www.jobs.scot.nhs.uk

**Please note – the e-mail address you provide on the application form will be used to communicate any further correspondence relating to this vacancy so please check your TRASH and SPAM folders**

This post requires the post holder to have a PVG Scheme membership/record. If the post holder is not a current PVG member for the required regulatory group (i.e. child and/or adult) then an application will need to be made to Disclosure Scotland and deemed satisfactory before they can begin in post.

http://careers.nhslothian.scot.nhs.uk
NHS LOTHIAN – Children’s Services
Post: Band 4 – Assistant Practitioner

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<tr>
<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Personal Traits</td>
<td>Approachable</td>
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<td></td>
<td>Flexible</td>
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<td>Motivated</td>
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<td></td>
<td>Confident</td>
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<td></td>
<td>Articulate</td>
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<tr>
<td>Qualifications &amp; Training</td>
<td>HND in Child Care/Health HNC/SVQ 3</td>
<td>Cleanliness Champion</td>
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<td>Level of education, professional qualifications, training and learning programmes/courses.</td>
<td>Evidence of ongoing CPD</td>
<td>Completion of Education Framework and Professional Development Award.</td>
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<tr>
<td>Experience and Knowledge</td>
<td>Experience of working with children in a healthcare environment.</td>
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<td>Skills/Abilities</td>
<td>IT Skills</td>
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<td>Range and level of skills, i.e.</td>
<td>Effective written and verbal communication skills</td>
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<td>communication (oral, written, presentation planning/organisation, numeracy, leadership etc.)</td>
<td>Ability to carry out delegated responsibilities/tasks</td>
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<td>Good numeracy skills</td>
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<td>Ability to work effectively</td>
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<td>without direct supervision</td>
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<td>Specific Job Requirements</td>
<td>Ability to work unsocial hours</td>
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<td>Environmental conditions, unsociable hours, car driver etc.</td>
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If you do not meet the essential criteria as detailed above then please do not apply for this post as you will not be short-listed

http://careers.nhslothian.scot.nhs.uk
Section 3: Job Description

1. JOB IDENTIFICATION

Job Title: Assistant Practitioner
Responsible to: Charge Nurse (Band 7)
Department(s): Transitional Care Unit (TCU) within Medical Ward
Directorate: Childrens Services – Woman, Children & DCN
Operating Division: NHS Lothian University Hospitals
No of Job Holders:
Last Update: June 2017

2. JOB PURPOSE

As part of Medical Ward multidisciplinary team the post holder will be allocated a dedicated patient workload by the Nurse in Charge and be expected to work independently, assessing the patient’s care needs, delivering this care without supervision and evaluation of these programmes ensuring the delivery of a high quality service. The post holder is expected to recognise and escalate clinical concerns to the senior nursing staff as appropriate.

3. DIMENSIONS

The post holder’s primary post will be within a 19 bedded Paediatric Medical Ward and a 4 bedded Transitional Care Unit (TCU).

The post holder is not responsible for managing the budget but needs to be aware of the resources available and the need to work within the financial envelope.

The Assistant Practitioner will:

Undertake procedures within agreed care plans and work independently with access to supervision as required.

Carry out patient care that includes completing a patient admission process, taking regular patient...
observations, for example PEWS and acting on those assessments.

Monitor and manage patients taking appropriate action in the event problems arise, seeking help or advice from senior nursing staff as required.

Advise and coach patients, parents and carers.

The post holder’s primary post will be within the Medical/ TCU area but may be required to work in other departments within Childrens Services.

4. ORGANISATIONAL POSITION

Associate Nurse Director

Deputy Associate Nurse Director

Charge Nurse

Deputy Charge Nurse

Staff Nurse

Assistant Practitioner (This Post)

Clinical Support Worker Level 3 /2 /Trainee

5. ROLE OF DEPARTMENT

The Medical Ward/ TCU Royal Hospital for Children and Young People is part of the Women’s and Children’s Services within the NHS Lothian – University Hospitals Division.

The Transitional Care Unit is situated within Dalhousie Ward which is a 19 bedded medical/long stay Ward comprising of respiratory, endocrinology gastrointestinal, renal, and general medical. This includes both elective and emergency admissions.

To provide a high quality, safe and supportive environment in order to care for patients, meeting the identified physical and psycho-social needs.

To provide a holistic and family orientated approach to care, and provide support for families and carers of children within the department.

To prepare patients and families for discharge home, including parental teaching, considering the readjustment of a child back into the home.

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6. KEY RESULT AREAS

- Be able to organise own workload to ensure the interests of the patient and their families are met.
- Maintain effective communications both verbally and in writing with patients, relatives and other members of the multidisciplinary team.
- Maintain a high standard of documentation and accurate recording keeping to protect the welfare of the patient, including electronic Clinical Information System Documentation.
- Plan and prioritise workload while following treatment plans.
- Have a sound knowledge of the policies procedures, standards and protocols used within the TCU and work within them to ensure maintenance of safe working practices for patients, families and colleagues.
- As part of the TCU staff you will be required to carry out general duties to maintain cleanliness and health and safety standards.
- Maintain own personal development and take an active role in learning activities.
- Manage complaints at a local level where possible and escalate concerns or complaints as appropriate.

7a. EQUIPMENT AND MACHINERY

The Assistant Practitioner is expected to have a knowledge of all equipment used in the area however may not have daily clinical involvement.

This may include:
Computers, Scanners, Trak patient information system and other communication aids.
Clinical equipment e.g. non invasive ventilators, humidifiers, nasal cannula, head boxes, ambu bags, multi channel patient monitors, blood gas analysers, transport equipment, syringe drivers, infusion devices and giving sets, glucose meter, baby scales, breast pumps, hoists and pat slides/glide sheets.
Resus trolley

7.b SYSTEMS

Off duty roster
Maintenance of patient records, both paper and electronic
TRAK
DATIX
Intranet/ Internet
Stores

8. ASSIGNMENT AND REVIEW OF WORK

The post holder’s work is generated from the patient needs, the services within the NHS Lothian, legislation and performance indicators set by the Scottish Executive Health Department. The outcome
of this will benefit the quality of the service to the patient.

The Assistant Practitioner will be responsible to the Charge Nurse for clinical and professional management, work review and formal appraisal of performance.

Workload will be assigned by the Nurse in Charge however the Assistant Practitioner will have responsibility for managing defined workload within professional guidelines.

9. DECISIONS AND JUDGEMENTS

Assistant Practitioners are:

Allocated their own patient workload making decisions regarding care provided with access to supervision and advice from registered nurses as required.

Expected to analyse and assess the child’s condition to establish the continuing care plan.

Follow care plans but requires the ability to adapt treatment as necessary.

Able to recognise the need to refer patient to senior nursing or medical staff.

Expected to understand the Child Protection policy and process, and act appropriately.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Achieving a balance between the demands of direct patient care within existing resources in a complex dynamic clinical area.

Involving families as integral to planning the care for their child, and discussing complex, and emotive issues with them.

Maintaining up-to-date clinical skills and knowledge.

Establishing a rapport with the multidisciplinary team and gaining the confidence of the patients and their families.

Ensuring patient safety at all times.

Managing self within a complex clinical environment.

Developing skills and knowledge necessary to fulfil job role.

Maintaining skill and knowledge level in clinical competencies and core skills.

Planning own workload without direct supervision

Addressing the equality and diverse needs of children/ infants/ adolescents and staff, recognising and respecting the uniqueness of each child and their family.
11. COMMUNICATIONS AND RELATIONSHPES

Internal agencies
The post holder will be expected to communicate and liaise with the patient, their relatives and the multidisciplinary team involved in the provision of care.

Communicate with the Nurse in Charge regarding patient condition, workload issues and personal development.

Communicate with other relevant departments, which will include Estates, Supplies, Pharmacy, Human Resources, Fire Officer, Infection Control, Education Departments, Health and Safety, Family Support, and Risk Management regarding issues in clinical area and personal development.

Maintain an awareness of current NHS Lothian issues and impart information to colleagues.

External agencies
Social Services regarding patient discharge.
Scottish Ambulance Service regarding patient transport.
Community Health Practitioners regarding patient care.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical Skills (constant):
- Insertion of urinary catheters, while supporting and distracting an anxious child/infant/adolescent.
- Placement of naso-gastric tubes whilst reassuring and comforting the child/infant/adolescent.
- Blood Glucose monitoring.
- Basic life support.
- Continuous Positive Airway Pressure Management.
- Advanced maintenance of patient’s airway (ambu-bagging.)
- Tracheotomy care - facilitate daily care, support and teach parents, tracheotomy management.
- Non-invasive ventilation.
- Non-invasive equipment.

Physical Demands (constant):
- Patient movement with use of mechanical aides, manoeuvre patients.
- Push trolleys, wheelchairs, beds, toddler cots, Babytherms.
- Stand/ walking/ physically active for the majority of shift.
- Activities of daily living.
Ergonomics.

**Mental Demands (constant):**
Concentration, required due to the nature of the role in a specialist clinical setting. They will be subject to frequent direct and indirect interruptions from children and parents and the multidisciplinary team.
Concentration required when observing a child's movements, colour, vital signs, temperature, as they don't verbalise, and therefore may be unpredictable.
Time management, learning the importance of this as children “Won’t and often can’t wait,” prioritising care in the unstable patient.
Communication difficulties (multidisciplinary, multicultural, deaf, blind) be an effective communicator.
Developed responsibility skills, learn from example and observation.

**Emotional Demands (constant):**
Communicating with distressed/anxious/worried children/parents in an acute critical setting.
Communicating effectively complex issues with the and family & multidisciplinary team.
Caring for the terminally ill children, supporting, guiding, and being compassionate with the parents.
Caring for infants, children, adolescents and supporting the parents following receipt of bad news.
Personal/interpersonal stressors.
Spiritual, care of patients and colleagues.

**Working Conditions (constant):**
Pressurised area of work/vocation.
Exposure to body fluids several times each shift.
Exposure to verbal aggression, anger, hostility, fear, high frequency.
Temperature/air quality of working environment.

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**13. QUALIFICATIONS**

CSW 2 or 3
Diploma level health related qualification essential.
Completion of Education Framework and Professional Development Award.
Knowledge of specific patient conditions acquired through training and experience.

_Appropriate and transferable experience._
**Work on own initiative.**
Effective team player.
Effective written and verbal communication skills.
Ability to carry out delegated responsibilities within a dynamic clinical environment.
Good interpersonal skills.
Recognising when one needs further development to undertake their role.
Numerically sound.
Maintain high standards of patient care.
Be willing to work within a multidisciplinary team.
Have awareness of equality and diversity needs.

**14. JOB DESCRIPTION AGREEMENT**

A separate job description will need to be signed off by each jobholder to whom the job description applies.

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<thead>
<tr>
<th>Job Holder’s Signature:</th>
<th>Date:</th>
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<tr>
<td>Head of Department Signature:</td>
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Section 4: NHS Lothian Values into Action

NHS Lothian is determined to improve the way their staff works so they have developed a set of common values and ways of working which they now need to turn into everyday reality - to the benefit of everyone working in the organisation and, most importantly, to the benefit of their patients.

Our Values are:

- Quality
- Dignity and Respect
- Care and Compassion
- Openness, Honesty and Responsibility
- Teamwork

Throughout the recruitment process candidates will need to demonstrate they meet all of Our Values.

More information on Our Values can be found by clicking on the link at the bottom of our Careers website front page: [www.careers.nhslothian.scot.nhs.uk](http://careers.nhslothian.scot.nhs.uk)

Section 5: General Information for Candidates

Data Protection Act 1998

Please note that any personal information obtained from you throughout the recruitment process will be collected, stored and used in line with the Data Protection Act 1998. Information will be available to the recruiting manager and to the Human Resource staff.

Counter Fraud

NHS Lothian is under a duty to protect the public funds it administers, and to this end will use the information you have provided on your application form for the prevention and detection of fraud. It will also share this information with other bodies responsible for auditing or administering public funds for these purposes. More detail on this responsibility is on NHS Lothian’s intranet (Counter-Fraud and Theft page) and further information is available on the Audit Scotland website: [www.audit-scotland.gov.uk](http://www.audit-scotland.gov.uk/)

References

All jobs are only offered following receipt of two satisfactory written references. At least one reference must be from your current/most recent employer, or your course tutor if you are
currently a student. If you have not been employed or have been out of employment for a considerable period of time, you may give the name of someone who knows you well enough to confirm information given and to comment on your ability to do the job.

**Disclosure Scotland**

Where a Disclosure or Protection of Vulnerable Groups Check is deemed necessary for a post, the successful candidate will be required to undergo an appropriate check. Further details on the Recruitment of Ex-Offenders are available from the recruitment centre.

**Work Visa**

If you require a Work Visa, please seek further guidance on current immigration rules which can be found on the Home Office website: [www.gov.uk/government/organisations/uk-visas-and-immigration](https://www.gov.uk/government/organisations/uk-visas-and-immigration) or visit our Careers website: [www.careers.nhslothian.scot.nhs.uk/Careers/OverseasWorkers/Pages/default.aspx](http://www.careers.nhslothian.scot.nhs.uk/Careers/OverseasWorkers/Pages/default.aspx)

**Overseas Registration and Qualifications**

NHS Lothian will check you have the necessary professional registration, where appropriate. If you require a qualification for this role but are not regulated by a professional body (e.g. NMC, GMC, HCPC etc), you will need to provide an official translation, notarised by a solicitor, of your overseas qualifications to be checked by the recruiting manager. Please ensure that this is available before applying for this post.

**Job Interview Guarantee Scheme**

As a Disability Symbol user we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities, all applicants who are disabled and who meet the minimum criteria expressed in the job description will be guaranteed an interview.

**Terms and Conditions**

For an overview of our Agenda for Change terms and conditions please click on this link: [www.msg.scot.nhs.uk/pay/agenda-for-change](http://www.msg.scot.nhs.uk/pay/agenda-for-change)

**Travel Expenses**

Travel expenses are not normally reimbursed for interviews, if you are selected for interview and wish to enquire about the possibility of being reimbursed then the request should be directed to the recruiting manager or interview panel chair.

**Application Form Completion**
The purpose of an application form is to help evidence that the applicant has all the requirements applicable to carry out the job applied for. (7500 is the character limit for statement in support of application.)

Once in receipt of the application pack it is essential to read both the job description and person specification to gain a full understanding of what the job entails and the minimum criteria required.

Please note for equal opportunity purposes NHS Lothian do not accept CV’s as a form of application.

For general help and advice on how to complete an application form please visit our careers website:
www.careers.nhslothian.scot.nhs.uk/HelpAndAdvice/ApplyingForPosts/Pages/default.aspx

NHS Lothian offers excellent career prospects and a wide range of job opportunities for potential employees. It employs approximately 24,000 staff and offers training and development opportunities as well as excellent staff benefits.

The information provided below aims to help support and guide both prospective applicants and new employees unfamiliar with Edinburgh and the Lothians.

Section 6: Working in Edinburgh and the Lothians

NHS Lothian offers excellent career prospects and a wide range of job opportunities for potential employees. It employs approximately 24,000 staff and offers training and development opportunities as well as excellent staff benefits.

The information provided below aims to help support and guide both prospective applicants and new employees unfamiliar with Edinburgh and the Lothians.

Edinburgh and the Lothians

Edinburgh and the Lothians are on the eastern side of Scotland’s central belt in the heart of the country. Four main areas make up Edinburgh and the Lothians – Edinburgh, East, Mid and West Lothian.

NHS Lothian serves a population of approximately 850,000 people living in and around Edinburgh, Scotland’s historic capital city. The geographical area known as Lothian region covers 700 square miles, comprising the City of Edinburgh, Midlothian, East Lothian and West Lothian.

It is a region of exceptional beauty and contrast, from the splendour of Edinburgh to the beauty and variety of the hills, countryside and coastline. The nearest major town outside of Edinburgh is Livingston, a thriving location in the heart of West Lothian. As well as many sites of historic interest, the region boasts a host of recreational activities for all ages.
For further information on relocating to Edinburgh please visit our careers website: www.careers.nhslothian.scot.nhs.uk/AboutNHSLothian/Location/RelocatingToLothian/Pages/default.aspx

Section 7: Workplace Equality Monitoring

NHS Lothian is committed to supporting and promoting dignity at work by creating an inclusive working environment. We believe that all staff should be able to fulfil their potential in a workplace free from discrimination and harassment where diverse skills, perspectives and backgrounds are valued.

In order to measure and monitor our performance as an equal opportunities employer, it is important that we collect, store and analyse data about staff. Personal, confidential information will be collected and used to help us to understand the make-up of our workforce which will enable us to make comparisons locally, regionally and nationally.

Section 8: Equal Opportunities Policy Statement

NHS Lothian considers that it has an important role to play as a major employer and provider of services in Lothian and accepts its obligations both legal and moral by stating commitment to the promotion of equal opportunities and elimination of discrimination.

The objectives of its policy are that no person or employee receives less favourable treatment on the grounds of sex, disability, marital status, age, race (including colour, nationality, ethnic or national origin), creed, sexuality, responsibility for dependants, political party or trade union membership or activity, HIV/AIDS status or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our Equal Opportunities in Employment policy can be viewed on our careers website: www.careers.nhslothian.scot.nhs.uk/AboutNHSLothian/EqualOpportunities/Pages/default.aspx

Section 9: Code of Conduct for Healthcare Support Workers

If this post is a healthcare support worker position the post holder will need to follow the Code of Conduct for Healthcare Support Workers.

http://careers.nhslothian.scot.nhs.uk
A Healthcare Support Worker is defined as any healthcare worker working within NHS Scotland who is not currently statutorily regulated or in a role that has been recommended for statutory regulation by the Government.

The Code of Conduct sets the standard of conduct expected of healthcare support workers and adult social care workers. It outlines the behaviour and attitudes that you should expect to experience from those workers signed up to the code. It helps them to provide safe, compassionate care and support.