**Job Description**

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| **Job Title:** | Healthcare Advanced Apprentice |
| **Base:** | GWH |
| **Grade:** | Advanced Apprentice |
| **Reporting to:** | Senior Sister/Charge Nurse or Junior Sister/Charge Nurse |

**Our Values**

Our STAR values are at the heart of everything we do. You can expect to see them in the way we act and the way we treat each other. Our values make us who we are.

**Service** We will put our patients first

**Teamwork** We will work together

**Ambition** We will aspire to provide the best service

**Respect** We will act with integrity

**Main Purpose of the Job**

Under the delegation and supervision of the registered healthcare practitioner, the Advanced Apprentice will carry out all of the delegated duties listed in the main responsibilities section below independently within the health care team. The post holder will provide the fundamentals of care and extended skills to patients in the department to ensure high standards are maintained in a safe environment including patient safety and to make sure that the care experience is positive by treating all patients, family, relatives and colleagues with respect, dignity and courtesy in accordance with Trust values and policies. The post holder will require knowledge of facts, principles, processes and general concepts in their area of work. They will carry out a wider range of duties than a band 2 support worker and will contribute to service development and are responsible for self-development.

No duties are to be undertaken by the post holder unless they have received the correct training. All duties must be in accordance with the skills matrix.

**Main Responsibilities and Duties**

* 1. **Patient Client Care**

1. Individuals on an Advanced Apprentice will undertake the care certificate and agree with their manager to undertake additional skills / tasks relevant to their area of work. The individual must attend all relevant training and have a completed Trust competency before practising unsupervised. Once assessed competent the individual must not perform a skill / task unless it has been delegated to them by a registered practitioner and consent gained from the patient on each occasion. These will form part of a Skills Matrix.
2. You will also be expected to do the duties following the patient care plan and patient consent caring and communication with kindness and compassion
3. Will have the knowledge and skills to provide the fundamental care needs for individual patients under the direction and supervision of the registered practitioner. Work with others towards achieving shared goals, learning from mistakes and being open to the opinions of others including patients, receiving and giving constructive feedback.
4. Be open and respond constructively to change, coping with uncertainty and taking the lead in supporting others in the team as appropriate.
5. Make best use of resources including time, to achieve agreed goals for service delivery, taking responsibility for own actions and self-development
6. Will work to provide patient care and treatment that is patient centred, coordinated and within the limits of the national minimum standards and support worker code of conduct.
7. Will encourage active patient participation working with patients, relatives and colleagues to meet patient goals and promote independence
8. Be able to provide care reflective of stage of treatment including end of life care
9. Be able to work alone and undertake listed delegated familiar tasks with minimal supervision
10. Know what is expected in an emergency situation and be able to instigate emergency procedures
11. Will ensure that the work environment is clean and in accordance with infection and prevention controls
12. Keeps documentation up to date and maintains confidentiality at all times
13. Know what is expected within their job role and does not exceed any set boundaries in the delivery of care and exchange of information
14. Has awareness and understanding of what is normal for each individual patients wellbeing and immediately reports and concerns or changes which is outside of the normal limits to the registered practitioner
15. Will be able to respond constructively to queries and complaints, taking part in formal and informal discussions, ensuring contributions meets the needs of patients and take action regarding individual patient care in line with policy and legislation whilst reporting back to the registered practitioner
16. Proactively raise concerns about the provision of services to patients and managers
17. Plan for and work towards the achievement of your learning goals
18. Will understand and be able to carry out reflective practice
19. Will maintain competencies and training as required in accordance with trust guidelines
20. Deal with a range of problems and people with honesty and integrity, showing interest in your work and seeking and valuing the contributions of others
21. Suggest alternative ways to get the job done without compromising compassionate care for patients
22. Will communicate both routine and complex / sensitive information with patients, relatives and colleagues in an inclusive way, ensuring they listen, understand and handle information sensitively
23. Will recognise risk in relation to care provision. Can interpret risk assessments and provide care in line with care plan
24. Will support and act as a role model to department / team assistants.
25. Will show awareness of patient advocacy and an awareness of wider patient issues
26. Competent in completing incident forms and reporting and accidents / incidents / near misses to the registered practitioner
27. Participate in regular one to one meetings and yearly appraisals

**Flexibility**

This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only.  The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.

**Supplementary Information**

This job description should be read alongside the Supplementary Information provided on NHS Jobs for applicants and alongside the Employee Handbook for current staff members.

**Person Specification**

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| **Job Title:** | Health & Social Care Advanced Apprentice |
| **Base:** | GWH |

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and by your referees.

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| **Criteria** | **Essential** | **Desirable** |
| **STAR Values** | We will expect your values and behaviours to reflect the STAR Values of the organisation:  **Service** - We will put our patients first  **Teamwork** - We will work together  **Ambition** - We will aspire to provide the best service  **Respect** - We will act with integrity |  |
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| **Education, Qualifications and Training** | * QCF or NVQ Level 2 in a health related subject * GCSE Grade A\*-C / 4-9 in 5 subjects including Maths & English or willingness to work towards level 2 Functional skills * Willingness to work towards the Advanced Apprenticeship | * Care certificate (with evidence of completion) * An understanding of Healthcare |
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| **Experience** | * Some experience of working / dealing with the public |  |
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| **Knowledge and Skills** | * Organisational skills * Able to plan and prioritise workload under direction * Time management skills * IT skills * Provides care on a consistent basis, first time, every time in the right setting and the right way * Can develop relationships based on empathy, respect and dignity * Can understand a patient’s health and social needs whilst having the expertise, clinical and technical knowledge to deliver effective care and treatments based on research and evidence. * Able to challenge poor practice or decision making of others * Good listener and shared decision maker making every contact count * Able to do the right thing for the patient, to speak up with concerns. * Personal strength and vision to innovate and to embrace new ways of working * Commit to patients and build on that commitment. Able to take action as a team to unlock potential |  |
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| **Other**  **Job-Related Requirements** | * Willing to work in other areas of the Trust or Trust-wide as and when required to do so. |  |