

MILLBROOK TRUST

Band 4 Assistant Practitioner – Oakfield Ward

PERSON SPECIFICATION (SAMPLE)

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Educated to HNC or NVQ level 4/5, or Foundation Degree in Health and Social Care, higher apprenticeship Care Certificate or equivalent experience. 	<ul style="list-style-type: none"> Assessing or mentoring qualification.
Experience	<ul style="list-style-type: none"> 2 years' minimum experience of working within an acute setting Experience of prioritising own workload Experience of being named worker for a group of allocated patients. 	<ul style="list-style-type: none"> Experience of working in head and neck surgery.
Skills and Aptitude	<ul style="list-style-type: none"> Evidence of competence in clinical procedures Good team player Promotes the continuous improvement of services through better ways of working Evidence of participating in an audit. 	

SUPPORTING STATEMENT (SAMPLE)

I'm applying for the Assistant Practitioner role on Oakfield Ward as I'm eager and committed to progress within surgical nursing. I've been employed on a surgical ward for five years as a senior health care assistant and absolutely love working within this area, particularly due to the fast-paced nature and variation of the role.

Although I thoroughly enjoyed my job as a HCA, I always knew I wanted to take my skills and knowledge to the next level so that I could give even more advanced care to my patients. My drive to become an Assistant Practitioner, along with strong encouragement from my team, led me to

enrol on the foundation degree in Health and Social care. After successfully completing the course, I'm now seeking a permanent role.

I believe I meet the requirements of the person specification as follows:

Qualifications

I've been fortunate to benefit from the trust's excellent development programme, which has enabled me to gain an NVQ/ QCF level 3 in care and secondment to complete my foundation degree at Oaktree University, where I gained excellent results in all assignments.

I've also recently completed the A1 assessors course and have experience of assessing health care assistant colleagues and helping them to complete their NVQ/QCF level 2 competencies. Feedback received for this was great, with senior managers commenting that I am "supportive and nurturing."

Experience

Regarding my experience, I've worked in acute health care for the last ten years, holding positions as a healthcare assistant and senior healthcare assistant on both medical and surgical wards.

My current role requires me to prioritise a busy workload, for example delegating to health care assistants where required, ensuring patients observations have been completed, and ensuring that I communicate effectively with anxious or distressed relatives. I do this by creating a plan at the start of each shift, following a discussion with the rest of the team during handover, which works really effectively.

Also within my current role, I frequently accept delegated responsibilities from senior colleagues, including being allocated a group of up to six patients, where I am responsible for pre-surgery preparation or providing post operative care. I monitor and record vital signs, reporting adverse findings to senior colleagues.

I've always been interested in head and neck surgery, and specifically request to work within this area as much as I can. This has allowed me to build upon my skills and knowledge caring for patients with tracheostomies, laryngectomies and facial reconstructions. Over the years I've arranged shadowing with ENT surgeons in theatre, gaining exposure to procedures such as tongue cancer ablations and complex free tissue transfer techniques. I've also spent time with the Macmillan Head and Neck Clinical Nurse Specialists during clinics. This really helped me reflect on my communication skills when advising patients, making sure they understand their condition and treatment, but without overwhelming them.

Skills and Aptitude

Over the last 3 years, I've been assessed as competent to perform clinical procedures such as minor dressings, tracheostomy care, venepuncture and catheterisation, and have extensive experience in these areas. I'm also experienced in delivering mouth care, monitoring infusion rates and providing discharge advice (all of which form part of my current role) and I attend regular refresher courses in these areas.

I love working in a team and contribute actively to team handovers and meetings. Something I'm passionate about is valuing the contribution and skills of my colleagues, so I always make sure I thank or commend them after a shift. I think this is really important for team rapport and morale, so I try and champion this behaviour wherever I can. In my last appraisal my manager commented that I had, "played a vital part of motivating the team during a difficult and busy time."

It's my belief that everyone has a part to play in improving services and identifying better ways of working. A few months back I suggested that we rearrange our stock cupboard, having assessed that it was a health risk to staff. I was given responsibility for seeing this through and received really positive feedback from colleagues afterwards.

I understand the audit cycle as well as having attended study days on this topic. Recently, I actively participated in recording data for the ward audit of post operative mouth care.

Thank you for taking the time to read my application; I hope I've been able to convey my passion and commitment to surgical nursing and patient care. Being accepted for this post would be a dream come true, allowing me to provide a more advanced level of care within a clinical area I feel passionately about, for an employer I'm truly proud to work for.