

## Job Details

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Job Title: UTC / WIC Practitioner  
Hours of Work:  
Band or Grade: Band 6  
Department:  
Division: Medicine  
Base: RAEI

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## Reporting Arrangements

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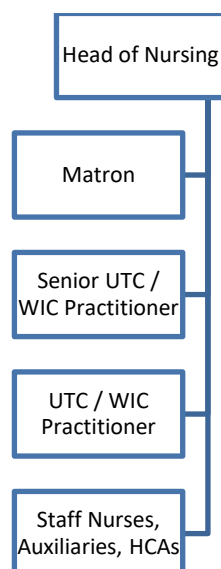
Managerially Accountable to: Matron/Senior UTC / WIC-Practitioner  
Professionally Accountable to: Matron Unscheduled Care  
Responsible for: Staff Nurses, support workers

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## Job Purpose

### Organisation Chart

Illustrate the position of the job within the department/service, indicating any services/functions directly managed.



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## Duties and Responsibilities

Responsibility to maintain their professional accountability and self-development through the practice of safe standards in compliance with the NMC Code of Conduct

Responsible for the delivery of a high quality service, ensuring that clinical care is organised to meet the needs of the individual and ensuring patient safety. Provides and delivers specialist patient care to patients with minor injuries / illnesses. Making autonomous clinical decisions including discharge or referral to appropriate services. Provides clinical supervision for staff. Acts as a leader, motivating staff. Undertakes both formal and informal teaching to staff and provide support for them in the clinical environment. Support senior colleagues in the management and organisation of the unit, Rotating across WWL sites as service needs demand.

### Key results from the job holder

#### Planning and Organisational Duties

- Maintain self-development and clinical competence with specific reference to the treatment of minor injuries / illnesses.
- Arrange the reception, transfer and discharge of patients in accordance with policies and procedures.
- To undertake additional training to develop specialist skills and knowledge as appropriate e.g. PGD's, clinical examination skills, digital nerve blocks, suturing, reduction of dislocations and interpretation of diagnostic tests.
- Allocates / deploys staff, in response to service demand and patient needs.
- Organises and prioritises personal workload, co-ordinating care and delegating work in an ever changing environment.
- Responsible for ensuring compliance with local and national targets.
- Implements best practice and delivery of a high standard of nursing care, evaluating service delivery, identifying areas for improvement and initiating change.
- Recognise and respond appropriately to issues, which require urgent or immediate attention, reporting to other members of the multi-disciplinary/ senior staff as necessary.
- To ensure patients valuables and belongings are documented and managed in accordance with the Trusts policies and procedures.
- Ensure risk recognition and management of risk in the clinical environment as appropriate
- Responsibility to keep self organisationally and departmentally updated through attendance at appropriate meetings
- Seek appropriate advice for clinical and managerial problems beyond your scope of professional knowledge and/or skill
- Actively participates in discussions about service / policy developments and other organisational initiatives that effect the post holder's professional and working environment.

#### Communications and Key Working Relationships

- Undertakes triage of patients.
- Provide specialist clinical knowledge in relation to minor injuries / illnesses to colleagues, patients, carers / relatives.

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- Establishes and maintains effective communication with patients and carers/ relatives and professionals across health and social services ensuring appropriate advice is given on discharge.
  - Deals with complex and sensitive information relating to patients and procedures.
  - Relaying of distressing news to patient's /relatives/ carers on occasions.
  - Demonstrates an ability to be empathetic, reassuring, supportive and persuasive.
  - Work in close collaboration with members of multidisciplinary team to ensure that patient needs and service demands are met.
  - To ensure effective communication and sensitivity is maintained when dealing with people regarding difficult matters and/or in difficult situations e.g. violence and aggression.

### **Responsibility for Finance**

- Contribute to ensuring the effective use of all resources.
- Assist in the maintenance of the stock levels and work within the resources available. Bring to the attention of senior staff any potential efficiency savings or anticipated budgetary pressures.
- Ordering of stock as required.

### **Responsibility for Human Resources**

- Responsible for the day-to-day co-ordination and supervision of a group of staff.
- Actively participates in the recruitment and selection of staff with senior colleagues.
- Actively participate in the IPR/PDP process, undertaking the IPR/PDP of staff
- Undertakes clinical supervision of colleagues on an individual or group basis to support them in the provision of direct patient care.
- Assist the senior staff in ensuring that all newly appointed staff receive an induction to the department and obtain mentorship as appropriate.
- Act as a role model and team leader by means of personal example and direct involvement in the activities of the department.
- Implements the department's sickness notification policy and assists in the Trusts attendance management policy.
- Ensure that staff understand and adhere to the relevant policies, procedures and guidelines.
- Promotes peoples equality, diversity and rights.
- Supports the aims and vision of the Trust.
- Participate in the planning of duty rotas to ensure that adequate skill mix is maintained to meet the needs of the service

### **Responsibility for Health & Safety**

Compliance with the Health & Safety at Work Act 1974 – the post holder is required to fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards, and a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

- Records and reports accidents and untoward incidents as per policy and actively carries out steps to minimise further risk as appropriate.

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- Maintains safe administration of medicines, concordant with the NMC and Trust policies.

## **Responsibility for NHSLA**

- Responds to complaints and takes appropriate action.
- Ensure a high quality of documentation that may be used in a court of law to support the Practitioner as a professional witness

## **Responsibility for Teaching**

The post holder will promote life-long learning through the use of appropriate coaching, teaching and assessment in practice by:

- Facilitate a supportive learning environment for all levels of staff.
- Identifies learning needs, plans, and implements and evaluates programmes of education in conjunction with senior staff to meet the identified need.
- Undertake the role of mentor/preceptor/supervisor to other members of the departmental team, students and other relevant disciplines.
- Able to demonstrate specialist clinical skills to less experienced staff.
- Assist members of the departmental team to identify their own training and development needs and support them in achieving individual goals.
- Formally assess the competence of staff and students producing verbal and written reports as required by the appropriate agencies.
- Maintain a responsibility to keep oneself updated to ensure competence and develop own clinical knowledge.
- Participate in teaching/training sessions to all grades of staff.
- Undertake the teaching and practical supervision of junior and senior staff in training Support the provision of health education during patient consultation
- Supervise and direct the work of staff and support workers by taking responsibility in ensuring that instructions regarding ongoing patient care needs are followed.

## **Work Circumstances & on-call**

Not applicable

## **Standard Duties & Responsibilities**

- Lead in advancing the development of practice with regard to minor injuries / minor illnesses.
- Perform a comprehensive assessment of the patient's clinical needs presenting with minor injuries / illnesses, implementing best practice and maintaining high standards of care.
- Assess patient's condition by history taking, physical examination and appropriate use of investigations to confirm diagnosis and prescribe treatment within Trust protocols and clinical guidelines.
- Undertakes and interprets a range of diagnostic tests e.g. x-rays, bloods.
- Support the delivery of nursing care, ensure safe discharge, referral or transfer to other areas.

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- Ensure that patients are properly informed about their condition, treatment and expected outcomes.
  - Work autonomously as independent practitioners.
  - Co-ordinates and performs clinical procedures requiring a degree of concentration e.g. suturing
  - Ensure the accurate maintenance of records is compliant with legal, professional and organisational standards.
  - Collect, analyse and evaluate information, report and act in accordance with unit protocols and guidelines.
  - Maintain accurate high quality and effective communication, written, verbal interpersonal and via computer with all professional colleagues, hospital departments and other agencies.
  - Recognise and respond appropriately to urgent and emergency situations.
  - Any other duties appropriate to the grade.

The Trust operates a No Smoking Policy.

All Wrightington Wigan and Leigh NHS Foundation Trust staff employed within Clinical Environments and have contact with children, vulnerable adults; service users and their families must familiarise themselves, be aware of their responsibilities and adhere to Local Safeguarding Children's Board, Local Safeguarding Adult Board and WWL Procedures for Safeguarding and Protecting Children which are available on the Trust Policy Library.

In accordance with Part 7 of the Immigration Act 2016, employees who are required to interact regularly with the public, both face to face, and by telephone, are required to be able to speak English to an appropriate standard relevant to their role, i.e. with confidence and accuracy, using correct sentence structures and vocabulary, and without hesitation. Compliance with the Data Protection Act 1998 and Information Governance – the postholder is not entitled to use for their own benefit or gain, or to divulge to any persons, firm or other organisation whatsoever, any confidential information belonging to the Trust or relating to the Trust's affairs or dealings which may come to their knowledge during employment.

Compliance with the Health & Social Care Act 2008 – Code of Practice on the Prevention and Control of Infections and related guidance – the post holder is required to fulfil a proactive role towards the reduction and management of healthcare related infection in all of their actions. This entails compliance with Trust Infection Prevention and Control policy and related Standard Operating Procedure (SOP's); along with risk assessment of all situations; as staff have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Staff must be fully compliant with Trust Infection prevention and Control eLearning policy.

All applicants to any post within the Trust are required to declare any involvement either directly or indirectly with any firm, company, relevant person or organisation which has any interest with the Trust, the services provided by the Trust or any element of patient care. Failure to do so may result in an employment application being rejected, or if it is discovered after appointment the omission of such information could lead to dismissal. This includes any form of private practice relating to medical care.

Compliance with Trust Policies and Procedures including the Code of Conduct.

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Compliance with Standing Financial Instructions (SFIs) – The SFI's identify the financial responsibilities which apply to everyone working for the Foundation Trust and its constituent organisations including trading units. Failure to comply with Standing Financial Instructions can in certain circumstances be regarded as a disciplinary matter that could result in dismissal. Compliance with the SFIs is monitored by the Finance Department and post holders are therefore required to understand their responsibilities outlined within this document and ensure compliance with its instructions.

Responsibility for all records (including patient health, financial, personal and administrative) that they gather or use as part of their work within the trust. The records may be paper, electronic, microfiche, audio or videotapes, x-ray images.

Any other duties appropriate to the grade. The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the postholder.

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This document is also available in audio, large print, Braille and other languages upon request. For more information call 01942 773106.

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## Person Specification & Scoring Sheet

<b>Job Title</b>	UTC/WIC Practitioner	<b>Band</b>	6
<b>Candidate</b>			

**Top Tip for candidates!** Please use the supporting information section of the application form to provide examples that demonstrate how you meet each of the criteria listed below.

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Score</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ RN 1st level / AHP</li> <li>▪ Evidence of continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>▪ Management/Leadership qualification</li> <li>▪ In possession of or working towards Diploma/Degree qualification</li> <li>▪ Accredited Teaching/assessing certificate</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Candidates: Please be aware that you will be asked to present your original qualifications at interview.</li> </ul>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of increasing levels of autonomous practise within Emergency Care / WIC / Primary Care</li> <li>▪ Experience of teaching/assessing/supervising others in a clinical setting</li> <li>▪ Evidence of history taking</li> </ul>	<ul style="list-style-type: none"> <li>▪ Clinical examination module</li> <li>▪ Consultation module</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent communication and interpersonal skills</li> <li>▪ Leadership/Management skills</li> <li>▪ Ability to work without supervision</li> <li>▪ Ability to participate in learning and development</li> </ul>		
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Awareness of current professional nursing issues</li> <li>▪ Demonstrates specialist knowledge</li> </ul>		
<b>Additional</b>	<ul style="list-style-type: none"> <li>▪ Flexible</li> <li>▪ Internal Rotation across WWL sites</li> <li>▪ Speak English to an appropriate standard relevant to their role, i.e. with confidence and accuracy,</li> </ul>		

	using correct sentence structures and vocabulary, and without hesitation		
<b>WWL Behaviours</b>	When we are: <b>4ward Thinking</b> We seek out new and creative way of working to make a positive difference. <b>Working together</b> We actively seek opportunities to work in partnership with others <b>Accountable</b> We take personal responsibility for ourselves and our actions <b>Respectful</b> We recognise that everyone counts and makes a valuable contribution <b>Demonstrate Compassion</b> We take time to show kindness and care to others		

<b>Total Score:</b>	
<b>Out of total possible score:</b>	

<b>Comments</b>	Please record here any pertinent comments following interview, particularly details of how the candidate meets, or fails to meet, the requirements of the person specification;
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<b>Scoring Key:</b>	
<ol style="list-style-type: none"> <li>1. Showed multiple clear evidence of a likely lack of competence in relation to the essential criteria</li> <li>2. Showed sufficient negative evidence to be judged lacking in ability in relation to the essential criteria</li> <li>3. Showed more positive than negative evidence of meeting the essential criteria</li> <li>4. Showed clear evidence of meeting the required criteria and some of those in the desirable criteria</li> <li>5. Showed multiple clear evidence of meeting all of the essential and desirable criteria</li> </ol>	
<b>Signature:</b>	<b>Date:</b>
<b>Print name:</b>	<b>Position:</b>