

JOB DESCRIPTION

JOB TITLE:	Advanced Clinical Practitioner
PAY BAND:	8a
DEPARTMENT/DIVISION:	to be added
BASED AT:	to be added
REPORTS TO:	Nurse Consultant/ Lead ACP/ Consultant / Clinical Service Lead
PROFESSIONALLY RESPONSIBLE TO:	TBC
LAST UPDATED:	August 2018
JOB PURPOSE:	<p>The post holder will demonstrate a high level of expertise within the specialist service providing advice, education and support to staff, patients, their families and carers. The post holder will be practising autonomously as an advanced practitioner within the designated speciality area to provide patient-centred clinical care. This will encompass the skills of advanced clinical assessment, examination, diagnosis and treatment within an agreed scope of practice throughout the directorate. The post holder will support new ways of working that emphasises a more efficient and patient focused service, and will ensure the safe treatment, referral and discharge of patients with undifferentiated and undiagnosed presentations in their area. Responsibility for leading the on-going development of clinical practice and standards of care within the service, including the development of policies, procedures, protocols and guidelines in collaboration with multidisciplinary colleagues</p> <p>The post holder will deliver a 90% clinical component to their role and 10% related to appraisal, clinical audit, teaching, self-development and research</p>

KEY WORKING RELATIONSHIPS:

Internal: Divisional Nursing & Medical Teams, Chief Nurse & Senior Nursing Team, General & Operations Managers Clinical Directors, Consultants & Medical Teams, Diagnostic and therapeutic service managers / dept heads, Clinical risk and compliance, patient services

External: HEI's, other health and social care providers, local, regional and national networks and professional bodies.

MAIN DUTIES & RESPONSIBILITIES:**Clinical**

1. Work autonomously as an advanced practitioner within the specialty, managing a caseload of patients delivering individualised direct patient care.
2. Demonstrate a critical understanding of their broadened level of responsibility and autonomy and limits of own competence and professional scope of practice.
3. Direct responsibility for assessment, examination, investigation and diagnosis of patients within their area of work.
4. Use expertise and decision making skills to inform clinical reasoning to appropriately treat patients, resulting in the safe management and appropriate referral or discharge of patients with undifferentiated and undiagnosed presentations.
5. Receive referrals via a variety of sources, including direct patient referral. Manage own caseload and clinical priorities according to agreed protocols and working practices.
6. Work in a variety of areas as job plan requires including multidisciplinary clinics, participate in ward rounds, patient reviews and multidisciplinary team meetings
7. Undertake a variety of clinical skills and provide treatment/ advice as per speciality and scope of practice. Using agreed protocols of clinical practice and professional guidelines. This service may be provided within an acute secondary healthcare facility or in primary, community or home care settings.
8. Within scope of practice and clinical competence request and / or undertake diagnostic and clinical procedures and clinical investigations related to plans of care, following appropriate training and assessment of competence
9. Utilise scope of practice to undertake Non-Medical Prescribing role and provide advice on medicine management issues associated with the patient specialty group. Work within Trust policy for Medicines Management
10. Utilise advanced knowledge and skills relating to the speciality to provide specialist advice to other members of the multidisciplinary team on the basis of patient assessment.
11. Provide a seamless, high quality service from referral through to assessment, diagnosis, treatment and review, referring to other specialists as required. Provide guidance to staff, patients and their families and carers on pathway navigation
12. Lead in the development and updating of referral guidelines and policies for the service.

13. Use highly developed communication skills to effectively communicate with colleagues, patients and their relatives/carers, making reports and liaising as required with medical staff and other members of the multidisciplinary team both verbally and in writing.
14. Use professional judgement to act as an advocate for patients to ensure a patient focused approach to the delivery of care. Support and enable patients and carers to make informed decisions relating to their treatment and management. Escalate any concerns via the nursing / professional structures as required
15. Work towards safe and timely discharge and/ or transfer of care of patients from or between hospitals and services and healthcare professionals, ensuring barriers to discharge / transfer are identified and acted upon appropriately.
16. Report and raise concerns related to Safeguarding, accessing advice and support as required. Be conversant with Trust policies for safeguarding including the assessment of mental Capacity, and consideration of Deprivation of Liberty Safeguards(DOLS) and the application of the principles of Prevent (counter terrorism awareness)
17. Ensure effective and accurate verbal or written handover of patients between healthcare professionals
18. Ensure that high standards of all documentation are maintained, with accurate, complete and up-to-date information regarding patient care are kept in accordance with Trust standards.
19. Monitor the quality and standard of care provided by all members of the team and all staff in clinical areas. Identifying any skills or training gaps and escalating to the appropriate Senior Nurse or Matron.
20. Undertake training to develop further advanced clinical practice roles required by the service in order to provide a high standard of patient care.
21. Practice in compliance with their respective code of conduct and within their scope of practice, being responsible and accountable for their decisions, actions and omissions at this level of practice.

Professional Leadership & Management

1. Provide highly visible and accessible professional leadership and demonstrate expert knowledge and standards of clinical practice
2. Lead and develop a defined area of Advanced Clinical practice within the designated area of practice , promoting interdisciplinary team and collaborative working practices
3. Meet regularly with team members as a team and on an individual basis as required to support their personal and professional development
4. Promote team working; build rapport and collaborative working practices with multidisciplinary team. Liaise with inter-hospital departments and personnel across organisational and professional groups. Ensuring effective communication and interpersonal skills with other disciplines and organisations.
5. Act as a clinical role model demonstrating high standards of advanced clinical practice and provide support or advice to other staff when necessary

6. Lead and support the development of the role according to changing patient's needs, service requirements and evidence base practice.
7. Lead and actively participate in service/ departmental projects, quality initiatives and statutory accreditation processes. This will include the setting and monitoring of clinical standards of care.
8. Ensure that all resources are managed in an efficient and cost-effective manner to achieve maximum effect for patients and staff.
9. Adhere to all relevant Trust policies and procedures and to ensure that they are correctly implemented.
10. Lead in the implementation of multidisciplinary service objectives that reflect Trust strategies for patient care.
11. Demonstrate effective leadership skills, supporting the senior management team (Nurse Consultant/ Lead ACP/ Matron/ Clinical Service Lead) in service development and lead as delegated on the implementation of any of these changes.
12. Monitor standards and maintain high quality care. Report any clinical incidents via the Trust electronic reporting system and escalate issues promptly and appropriately
13. Utilise the highest level of interpersonal and communication skills when dealing with complex, sensitive or emergency situations.
14. Maintain an awareness of professional and ethical issues to ensure care is delivered in a professional timely and courteous manner by all members of the team, respecting the different spiritual and cultural backgrounds of colleagues, patients and relatives.
15. Escalate any concerns or complaints promptly
16. Participate in the recruitment and selection of staff.
17. Responsibility for completing or delegating the preparation and daily review of staff duty rotas, ensuring that the team provides most effective service provision, where required.
18. Accountable for own practice, acting at all times within the Professional Code of Professional Conduct (NMC, HCPC, CSP)
19. Maintain a working knowledge of local and national professional policy and strategy.
20. Attend and when required chair multidisciplinary meetings as a representative of the service. Ensure minutes and agreed actions are communicated to stakeholders according to agreed timescales.
21. Support the maintenance of service KPI's, NHSLA compliance, CQC compliance and local and national clinical governance initiatives in close collaboration with the directorate senior nursing, medical and management and in collaboration with clinical governance teams.

22. Maintain improvements in patient safety by supporting implementation of patient safety initiatives, prompt and appropriate response to complaints resolution and escalation where appropriate
23. Ensure patient safety by escalating any risks with staffing or service provision to directorate management team
24. May be deployed to work in any part of the Trust should the need arise to ensure patient safety is maintained.

Education

1. Act as an expert educational resource for clinical staff, patients, and carers by providing formal and informal education. Promote and develop a positive learning environment throughout the Trust.
2. Act as mentor/ assessor to staff members and students as required, providing educational advice and support. Ensure wards / departments can access appropriate training support and guidance.
3. Lead and actively participate in the delivery of educational programmes for all grades of nursing, medical and allied health professional staff.
4. Provide support and guidance to all levels of ward staff in their clinical role.
5. Ensure that pre and post registration students receive appropriate learning experience whilst allocated to the directorate.
6. Participate in provision and identification of in-service training need for all team staff.
7. Participate in education and practice development on a Trust wide basis liaising with Trust wide educational leads to ensure overall Trust educational objectives are delivered
8. Recognise the limits of own professional practice and competence, undertake further training and academic qualifications as required to maintain own specialist knowledge
9. Critically assess and address own learning needs, ensuring personal development plan reflects the breadth of ongoing professional development across the four pillars of advanced clinical practice
10. Take responsibility for ensuring completion of any statutory or mandatory training as required for. Informing line manager if there is any deviance from training attendance
11. Adapt clinical knowledge and skills to different clinical settings.
12. Participate in the annual appraisal process, delegating duties to team members as appropriate to ensure all staff within the team have personal development plans which support revalidation
13. Maintain close links with local HEI's and participate in in the development and delivery of new and established advanced practice programmes

Research & Audit

1. Participate and where required lead or assist in research projects as required, disseminating and ensuring utilisation of research results to change practice and adhering to good research practice guidance.
2. Utilise research findings in the delivery of advanced clinical patient care, developing new ways of working.
3. Be aware of research /trials being undertaken within the specialist field of practice
4. Participate and where required lead audit projects as required by the specialty, involving collating, analysing and reporting on results of the audit process.
5. Provide support, encouragement and advice to nursing staff undertaking audit and research.
6. Facilitate collaborative links between clinical practice and research through proactive engagement, networking with academic, clinical and other researchers
7. Assist in the testing and evaluation of new equipment within the clinical area.
8. Collate, analyse and present reports on varying aspects of the speciality activity as required by directorate or divisional team
9. Ensure the results of audit and research conducted by the team are disseminated at local, regional and national level.
10. Disseminate best practice research findings and quality improvement projects through appropriate forums i.e. publications, attendance/presentation, peer review

GENERAL INFORMATION:

TRUST VISION AND VALUES

The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. Our vision is simple; **building healthier lives**. Our values apply to every member of staff. They are working in partnership with others to provide safe, appropriate care and improve outcomes (**Collaborative**); being transparent in all that we do, communicating openly, inclusively and with integrity (**Honest**); taking personal and collective responsibility for the way in which we deliver care (**Accountable**); being responsive, creative and flexible, always looking for ways to do things better (**Innovative**); treating everyone with compassion, dignity and professionalism (**Respectful**).

TRUST POLICIES AND PROCEDURES

The post-holder will be required to comply with all policies and procedures issued by and on behalf of University Hospitals Birmingham. In addition if the post-holder is required to work at other organisations premises they must adhere to the specific policies relating to the premises in which they work.

CLINICAL GOVERNANCE & RISK ASSESSMENT

The post-holder must be aware of and ensure compliance with the Trust's Clinical Governance systems and Risk Management systems.

CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected within the NHS. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and in the case of computerised information could result in a prosecution for an offence or action for civil damages under the Data Protection Act.

DATA PROTECTION

If required to do so, the post-holder will obtain, process and/or use information held on a computer in a fair and lawful way; and hold data only for the specified registered purposes and to use or disclose the data only to authorised persons or organisations.

EQUAL OPPORTUNITIES AND DIVERSITY*

University Hospitals Birmingham is striving towards being an equal opportunities employer. No job applicant or member of staff will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

University Hospitals Birmingham the post-holder will have personal responsibility to ensure they do not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

HEALTH AND SAFETY *

The post-holder must make him/herself aware of the responsibilities placed on them by the Health and Safety at Work Act [1974] to ensure that the agreed safety procedures are carried out to maintain a safe environment for other members of staff and visitors.

The post-holder will have at all times a duty to conduct themselves and to undertake their work, in a safe manner, so not to endanger themselves and others around them. Clearly, the degree of such responsibilities carried out by a particular individual will depend on the nature and extent of his/her work. Should any individual feel concerned over the safety aspects of his/her work, it should be brought to the attention of his/her manager/supervisor and/or Trade Union Safety Representative.

The post-holder must adhere to the health and safety rules and procedures of the Trust. He/she has a legal duty to use safety devices and equipment provided.

All staff will receive a general introduction to health and safety at work as part of their induction. They will also be given advice on fire, security and lifting procedures.

FLU PANDEMIC OR MAJOR INCIDENT

In the event of a flu pandemic or major incident, the post holder may be asked to undertake other duties not necessarily commensurate to the banding of this role. This could include duties in any part of the hospital. Prior to undertaking any duties, the member of staff will have full training and induction. No member of staff will be asked to undertake duties for which they are not competent or where they feel unsafe in their environment or could put patients or themselves at risk.

NO SMOKING POLICY

The Trust has a no smoking policy. Staff are only permitted to smoke in designated smoking shelters. Members of staff must not smoke inside any of the Trust's premises nor in any vehicle used on Trust Business. Members of staff must adhere to the Trust's Uniform Policy and therefore any uniforms must be covered whilst smoking.

PUBLIC SERVICE USER AND CARER INVOLVEMENT

Under Section 11 of the Health and Social Care Act we have a duty to involve patients and the public at all levels within the organisation. The post-holder will be required to recognise and value the benefits of listening and responding to patients and recognise that the patients experience is the catalyst for doing things differently to improve the way we deliver services.

UNTOWARD INCIDENTS

The post-holder must take responsibility for incident and near miss reporting and must ensure they adhere to all departmental policies and procedures.

SAFEGUARDING

The Trust is committed to safeguarding and promoting the welfare of the adults, young people and children who use the services. All staff have a responsibility to report any identified concerns of abuse or exploitation through the appropriate route in line with the respective policies and procedures.

REVIEW OF THE ROLE

This job description will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the service and the organisation.

This role profile is designed to identify principal responsibilities. The post holder is required to be flexible in developing the role in accordance with changes within the Trust's management agenda and priorities. Although this is a list of the key responsibilities of the post it is expected that the post holder and manager will develop and define the detail of the work to be undertaken.

The Trust is committed to equal opportunities, providing opportunities for flexible working and is a no smoking organisation.

Please delete the appropriate Equal Opportunities statement and Health and Safety statement dependent upon the level of the job description being compiled.

Name of Post Holder:

Signature of Post Holder: Date:

Name of Manager:

Post Title of Manager:

Signature of Manager..... Date:

PERSON SPECIFICATION

Post: Advanced Clinical Practitioner Band 8a	Division:
Location/Department:	Date: June 2018

All candidates will be considered on their ability to meet the requirements of this person specification.

	Criteria Please state if essential (E) or desirable (D). (Only essential criteria will be considered when undertaking the job evaluation process)	How Identified e.g. Application Form/Interview/Presentation/Test
Professional Qualifications e.g. CIPD, AAT, RGN, Degree, Masters, PHD	<ul style="list-style-type: none"> Professional Healthcare Registration with a UK Regulatory Body (NMC / HCPC) (E) Post Graduate Qualification in specific speciality or equivalent experience (E) MSc or Level 7 equivalent portfolio of 180 CATs (Must cover all 4 Pillars of advanced clinical practice)– Portfolio must include evidence of health assessment module at Level 7 (E) Non – Medical Prescribing Course – where applicable to registration (E) Advanced Life Support Qualification (E) Recognised Teaching & Assessing/ Mentoring Qualification / Course (E) 	Application Form Interview / Portfolio
Experience e.g. writing business plans, budget management experience, significant clinical experience	<ul style="list-style-type: none"> Minimum of 5 years' post registration experience at a senior level (Band 7 or above/ equivalent) in specialty area (E) Evidence / experience of working in an MDT within a health care provider service (E) Evidence of on-going CPD (E). Evidence of teaching in a variety of environments (E) 	Application Form Interview / Portfolio
Skills/Abilities e.g. Report Writing, Minute Taking, Shorthand	<ul style="list-style-type: none"> Advanced Clinical Assessment/ Practice skills(E) Highly developed communication, influencing and negotiating skills(verbal, nonverbal and written (E) Ability to prioritise and meet deadlines (E) Able to use initiative and make decisions supported by agreed standards (E) Demonstrable effective time management and work organisation skills within autonomous practice to prioritise tasks and duties required to undertake the role consistently (E) Knowledge & evidence of research/audit processes and application (E) Evidence of publication in healthcare journals/ National conference (D) Evidence of dissemination of knowledge in wider healthcare organisations (E) 	Application Form Interview / Portfolio

Knowledge Depth and extent of knowledge E.g. Technical, Financial	<ul style="list-style-type: none"> • A sound knowledge of professional priorities and issues relating to NHS care provision(E) • A knowledgeable clinician with ability to ensure clinical governance is embedded in practice (E) • Sound understanding of evidence based practice and its application (E) • Knowledge of the national and local NHS healthcare agenda and its implications (D) • 	Application Form Interview / Portfolio
Personal Attributes e.g. Reliable, Punctual	<ul style="list-style-type: none"> • Reliable , punctual , professional attitude and presentation including personal dress (E) • Ability to work well under pressure in a complex care environment (E) • Is aware of own limitations to practice and competence within the role (E) • Demonstrable structured approach to continuing professional development (E) • Sound clinical reasoning & decision making (E) • Ability to inspire and demonstrate strong leadership skills (E) 	Application Form Interview / Portfolio
Other Factors e.g. ability to work shifts, ability to drive, etc	<ul style="list-style-type: none"> • Flexible , will work a range of shift patterns as per service needs within agreed health care environments (E) 	Application Form Interview / Portfolio

Comment [CP1]: Need to consider this , may not be team leaders