

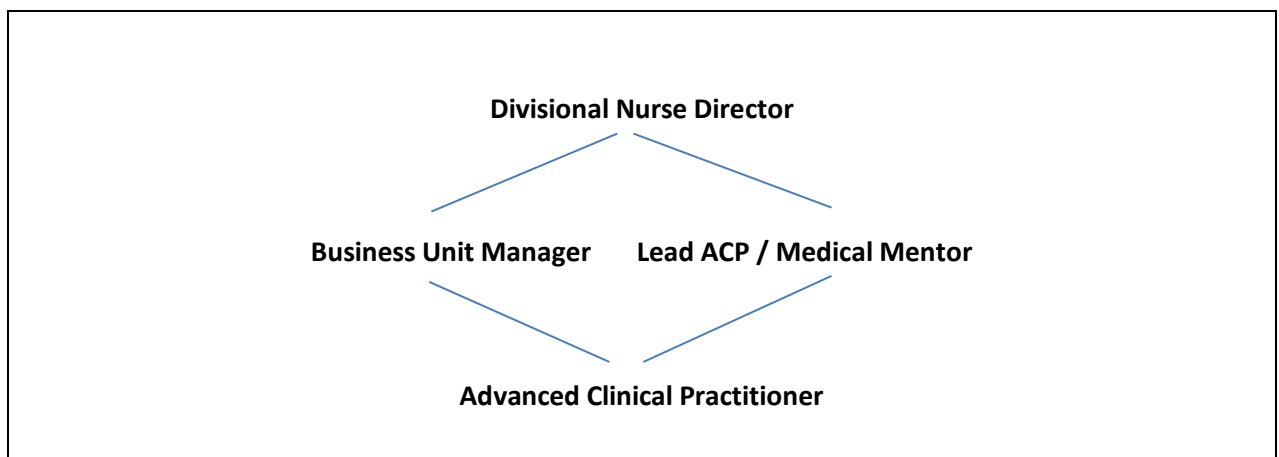
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## Job Description

<b>Job Title:</b>	Advanced Clinical Practitioner Band 8a
<b>Hours of Work:</b>	37.5 hours
<b>Department/Ward:</b>	SDEC/CDU/D1
<b>Division:</b>	Adult Acute Care Division
<b>Base:</b>	Same Day Emergency Care

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### Organisation Chart:



### Key Relationships:

Patients and their relatives/carers, AACD Divisional Nurse Director, Medical Director, Consultant Medical teams, Advanced Practitioner Lead, Consultant Nurses, Advanced Clinical Practitioners, Clinical Risk Manager, Patient Experience Lead, Divisional Director of Operations, Operational Business Managers, Ward managers, Matrons, Divisional Governance Lead, Clinical and Professional Team, Allied Health Professionals.

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## Job Purpose

- The Advanced Clinical Practitioner will assess, diagnose, treat and make the decision to admit or discharge adult patients, safely ensuring appropriate advice, health education and referral to appropriate services or other members of the MDT under minimal supervision from the Acute Medicine consultant medical team.
- Be able to manage their own caseload in response to unpredictable patterns of work.
- Act as a clinical expert in patient care, able to make high level clinical decisions, informed by advanced diagnostic, assessment and treatment skills.
- Facilitates 'expert' inter-professional care for the ill patient and their dependants by direction, supervision and example; and maintenance of all records.
- Able to provide advanced clinical skills and knowledge to medical and nursing staff within the acute medicine and urgent care division.
- Initiates, undertakes and evaluate research and audit.
- Develops and deliver educational programmes for staff locally and will work with Advanced Clinical Practitioners locally/nationally to develop advanced nursing practice.
- Ordering and interpreting radiological imaging is an integral part of the role.
- This a designated non-medical prescribing position.
- It is anticipated that 80% of the time will be spent in the clinical area with 20% non-clinical time relating to the other three pillars of advanced practice.

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### Job Details:

<b>Job title:</b>	Advanced Clinical Practitioner
<b>Hours of work:</b>	37.5
<b>Department / Ward:</b>	SDEC/CDU/D1
<b>Division:</b>	Urgent Care/Adult Acute Medicine Division
<b>Base:</b>	SDEC, Bolton NHS Foundation Trust

### Reporting Arrangements:

<b>Managerially Accountable to:</b>	Divisional Nurse Director, Clinical Lead, Operational Business Manager
<b>Professionally Accountable to:</b>	Medical Consultants/Lead ACP
<b>Key relationships:</b>	Director of Nursing, Divisional Director of Operations and all members of the Clinical teams

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### Clinical Practice

The post holder will:

- Ensure that clinical practice reflects all current guidance from their professional regulatory body.
- Work within agreed trust and national policies, giving consideration to agreed procedures and guidelines.
- Undertake advanced clinical assessment and history taking in order to reach diagnosis and management plan for healthcare problems and conditions.
- Request / perform diagnostic interventions, treatments as required, initiating appropriate management.
- Critically analyse and synthesize complex assessment data for sound decision-making.

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- Manage medications including assessment, review and prescribing in accordance with current legislation, trust policies and guidelines. Use of GM care record for clarification.
- Evaluate responses to treatment and initiating changes as required.
- Make appropriate use of the evidence base, clinical guidelines and policies at all times.
- Initiate and coordinate the treatment and education for individuals and their families/carers for their health protection, health promotion, and disease prevention.
- Ensure timely review of patients on the ward/department as requested by ward staff in the interests of improved patient care.
- Exercise good clinical judgement appropriate to level of competence, experience and skills.
- Improve patient outcomes, service delivery and quality of care by bench marking national standards and implementing into practice.
- Acknowledge limitations in knowledge, referring to senior medical staff when scope of practice is exceeded.
- Make referrals of patients to and receive referrals from other healthcare providers to ensure continuous care.
- Completion of GP correspondence/discharge letters to promote patient safety.
- Serve as a role model to other health care providers when appropriate.
- Initiate, contribute to and/or sustain research to promote evidence-based practice.
- Evaluate practice to ensure professional, ethical, equitable and quality healthcare service is provided.
- Use appropriate investigatory/reflective skills to improve and advance practice.
- Use available IT resources as per trust guidance.
- Taking ownership and responsibility to promote the smooth running of the clinical area at all times.

### **Leadership and Management**

- Assist the Lead ACP to evolve the Advanced Clinical Practitioner service in Acute Medicine.
- Utilise foundation trust policies, procedures and guidelines, actively contributing to their development and review.
- Demonstrate effective leadership at all times.
- Ensure record keeping is timely and comprehensive in line with policy.
- Encourage the philosophy of multidisciplinary team working within your area of responsibility.
- Act as a change agent by recognising and evaluating service needs taking a pro-active role in the development of the service.
- Participate in recruitment and retention process to develop a multi-professional advanced clinical practitioner team.
- Follow Trust guidelines and Policy when dealing with complaints.
- Supporting in shared learning around themes devised from complaints within clinical area and Governance.
- Take an active role in undertaking staff training needs analysis as appropriate.

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- Participate in ward, department and unit meetings at which professional and service issues are discussed.
- Demonstrate sound knowledge and understanding of clinical governance and risk management issues surrounding the role.
- Encourage and influence the multidisciplinary team to identify and discuss proposed changes to practice for your area, ensuring meaningful consultation, effective evaluation and sharing of results.

### **Education**

- Promote a learning environment within the clinical area of responsibility in which individuals take ownership for their professional development.
- Act as a role model, and advanced clinical resource providing support, leadership, supervision and teaching.
- Demonstrate provision and development of specialist teaching in collaboration with the multi-disciplinary team.
- Establish evidence based practice in the clinical environment.
- Facilitate research-based practice, assist in disseminating research findings and support changes in care.
- Engaging with medical mentor to identify professional and personal development needs; evidenced with completion of a professional portfolio.
- Develops scope of advanced clinical practice to meet the changing needs of the service.
- Maintain a portfolio of evidence based on the HEE competency framework for Acute Medicine.
- Develop effective induction programmes for new advanced practitioners to the team.
- Work in conjunction with local HEI to train and develop other advanced clinical practitioners within the organisation and assist with their assessments.
- Develop and deliver teaching programmes Trust wide (AIM / ALS).
- Take a lead role in the development, implementation, monitoring and evaluation of standards in effective patient care.
- Support in multi-disciplinary clinical audit and benchmarking incorporating essence of care standards.
- Maintain an up-to-date non-medical prescribing portfolio of evidence as per NMP policy.

### **Research and Audit**

- Take an active part in clinical governance, clinical negligence scheme for trusts and research and development initiatives/opportunities.
- Responsible for initiating, participating in and evaluating audit within own role and area of practice applying any relevant change.
- Involvement with and participate in research, aiming to publish research findings and sharing the learning locally and nationally e.g. SAM.

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- Facilitate research-based practice and assist in disseminating research findings and support changes in care.
- Critical analysis of published research, identifying its use within own area of work.
- Undertake structured judgement reviews' and share learning.

### **Clinical Governance**

#### Risk Management:

- As an employee of the Trust it is a standard element of the role and responsibility of all staff that they fulfil a proactive approach towards the management of risk in all of their actions. This involves the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

#### Health and Safety:

- All employees have a statutory duty of care for their own personal safety and that of others who come into the Trust who may be affected by their acts or omissions.
- All employees will ensure that Health and Safety legislation is complied with at all times, including COSHH, workplace risk assessment and control of infection.
- All employees are required to cooperate with management to enable the Trust to meet its own legal duties.
- Report any circumstances that may compromise the health, safety and welfare of those affected by the Trusts undertakings.

#### Legal requirements:

- Keep up to date with legal matters that may arise during course of duty.

### **Equality and Diversity:**

- To recognise and promote the importance of people's rights and interpret them in a way that is consistent with Trust procedures, policies and legislation.
- Acts in a way that acknowledges and recognises peoples expressed beliefs, preferences and choices e.g. how people like to be addressed and spoken to.
- Respects peoples' diversity and values them as individuals.
- To challenge the behaviour that undermines the right of others.
- To identify and take action where necessary to address discrimination.

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- To attend relevant mandatory Trust study days concerning this area of practice.

**Safeguarding Children and Vulnerable Adults:**

- Safeguarding and promoting the welfare of children and vulnerable adults is everyone's responsibility, all those coming into contact with children, families.
- or vulnerable adults through their work in the Trust have a duty to safeguard and promote the welfare of children and vulnerable adults.
- The post holder must comply with all relevant documents, policies and procedures and training on safeguarding and promoting the welfare of children and vulnerable adults.

**Confidentiality:**

- All Trust employees are required to uphold the confidentiality of all records held by the Trust, whether patients record or Trust information. This duty lasts indefinitely and continues after you leave Trust employment. All information that identifies individuals in whatever form is covered by the 1998 Data protection Act and should be managed in accordance with this legislation.

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 post holder.

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Prepared by: Dian Huyton

Date: April 2024

Agreed by:

Date:

Employee's Name and Signature:

Date:

Managers Name and Signature:

Date:

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