

JOB DESCRIPTION

Job No: 1873

1 Job Details

Job Title	Advanced Clinical Practitioner
Job Grade	8a
Hours	37.5
Reports to	Department Lead, Urgent care Newark
Division	Urgent and Emergency Care
Department/Area	Urgent Care Centre
Location	Newark Hospital

• Job Purpose

To provide high quality clinical assessment and intervention and treatment for a wide variety of patients presenting to UCC.

To work autonomously at an advanced clinical level in the direct delivery of high quality care, making critical clinical decisions based on thorough clinical assessment and interpretation of diagnostic interventions and delivery of therapeutic interventions.

The post holder will demonstrate sound clinical decision making and deliver expert care for a wide variety of patients presenting to the UCC with undifferentiated diagnoses

To work within the pillars of the Multi-professional Framework for Advanced Clinical Practice in England through collaboration with clinical teams to meet the needs of patients, supporting the delivery and development of service, policy and procedures, and ensuring the maintenance of clinical excellence.

To provide clinical leadership and support within the medical, nursing and allied health teams and support the Corporate Lead ACP in developing and delivering the Trust advanced practice strategy and vision.

To contribute to the delivery of training and education within the UCC and maintain own professional development and competence

To take opportunities to lead or contribute towards research and audit in the pursuit of the continued pathway towards clinical excellence

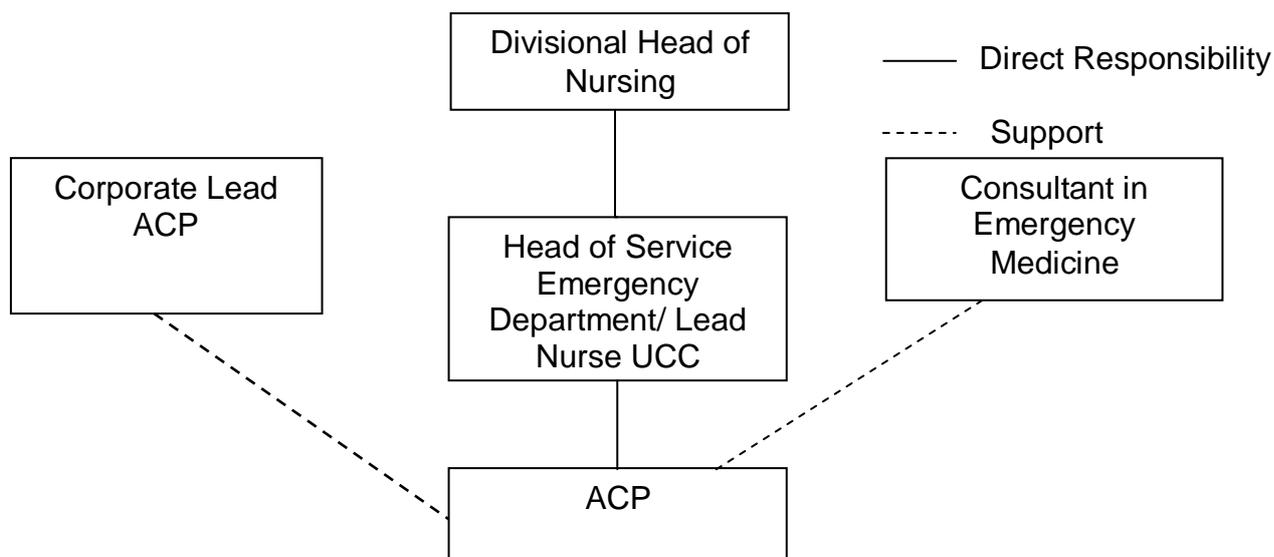
The overriding purpose is to support the provision of the highest quality patient care through

personal actions and continuous improvement.

2 Role of the Department

The Department provides accident and emergency services for the local population. The department also has a supportive, educational and advisory role for both staff and patients.

3 Organisational Chart



- **Key Result Areas**

Clinical Practice

- Assess, analyse, differentially diagnose, plan, implement and evaluate highly specialist and complex treatment/interventions and programmes of care for presenting patients, resulting in safe and appropriate management, referral or discharge.
- Clinically examine and assess patient needs from a physiological and psychological perspective, and plan clinical care accordingly, advising patients, carers and

colleagues.

- Diagnose and treat both acute and chronic conditions, integrating both drug- and non-drug-based treatment methods into a management plan
- Prescribe and review medication for therapeutic effectiveness, appropriate to patient needs in accordance with national and local guidelines, and within scope of practice.
- Work with patients in order to support compliance with and adherence to prescribed treatments
- Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care
- Prioritises own and medical teams workload and ensure effective time-management strategies are embedded within the culture of the team
- Support patients to adopt health promotion strategies that promote healthy lifestyles, and apply principles of self-care
- Works effectively with others to clearly define values, direction and policies impacting upon care delivery
- Carry out clinical investigations specific to the role in order to provide holistic patient care.

Communication and Judgement

- Maintain effective communication links within the department, with other health care professionals and members of the multi-disciplinary team.
- Maintain effective communication within the emergency department environment ensuring active participation with senior nursing and medical team members and provide effective communication between the roles. Communicate with external stakeholders such as other wards and agencies e.g. GPs, Community Matrons, and Intermediate Care to support continuing quality care both on admission and at discharge.
- Communicate highly complex, sensitive or contentious condition related information, to ensure patients are fully informed and consent to treatment.
- Communicate effectively with patients and carers, recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating
- Anticipate barriers to communication and take action to improve communication
- Act as an advocate for patients and colleagues
- Ensure awareness of sources of support and guidance (eg PALS) and provide information in an acceptable format to all patients, recognising any difficulties and referring where appropriate

- Use technology and appropriate software as an aid to management in planning, implementation and monitoring of care, presenting and communicating information
- Analyse and compare highly complex facts and situations and be able to convey that analysis at all levels within the organisation and beyond.
- In partnership with other clinical teams, collaborate in improving the quality of health care responding to local and national policies and initiatives as appropriate, and assessing the impact.

Delivering a quality service

- Prioritise organise and manage own workload in a manner that maintains and promotes quality
- Deliver care according to NSF, NICE guidelines and evidence-based care
- In partnership with other clinical teams, collaborate on improving the quality of health care responding to local and national policies and initiatives as appropriate
- Evaluate patients' response to health care provision and the effectiveness of care
- Support and participate in shared learning across the organisation and wider organisation
- Assess the impact of policy implementation on care delivery
- Be pro-active in seeking the views of patients and relatives in order to appreciate and acknowledge satisfaction or identify areas for improvement
- In collaboration with Head of Nursing, design, implement and evaluate patients involvement and experience and develop effective feedback mechanisms to enhance the service provided by the ACP
- Deal with concerns or complaints promptly with tact, diplomacy and attention to detail, both verbally and in writing.

Clinical Governance

- Recognise and work within own competence and professional code of conduct as regulated by the NMC, HCPC or other governing body
- Produce accurate, contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedures
- Assess effectiveness of care delivery through self and peer review, benchmarking and formal audit and evaluation
- Initiate and participate in the maintenance of the quality governance framework and processes across the organisation and its activities
- Use a structured framework (e.g. root-cause analysis) to manage, review and identify learning from patient complaints, clinical incidents and near-miss events

- Understand and apply legal issues that support the identification of vulnerable and abused children and adults, and be aware of statutory child/vulnerable patients health procedures and local guidance
- Ensure the whole team have skills and knowledge regarding domestic violence, vulnerable adults, substance abuse and addictive behaviour. Provide guidance and support to ensure appropriate referral if required
- Ensure health and safety is maintained in all clinical areas, using risk management initiatives, dealing with critical incidents and promoting and providing a safe environment for staff and patients.

Research and Audit

- Utilise the audit cycle as a means of evaluating the quality of the work of self and the team, implementing improvements where required
- Take the lead in demonstrating a commitment to the implementation of current research and development findings and appropriate research studies within the clinical environment.
- Personally conduct research directly relative to the role of the ACP to inform future workforce development at a national level.

Continuing Education, Professional and Personal Development

- Take responsibility for own learning and performance including participating in clinical supervision and acting as a positive role model
- Provide specialist training and education
- Support staff development in order to maximise potential
- Act as an effective role model for junior medical staff and other members of the MDT
- Actively promote the workplace as a learning environment, encouraging everyone to learn from each other and from external good practice
- Critically evaluate and review innovations and developments that are relevant to the area of work
- Enlist support and influence stakeholders and decision-makers in order to bring about new developments in the provision of services
- Take a lead role in planning and implementing changes within the area of care and responsibility
- Participate in policy development, implementation and ongoing compliance both at a local and strategic level, using multi-professional collaboration to ensure service development and continual improvement.
- Propose service changes and develop clinical protocols appropriate to the role.

Team Working

- Work autonomously and as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working
- Delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence
- Create clear referral mechanisms to meet patient need
- Prioritise own workload and ensure effective time-management strategies are embedded within the culture of the team
- Work effectively with others to clearly define values, direction and policies impacting upon care delivery
- Discuss, highlight and work with the team to create opportunities to improve patient care
- Manage and lead on the delivery of specifically identified services or projects as agreed with the management team

Management and Use of Resources

- Personal duty of care in relation to the safe use of specialist equipment
- Contribute to plans for managing resources and reviewing financial strategies across the department that could be complex in nature and require a high level of organisational skills and the interpretation of a broad range of factors or situations.
- Actively contribute to effective cost improvement initiatives across the Trust.

All employees have an individual responsibility to have a knowledge of and employ the basic principles of infection control practice and to ensure adherence to the requirements of the Infection Control Manual.

All staff employed by the Trust are required to work in a safe manner, in accordance with current health and safety legislation and with the general principles laid down in the Trust's Health and Safety Policy.

You are required to comply with all of the Trust's policies and procedures. These are obtainable on the Trust's intranet site, where guidance is also contained.

Equality and Diversity is fundamental to all the hospital does, both in the way we provide services to our community, patients and the way in which we manage our staff. All Trust employees are required to respect and adhere to the principles of equality and diversity treating patients and staff with dignity and respect as laid down in the Trust's Single Equality Scheme.

To undertake any other duties which may be reasonably regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that appropriate training is given and that wherever possible significant changes of a permanent nature shall be mutually agreed and incorporated into the job description in specific terms and the post re-evaluated if the change is likely to result in a job evaluation score change.

4 Physical, Mental and Emotional Effort Required

- The post holder will physically be able to undertake the tasks involved in caring for patients where there is a requirement for several periods of moderate physical effort within a duty period.
- The post holder will be required to sustain frequent periods of concentration whilst undertaking patient assessment and care delivery; through periods where the work pattern is unpredictable. The post will expose the post holder to situations that are considered highly emotional or distressing on a frequent basis.
- Dexterity and accuracy will be required to undertake physical tasks, for example, intravenous injections, arterial blood sampling and suturing.

5 Outline of Working Conditions

The post holder will frequently be exposed to Strong smells, behaviour issues and emotionally upsetting situations e.g.

- Exposure to blood and body fluids on a frequent basis
- Agitated/Aggressive/ Upset relatives/ friends
- Death of patients

The post holder will be working in a controlled environment under artificial lights.

6 Freedom to Act

As a registered practitioner the post holder will be accountable for their own actions and the action of others e.g.

- Required to delegate tasks to other colleagues
- Needs to ensure a smooth and safe service is provided,
- Collaborate with Reps and Consultants to provide service improvements
- Works autonomously within agreed guidelines with responsibility to ensure high standards and quality are achieved within sphere of control.

9 Equality and Diversity

- Identify patterns of discrimination and take action to overcome this and promote diversity and equality of opportunity
- Enable others to promote equality and diversity in a non-discriminatory culture
- Support people who need assistance in exercising their rights
- Monitor and evaluate adherence to local chaperoning policies
- Act as a role model in the observance of equality and diversity good practice
- Accept the rights of individuals to choose their care providers, participate in care and refuse care
- Assist patients from marginalised groups to access quality care

Sherwood Forest Hospitals NHS Foundation Trust

Person Specification

Post of Qualified Advanced Clinical Practitioner – Emergency Care

Attribute	Essential	Weighting	Desirable	Weighting	How Identified
Knowledge Requirements	<p>Possess a broad and advanced knowledge of clinical pathophysiology</p> <p>Has a sound level of knowledge in relation to invasive and non invasive diagnostic and therapeutic procedures</p> <p>Ability to take a full systematic focused history</p> <p>Ability to make a diagnosis based on interpretation of imaging and pathology results</p> <p>Has the knowledge to support safe clinical decision making in relation to discharge</p>		<p>Knowledge of more than one area of clinical practice – i.e surgery, medicine, orthopaedics, ITU</p> <p>Health and safety</p>		Interview

	<p>Excellent communication skills with clear written and oral skills.</p> <p>Proven management skills:</p> <ul style="list-style-type: none"> • Organisational abilities • Supervisory skills • Leadership skills • Change management skills • Clinical governance knowledge • Knowledge of current health service priorities and national and local nursing and allied health agendas. <p>Undertake work and projects across all four pillars of advanced practice in order to meet the capabilities of the Multi-professional Framework for Advanced Clinical Practice for England</p>				
Qualifications- Academic/ Craft/	Registered nurse or allied health				Application

Professional	professional (NMC or HCPC) Previous degree level qualification MSc in Advanced Clinical Practice (or working towards) Evidence of substantial advanced level clinical practice demonstrated in a clinical portfolio Evidence of ongoing CPD ALS provider Non-medical prescriber Mentor/teaching qualification Evidence of ongoing personal and professional development Evidence of managing acute presentations Clinical diagnostic skills including the ability to interpret as a minimum CXR, and laboratory investigations		Evidence of research and audit ALS Instructor EPLS provider ATLS provider Ability to perform basic interpretation of skeletal X-ray and CT brain		
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Qualities	<p>Self-directed practitioner</p> <p>Highly motivated</p> <p>Flexible</p> <p>Enthusiastic</p> <p>Team player</p> <p>Ability to work across boundaries</p>				Application and interview
Experience	<p>Minimum of 5 years post registration experience, most recent of which should be in a senior position</p> <p>Substantial broad experience relative to clinical area</p>		Project management		Interview and Application
Analytical and judgemental skills	<p>Has the ability to work as an independent practitioner through completion of Masters level clinical practice programme and clinical competencies.</p> <p>Portfolio evidence of assessment of competent advanced clinical decision making (i.e ACAT, Mini – cex,</p>				Interview

	<p>DOPS)</p> <p>Has ability to formulate a diagnosis and differential diagnosis, initiate appropriate treatment and evaluate effectiveness.</p> <p>Ability to manage a team of patients and prioritise work.</p> <p>Able to present and receive complex information from the MDT</p> <p>Demonstrates experience with the audit process and audit tools</p> <p>Competent to interpret ECG and ABG</p>				
<p>Planning and organisational skills</p>	<p>Demonstrates proactive performance</p> <p>Manages own workload and supports junior medical staff in managing theirs.</p> <p>Plans and organises work as a</p>				

	<p>senior member of the team according to clinical situation</p> <p>Has the ability to plan and implement strategies which may impact across the Trust and healthcare community</p> <p>Prioritises balance of work to support flow of patients through Trust.</p>				
<p>Physical skills</p>	<p>Physically able to perform all requirements of the ACP role where highly developed skills and accuracy are required i.e ABG, IVs drug administration, inserting catheters, specialist procedures relevant to area of practice</p> <p>Willing to be adaptable and flexible to meet service requirements</p>				

<p>Responsibilities for patient / client care</p>	<p>Develops highly specialised programmes of care and is responsible for ensuring high standards of care are delivered at all times individually</p> <p>Able to identify / manage and advise on the on-going care of patient group</p> <p>Provides highly specialised advice to medical and nursing staff re management plans and is responsible for evaluating diagnostic results</p> <p>Is responsible for ensuring effective communication at time of discharge both for patient and to GP or other significant healthcare practitioners</p>				

<p>Responsibilities for policy and service development and implementation</p>	<p>Contributes to the development of the Trust ACP service as well development of the specialty service within which they work.</p> <p>Helps develops protocols for specialist area which may impact on other disciplines</p> <p>Adheres to Trust policies and procedures and works within the ACP framework for advanced clinical practice.</p> <p>Supports the development of new policies as work and role develops within Trust policy</p> <p>Negotiates and liaises with appropriate stakeholders re polices that may impact beyond own area of practice</p> <p>Supports or initiates the development of new ways of working that reflect local targets,</p>				
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	tariff and changes to healthcare policy				
Responsibilities for financial and physical resources	<p>Understands personal responsibility for effective management of resources and ensures the safe use of specialised equipment.</p> <p>Contributes towards efficiency savings in resource management and allocation and helps to identify and eliminate wastage in this area</p>				
Responsibilities for human resources	<p>Supports Consultants, ward leaders, Head of Nursing and Corporate Lead ACP in recruitment of qualified and trainee ACPs</p> <p>Acts as a clinical supervisor to junior members of the MDT</p> <p>Supports the delivery of training</p>				

	to the MDT relevant to clinical area of practice				
Responsibilities for information resources	<p>Maintains patient/client records,- produces cotemporaneous and complete records of the patient consultation supports medical team in providing same.</p> <p>Understands data protection and Caldicott issues.</p> <p>Presents clinical data and information as required</p>				
Responsibilities for research and development	<p>Supports research and participates in clinical trials relevant to area of practice and role</p> <p>Ensures audit and research findings are utilised to inform delivery of care</p>				

Freedom to act	<p>Works as an independent practitioner but supports inter & intra-professional working.</p> <p>Works within Trust policy and clinical guidelines relating to advanced practice and professional registration</p> <p>Uses initiative within established policies and procedures, taking responsibility for own actions</p> <p>Acts as the patients advocate at all times.</p>				
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<p>Physical, mental and emotional effort</p>	<p>Physically able to perform the advanced practice role including attendance to emergency calls anywhere within the Trust / Trust grounds</p> <p>The role requires frequent moving and handling of patients for examination purposes</p> <p>Frequent requirement for prolonged concentration for patient care and to responding to an unpredictable work pattern with frequent interruptions from patients and staff</p>				
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	<p>Exposed to occasional highly distressing circumstance where they are required to manage distressing and emotional situations such as breaking of bad news to families and patients</p> <p>Displays exemplary standards of professional and personal behaviour and integrity at all times.</p> <p>Required to support all members of the MDT</p>				
<p>Working conditions</p>	<p>Universal precautions apply Regular exposure to body fluids, smell, foul linen and clothing.</p> <p>Understands trigger of aggressive behaviour and is able to manage exposure to verbal aggression and threatening behaviour</p>				

Contractual Requirements	Regular attendance Work 37.5hours Ability to work flexibly to include weekend and out of hours work				
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Job Description Agreement

Job Holders Signature **Date**

Line Manager's Signature **Date**

FORM FOR DEVELOPING AN NHS KSF OUTLINE FOR A POST

Post of Advanced Nurse Practitioner – Emergency Care

NHS KSF DIMENSIONS	Needed for post?	Level for post				Notes
		1	2	3	4	
CORE DIMENSIONS -relates to all NHS posts						
1 Communication	y				×	
2 Personal and people development	y				×	
3 Health, safety and security	y			×		
4 Service improvement	y				×	
5 Quality	y				×	
6 Equality and diversity	y			×		
SPECIFIC DIMENSIONS						
HEALTH AND WELLBEING						
HWB1 Promotion of health and wellbeing and prevention of adverse effects to health and wellbeing	y		×			
HWB2 Assessment and care planning to meet people's health and wellbeing needs	y				×	
HWB3 Protection of health and wellbeing	y		×			
HWB4 Enablement to address health and wellbeing needs						
HWB5 Provision of care to meet health and wellbeing needs	y				×	
HWB6 Assessment and treatment planning	y				×	
HWB7 Interventions and treatments	y				×	
HWB8 Biomedical investigation and intervention						
HWB9 Equipment and devices to meet health and wellbeing needs						

HWB10 Products to meet health and wellbeing needs						
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NHS KSF DIMENSIONS	Needed for post?	Level for post				Notes
		1	2	3	4	
ESTATES AND FACILITIES						
EF1 Systems, vehicles and equipment						
EF2 Environments and buildings						
EF3 Transport and logistics						
INFORMATION AND KNOWLEDGE						
IK1 Information processing	y	x				
IK2 Information collection and analysis	y		x			
IK3 Knowledge and information resources						
GENERAL						
G1 Learning and development	y			x		
G2 Development and innovation	y			x		
G3 Procurement and commissioning						
G4 Financial Management	y		x			
G5 Services and project management	y			x		
G6 People management						
G7 Capacity and capability						
G8 Public relations and marketing						