

**Advanced Practitioner  
JOB DESCRIPTION**

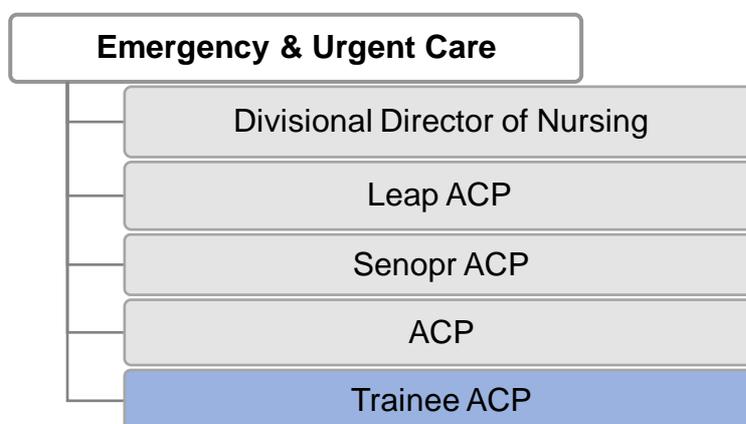
<b>Job Title:</b>	Advanced Practitioner
<b>AfC Band:</b>	Band 8a
<b>Directorate/Service:</b>	Emergency & Urgent Care
<b>Accountable To:</b>	Assistant Director of Nursing
<b>Responsible To:</b>	Rhona Burrell
<b>Base Location:</b>	Oldham
<b>On-Call Requirement:</b>	No
<b>AfC Job Code:</b>	Add Job Code

**Values**

Three values are at the heart of our organisation: **Care, Appreciate** and **Inspire**.

Our values and behaviours define what's important to us as we work alongside each other and with our patients and service users. They also shape what it feels like to work at the NCA and will be central to your development and performance conversations. Together, we will create a culture where care, appreciation and inspiration thrive.

**Structure Chart**



### Job Summary

The post holder will form part of the SDEC team to provide clinical assessment and support to the care and treatment of a diverse and undetermined caseload of patients requiring SDEC input, who may have a highly complex acute presentation from the very sick seriously ill, to the more minor common illnesses/ailments. They will determine clinical diagnosis and treatments indicated and maintain records as an autonomous practitioner. The post holder will provide clinical expertise for developing and enhancing the service. This will be done in collaboration with medical, nursing and allied health professional colleagues. They will demonstrate advanced skills and competencies. They will ensure that evidence based practice is inherent in all aspects of care and treatment and ensure this knowledge is disseminated throughout the clinical area, Trust and externally, as appropriate.

### Key Role and Responsibilities

## Main Tasks & Overview of Responsibilities

1. Develop and maintain communication with people about complex issues and/or in difficult situations.
2. Be proactive in developing own professional practice underpinned by the four pillars of advanced practice, demonstrate evidence of increasing autonomy, clinical judgement and decision making skills.
3. Promote, monitor and maintain best practice in health, safety and security.
4. Contribute to the improvement of services.
5. Contribute to improving quality of care and services.
6. Support equality and value diversity.
7. Plan, develop and implement approaches to promote health and wellbeing and prevent adverse effects on health and wellbeing.
8. Assess complex health and wellbeing needs and develop, monitor and review care plans to meet those needs.
9. Assess physiological and psychological functioning when there are complex and/or undifferentiated abnormalities, diseases and disorders and develop monitor and review related treatment plans.
10. Plan, deliver and evaluate interventions and/or treatments when there are complex issues and/or serious illness.
11. Incorporate a holistic approach to elderly care assessment and develop a bespoke care pathway with a view to thinking 'home first' underpinned by high level risk management.

12. Gather, analyse and report a wide range of data and information.
13. Demonstrate a high level of complex decision making in relation to the assessment, planning, intervention and evaluation of patient care.
14. Maintain a portfolio of evidence relating to personal learning and professional development underpinned by the four pillars of advanced practice.

### **Intervention and treatment**

1. To identify appropriate diagnostic interventions and to work towards competency in diagnostic interpretation.
2. To continue to develop the skills required to practice at an advanced level and to use an extended scope of practice beyond own profession (including for example referral and interpretation of imaging, pathology reports, procedures e.g arterial blood gas sampling, ascitic drains, lumbar punctures.
3. Identifies appropriate interventions/treatments to be undertaken within the context of the overall treatment plan.
4. Undertakes intervention/treatments in a manner that is consistent with evidence-based practice. Clinical guidelines applying own skills, knowledge and experience and using considered judgement to meet individual's complex needs.
5. Evaluates the effectiveness of interventions/treatments and makes any necessary modification.
6. Maintains accurate and legible patient notes (written and electronic) in accordance with Trust and national professional policies and guidelines.

### **Leadership**

1. Inspires others and encourages them to seek advice and solutions to problems.
2. Challenges others to take an active part in developing knowledge, ideas and work practice.
3. Challenges tradition and take risks accepting joint responsibility for any arising problems and tensions and using these to inform future practice.
4. Promotes the service and encourages the emergency care team to disseminate good practice both internal and external to the Trust.

### **Communications and Relationships.**

1. To clearly identify themselves to patients and to obtain consent at all times and to record their title and grade clearly within all documentation.
2. Communicates effectively with a wide range of people in a manner consistent with their level of understanding, culture and background and preferred ways of understanding.  
Communication skills of persuasion, motivation, explanation and gaining informed consent will be used with a wide variety of patients. Barriers of effective communication will regularly be evident, e.g. altered conscious level, sensory loss, altered perception, pain, fear and severe psychosocial problems.
3. To assess capacity, gain valid informed consent and have the ability to work within a legal framework with patients who lack capacity to consent to treatment.
4. Explores complex issues and to make complex decisions encouraging the effective

participation of all involved.

5. Empathetic and reassuring when communicating highly sensitive condition related information and advice to patients, carers and relatives.
6. Competently receives highly sensitive information concerning patients' medical condition.
7. Uses a range of skills to adapt the delivery of information through changing the environment, methods of communication or delivery of content using persuasive, reassuring skills as required, e.g. breaking bad news/special needs/dealing with anxious relatives.
8. To provide spontaneous and planned advice, teaching and instruction to relatives, carers and other professionals, to promote understanding and to ensure a consistent approach to patient care.
9. Identifies and manages challenging behaviour.
10. To maintain comprehensive and accurate assessment and treatment record in line with legal directorate requirements and communicate assessment and treatment results to the appropriate disciplines in the form of letters and reports.

### **Analytical and Judgmental Skills**

1. To work, with responsibility for the care of a diverse and complex caseload of patients, to organise this efficiently and effectively with regard to clinical priorities and use of time.
2. To analyse and interpret highly complex information gained during clinical examination and history taking to diagnose an individual's problem or illness and decide on an appropriate course of action or treatment.
3. To identify and agree the appropriate data to be collected by self and others within the team.
4. Effectively use the agreed systems/methods for obtaining data collection.
5. To collate and analyse the information obtained using the appropriate methods.
6. To report in a timely manner the data and information obtained.
7. Supports the team in collating and analysing the information obtained in relation to their area of responsibility and encourages timely reports of the data and information obtained.

### **Planning and Organisational Skills**

1. To work, with responsibility for the care of a diverse and complex caseload of patients, to organise this efficiently and effectively with regard to clinical priorities and use of time.
2. To accept clinical responsibility for a diverse and often complex caseload of patients, and to organise this efficiently and effectively with regard to clinical priorities and use of time.
3. To decide priorities for own work area, balancing other patient related and professional demands, and ensure that these remain in accordance with those of the service as a

whole.

4. To demonstrate a sound understanding of clinical governance and risk management and apply to the work situation.
5. To attend staff meetings and participate in discussions concerning the running of the service.
6. Actively contributes to and support agreed developments and directorate/trust objectives.
7. Plans, develops and leads on appropriate service developments and quality improvements within emergency medicine.

### **Responsibility for Patient Care**

1. To be professionally and legally responsible and accountable for all aspects of own work, including the management of patients in your care and to ensure a high standard of clinical care for the patients under your management, and those of other staff, by providing expert care for a complex caseload of patient.
2. To ensure a high standard of clinical care for the patients under your management.
3. To treat emergency attenders and make referrals to Consultants, GP's and other healthcare professionals in a timely manner, thereby reducing length of time patients wait for an intervention.
4. Identify and refer patients for appropriate diagnostic interventions, interpret independently and formulate a comprehensive management plan.
5. According to current legislation to undertake independent and extended prescribing and also make appropriate use of the administration of medication using Patient Group Directions where appropriate.

**To record and document clinical findings as per trust policy**

### **Responsibility for Policy/Service Development**

The post holder will be expected to adhere to NCA/Trust policy & procedures as well as contributing to the development of existing or new policies.

### **Responsibilities for Financial and Physical Resources**

To be responsible for equipment used in carrying out clinical duties, and to adhere to departmental policy, including competence to use equipment and to ensure the safe use of equipment by others through teaching, training and supervision of practice

## Responsibilities for Human Resources

1. Responsible for the care of a diverse and complex caseload of patients. Able to organize this efficiently and effectively with regard to clinical priorities and use of time.
2. To identify own development needs and set own personal objectives in discussion with his/her reviewer keeping abreast of any new trends and developments and incorporate them as necessary into your work.
3. To take responsibility for own personal development and maintains own PDP underpinned by the four pillars of advanced practice.
4. Participate in regular performance review with their clinical lead and to complete a six-monthly clinical performance review with their clinical lead / supervisor, addressing and reviewing their individual learning needs
5. Makes effective use of learning opportunities whilst contributing to developing the workplace as a learning environment.
6. Contributes to the development of others, enabling them to develop and apply their knowledge and skills in practice providing timely feedback.
7. Generate and share clinical knowledge and expertise with all members of the multi professional team, utilising any new knowledge feedback to inform and change practice.
8. To be an active member of the continuing education in-house programmes by the attendance and presentation at staff meetings, tutorials, training sessions, journal clubs, external courses, clinical supervision, and reflective practice and to keep an active CPD portfolio.
9. To be involved in the appraisal system and Trust Development Programmes.
10. Undertakes annual mandatory training updates and other relevant courses in line with Trust and local policies.
11. Support the development of a learning organisation alerting managers to resource issues which may affect this.
12. Takes shared responsibility for the delivery of training and development programmes for the multi-disciplinary team.
13. Identified and contributes to the ongoing clinical and service developments in order to enhance quality care.
14. Supports the coordination of staff induction, ensuring their skills are adequate to meet the needs of the patients and carers and multi-disciplinary team.
15. Develop and maintain a portfolio of learning and clinical attainment and review this regularly with clinical leads / supervisors.

## Responsibility for Information Resources

You have a legal responsibility for all records (including patient health, financial, personal and administrative) that you gather or use as part of your work within the Trust. The records may be paper, electronic, microfiche, audio or videotapes, x-ray images. You must consult with management if you have any doubt as to the correct

management of the records with which you work. Misuse of or failure to properly safeguard confidential data will be regarded as a disciplinary offence.

As a Trust employee you are required to uphold the confidentiality of all records whether patient records or trust information. This duty lasts indefinitely and will continue after you leave the trust employment.

## **Responsibilities for Research and Development**

1. To act as a role model ensuring own actions promote quality and identify and manage any risks.
2. To keep up to date and act consistently with quality standards and guidelines within their own clinical areas and associated areas.
3. Develops guidelines and disseminates to the appropriate staff to ensure quality of patient care is constantly improved.
4. To alert others to new developments and lead them in understanding how their practice should change to improve quality.
5. To assess and monitor the quality of work in own area.
6. To raise quality issues and related risks with relevant people and follow this up and address poor performance as per Trust policy, e.g. complaints, incidents, poor communication.
7. To inform and influence clinical governance issues.
8. To informally and formally network and share achievements.

## **Freedom to Act**

1. To work as an autonomous practitioner in line with their governing body e.g. the NMC / HCPC.
2. Not directly supervised.
3. Is guided by Trust protocol and codes of conduct interpreting national guidelines and policies applicable to own sphere of autonomous practice

In order to work within the Trust clinical governance framework, which includes NHSLA standards accreditation, you must be fully competent and trained to undertake the tasks allocated to you.

To practice competently, you must possess the knowledge, skills and abilities required for lawful, safe and effective practice without direct supervision. You must acknowledge the limits of your professional competence and only undertake practice and accept responsibilities for those activities in which you are competent. This includes use of medical equipment.

Due to the Trust's commitment to continuous improvement, it is likely that the post will evolve over time. These duties will be subject to regular/appraisal and any amendments will be made in consultation and agreement with the post holder.

## **Partnership Working**

1. To have the ability to refer patients directly to other specialties.
2. To communicate effectively and work collaboratively with medical, nursing, practitioner and therapy colleagues to ensure delivery of a coordinated multi-disciplinary service.
3. To work both as an individual and across the team to ensure that policies, strategies, and service development enhance care delivery.
4. To adhere to Trust policies, procedures and current legislation which relate to own workplace and contribute to service development.
5. To develop clinical protocols, standards, and guidelines in own area.
6. To evaluate with others the effectiveness of any changes and how these have improved services, e.g. benchmarking services.
7. To propose policy or service changes which impact beyond own area of activity.
8. To participate in local/regional groups related to own area.

## **Equality and Diversity**

1. 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.
2. Acts in a way that acknowledges and recognises people's expressed beliefs, preferences and choices, (e.g. how people like to be addressed and spoken to).
3. Respects people's diversity and values them as individuals.
4. To challenge behaviour that undermines the right of others.  
To identify and take action where necessary to address discrimination.

## **Making Every Contact Count**

Front line staff are in an ideal position to offer support and advice on how to improve health and wellbeing

Staff should use their interactions with the public to give them additional advice on health and wellbeing

Staff will be given training and support to help them to signpost people to other services which may improve their health and wellbeing.

## Health & Safety

1. Be aware of the health and safety aspects of your work and implement any policies which may be required to improve the safety of your work area, including the prompt recording and reporting of accidents to senior staff, and ensure that equipment used is safe.
2. To comply with the organisational and departmental policies and procedures and to be involved in the reviewing and updating as appropriate.
3. Monitors and maintains health, safety and security of self and others in own work area.
4. Identifies and assesses potential risks in work activities and proposes how to manage these risks appropriately.
5. Contributes to the NHSLA risk register
6. Works within legislation and Trust procedures on risk management.
7. Takes immediate and appropriate action in relation to adverse incident reporting utilising the hospital incident reporting system.
8. You are accountable for the effective deployment of activities that ensure that your department/ward/clinical team is reducing hospital acquired infection. You will ensure that you and your staff comply with the Trust's policies on infection, prevention and control. You will ensure that you and your staff receive the training required to maintain competence to execute the Trust's policies on infection, prevention and control. You have a responsibility to bring deficiencies in the deployment of such policies to the attention of your line manager.

### **All people (including consultants) who manage others**

You are accountable for the effective deployment of activities that ensure that your department/ward/clinical team is reducing hospital acquired infection. You will ensure that you and your staff comply with the Trust's policies on infection, prevention and control. You will ensure that you and your staff receive the training required to maintain competence to execute the Trusts policies on infection, prevention and control. You have a responsibility to bring deficiencies in the deployment of such policies to the attention of your line manager.

### **General Staff (including junior doctors/volunteers/contractors/honorary contract holder/locums/agency bank**

You have a personal responsibility to support your department/ward/clinic in reducing hospital acquired infection. You must comply with the Trust's policies on infection, prevention and control and maintain your competency to effectively discharge your responsibilities. You must bring deficiencies to the attention of your manager.

## **Safeguarding**

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. You will be expected to fulfill your mandatory safeguarding training at the level applicable to this role.

## **Code of Conduct**

Professional staff that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Staff who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

**PERSON SPECIFICATION**

<b>Job Title:</b>	Advanced Practitioner
<b>AfC Band:</b>	Band 8a

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree level</li> <li>•</li> </ul>	
<b>Professional Registration</b>	<ul style="list-style-type: none"> <li>• Professional registration with baseline profession governing body (e.g NMC/ HCPC)</li> <li>• V300 Non-medical prescribing</li> </ul>	
<b>Knowledge, Training &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Portfolio demonstrates high profile as an Advanced Practitioner working across the four pillars of advanced practice</li> <li>• Enhanced clinical skills with the ability to work independently and autonomously</li> <li>• Excellent clinical reasoning/clinical decision making</li> <li>• Experience working as an Advanced Practitioner within medicine/SDEC/urgent care /A&amp;E.</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced Life Support (ALS)</li> <li>• Evidence of teaching and education</li> <li>• Experience of undertaking clinical audit</li> <li>• Experience of managing elderly patients with frailty syndromes.</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Evidence of effective change management</li> <li>• Highly developed effective communication/negotiation skills</li> <li>• Computer literacy</li> <li>• Attendance in line with Trust sickness and absence policy</li> </ul>	

## Living our Values

All colleagues are expected to demonstrate the NCA values and underpinning behaviours as you carry out your role.

Values	Behaviours (I will...)
<b>CARE</b>  We listen and treat each other with kindness.	Provide the highest standard of care, with compassion and kindness.
	Communicate clearly, actively listen and be person centred.
	Seek to understand and empathise.
	Collaborate to deliver services that are safe and give confidence in our care.
<b>APPRECIATE</b>  We value and respect each other's contribution.	Recognise and openly acknowledge how we all make a difference.
	Value and respect others and share in celebrating our successes.
	Treat people fairly, notice, champion and positively appreciate diversity.
	Provide constructive feedback to support growth and development.
<b>INSPIRE</b>  We speak up and find ways to be even better.	Have a voice and act with integrity and honesty.
	Make time to learn, share and find new ways of working.
	Be positive, be open to change and empower others.
	Work with my team and other teams to agree and deliver best outcomes.

## Appendix

The below details all the standard Trust requirements which must be incorporated within the role.

<b>Infection Prevention</b>
Employees will adhere to all Trust Infection Control policies and procedures which are relevant to the post and undertake any appropriate mandatory training. All colleagues will ensure that advice is sought from the infection control team as required and appropriate action is taken to minimise cross infection.
<b>Safeguarding</b>
The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.
<b>Health and Safety</b>
Employees must act in accordance with the Health & Safety at Work Act 1974, and subsequent legislation, under which they must take reasonable care to avoid injury to themselves and to others who may be affected by their work activities. Employees are required to co-operate with the Trust in meeting statutory requirements. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of colleagues, patients, and the general public.
<b>Confidentiality and Data Protection</b>
Employees are required to uphold the confidentiality of all records held by the Trust, whether patient records or Trust information. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.
<b>Equality and Diversity</b>
<p>All colleagues are required to understand the equality and diversity commitments and statutory obligations under the Equality Act 2010. You must act in ways that support Equality, Diversity, and Inclusion (EDI) and recognise the importance of people's rights in accordance with legislation, policies, frameworks, procedures, and good practice.</p> <p>Colleagues must recognise and report any behaviour that undermines equality under Trust policy and further EDI activity by:</p> <ul style="list-style-type: none"> <li>• eliminating discrimination, harassment and victimisation</li> </ul>

- advancing equality of opportunity between people who share a protected characteristic and those who don't
- fostering good relations between people who share a relevant protected characteristic and those who don't
- understanding the impact of policies, services and practice on people with different protected characteristics

**Code of Conduct**

Colleagues that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Colleagues who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

**Leadership and Development**

We believe our colleagues play a vital role in delivering excellence, and that everyone has the ability to demonstrate leadership and make a difference. As a member of our team, we expect you to live the NCA values: Care, Appreciate and Inspire through your daily habits, to improve outcomes for patients, customers and service users across the system. In return we provide a range of development opportunities that help you to realise your potential and reach your professional best.

As you join us, you are required to attend our Corporate Induction, complete the Trust's mandatory training and participate in the NCA Accelerated Leader Development Programme if you are in a leadership or management role. Your annual My Time appraisal conversation helps to continually review your contribution and ongoing priorities through your Personal Development Plan, informed through a wide choice of development available to you.

**Flexibility**

This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.