**Job Description**

Advanced Clinical Practitioner

**JOB DESCRIPTION (Leadership Position)**

#### JOB TITLE: Advanced Clinical Practitioner

DIRECTORATE:

REPORTS TO:

ACCOUNTABLE TO:

KEY RELATIONSHIPS:

DIRECT REPORTS:

LOCATION:

BAND: 8a Using Annex 21 throughout the training period

DBS (Criminal Record) check level required for role:

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| --- | --- | --- | --- | --- | --- |
| **Please indicate the level of DBS check required in this role** | Standard | Enhanced without Barred List Checks | Enhanced with Child only Barred List Check | Enhanced with Adult only Barred List Check | Enhanced with Child and Adult Barred List Checks |
|  |  |  |  | X |

KSF Core Dimension Levels for Role

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Communication | Personal & People development | Health, Safety & Security | ServiceImprovement | Quality | Equality &Diversity |
| 4 | 4 | 3 | 3 | 3 | 3 |

**Role Summary**

The post holder will be based xxxxxxxxxxx

Clinically, you will be responsible to the Clinical Directors within the Division, and professionally to the Associate Divisional Medical Director for the Division.

You will work as part of an AP led workforce which to cover the specified departments and support the model throughout a variety of divisional specialities over a 7 day, 24 hour period.

You will be utilising advanced skills and knowledge to manage patients from initial presentation through to diagnosis and management plan of their clinical presentation throughout the entire divisional pathways.

You will follow Trust and speciality guidelines and will work alongside registrar and consultant colleagues. You will be a static member of the Team and will contribute to, promote, educate and maintain high professional standards within the division.

The duties and responsibilities listed below should be undertaken in accordance with the levels of competence as defined in the KSF outline for this post. In addition all staff are expected to act in accordance with the values and behaviours of the Trust

NB – The role is subject to change and adaption as services develop within the division of surgery.

**Key Duties and Responsibilities:**

The duties and responsibilities listed below should be undertaken in accordance with the levels of competence as defined in the KSF outline for this post. In addition all staff are expected to act in accordance with the values and behaviours of our organisation.

***Nothing should be added here- the roles / duties should be reflected in the left hand column below and each role / duty should have a measurable outcome described in the measurable outcome column.***

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| --- | --- | --- | --- | --- | --- | --- |
| **ROLE DUTIES** | **MEASURABLE OUTCOMES** |  |  |  |  |  |
| **CLINICAL / DIRECT CARE PRACTICE** To practice autonomously with a high level of accountability at an advanced clinical level in the direct delivery of high quality care, making critical clinical decisions based on advanced clinical skills assessment.Plan and manage complete episodes of care, working in partnership with others and delegating and referring as appropriate to optimise health outcomes and resource use, as well as providing direct support to patients and clients | **1. Clinical / Direct Care Practice**Health and care professionals working at the level of advanced clinical practice should be able to:* Practises in compliance with respective code of professional conduct and within scope of practice, being responsible and accountable for decisions, actions and omissions at this level of practice.
* Demonstrates a critical understanding of broadened level of responsibility and autonomy and the limits of own competence and professional scope of practice, including when working with complexity, risk, uncertainty and incomplete information.
* Acts on professional judgement about when to seek help, demonstrating critical reflection on own practice, self-awareness, emotional intelligence, and openness to change.
* Works in partnership with individuals, families and carers, using a range of assessment methods as appropriate (e.g. of history-taking; holistic assessment; identifying risk factors; mental health assessments; requesting, undertaking and/or interpreting diagnostic tests; and conducting health needs assessments.
* Demonstrates effective communication skills, supporting people in making decisions, planning care or seeking to make positive changes, using Health Education England’s framework to promote person-centred approaches in health and care.
* Uses expertise and decision-making skills to inform clinical reasoning approaches when dealing with differentiated and undifferentiated individual presentations and complex situations, synthesising information from multiple sources to make appropriate, evidence-based judgements and/or

 diagnoses.* Initiates, evaluates and modifes a range of interventions which may include prescribing medicines, therapies, life style advice and care.
* Exercises professional judgement to manage risk appropriately, especially where there may be complex and unpredictable events and supports teams to do likewise to ensure safety of individuals, families and carers.
* Works collaboratively with an appropriate range of multi-agency and inter-professional resources, developing, maintaining and evaluating links to manage risk and issues across organisations and settings.
* Acts as a clinical role model/advocate for developing and delivering care that is responsive to changing requirements, informed by an understanding of local population health needs, agencies and networks.
* Can evidence the underpinning subject-specific competencies i.e. knowledge, skills and behaviours relevant to the role setting and scope, and demonstrates application of the capabilities to these, in an approach that is appropriate to the individual role-setting and scope.

**Communication** * Maintains effective professional and productive communications with patients, relatives, the multi disciplinary team, external agencies, demonstrating advanced communication skills.
* Communicates potentially distressing information, diagnosis and advanced care planning including limitation of treatment to patients and relevant others as appropriate.
* Communicates highly complex or contentious information with sensitivity, tact and diplomacy.
* Keeps accurate and complete records of all activities and communication consistently with legislation policies and procedures.
* Undertakes investigation and documentation of a range of adverse or untoward incidents.
* Refers appropriately on to other members of the MDT as required.
* Develops and implements professional practice standards, guidelines and policies in relation to area of expertise and with respect to the relevant codes of professional conduct.
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| **LEADERSHIP AND COLLABORATIVE PRACTICE**To provide clear leadership and direction to support both the medical and nursing teams acting as a role model for the Trust, presenting a positive image to patients and staff. | **2. Leadership and Collaborative Practice**Health and care professionals working at the level of advanced clinical practice should be able to:* Provides professional and clinical advice to colleagues regarding therapeutic interventions, practice and service improvement.
* Pro-actively initiates and develops effective relationships, fostering clarity of roles within teams, to encourage productive working.
* Role models the values of organisation/place of work and demonstrates a person-centred approach to service delivery and development.
* Evaluates own practice, and participates in multi-disciplinary service and team evaluation, demonstrating the impact of advanced clinical practice on service function and effectiveness, and quality (i.e. outcomes of care, experience and safety).
* Actively engages in peer review to inform own and other’s practice, formulating and implementing strategies to act on learning and make improvements.
* Leads new practice and service redesign solutions in response to feedback, evaluation and need, working across boundaries and broadening sphere of influence.
* Actively seeks feedback and involvement from individuals, families, carers, communities and colleagues in the co-production of service improvements.
* Critically applies advanced clinical expertise in appropriate faciliatory ways, to provide consultancy across professional and service boundaries, influencing clinical practice to enhance quality, reduce unwarranted variation and promote the sharing and adoption of best practice.
* Demonstrates team leadership, resilience and determination, managing situations that are unfamiliar, complex or unpredictable and seeks to build confidence in others.
* Continually develops practice in response to changing population health need, engaging in horizon scanning for future developments (e.g. impacts of genomics, new treatments and changing social challenges)
* Demonstrates receptiveness to challenge and preparedness to constructively challenge others, escalating concerns that affect individuals’, families’, carers’, communities’ and colleagues’

safety and well-being when necessary.* Negotiates an individual scope of practice within legal, ethical, professional and organisational policies, governance and procedures, with a focus on managing risk and upholding safety.
* Adheres to infection and prevention control policy and other related policy and procedures to maintain patient and staff safety.
* Ensures that the service is responsive to patient’s need that clinical governance procedures underpin the service to ensure provision of robust, safe and high quality

 care.* Develops plans for continuous improvement of care and patient experience through engagement with all levels of staff and patients to capture improvement ideas.
* Engages stakeholders and uses high-level negotiating and influencing skills to develop and improve practice, processes and systems.
* Identifies and manages risk proactively contributing to the development of robust governance systems.
* Uses financial acumen in patient/client, team, organisational and system level decision-making and demonstrates appropriate strategies to enhance quality, productivity and value.

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| **EDUCATION (developing Self and Others)**Advocate and contribute to the development of an organisational culture that supports continuous learning and development, evidence-based practice and successionplanning. | **3. Education – developing self and others**Health and care professionals working at the level of advanced clinical practice should be able to:* Critically assesses and addresses own learning needs, negotiating a personal development plan that reflects the breadth of ongoing professional development across the four pillars of advanced clinical practice.
* Engages in self-directed learning, critically reflecting to maximise clinical skills and knowledge, as well as own potential to lead and develop both care and services.
* Engages with, appraisal and responds to individuals’ motivation, development stage and capacity, working collaboratively to support health literacy and empower individuals to participate in decisions about their care and to maximise their health and well-being.
* Facilitates collaboration of the wider team and supports peer review processes to identify individual and team learning.
* Identifies further developmental needs for the individual and the wider team and supports them to address these.
* Supports the wider team to build capacity and capability through work-based and inter-professional learning, and the application of learning to practice.
* Acts as a role model, educator, supervisor, coach and mentor, seeking to instil and develop the confidence of others.
* Proactively promotes the workplace as a positive learning environment encouraging all professionals to learn from each other and from external good practice.
* Undertakes training and mentorship of staff within the appropriate clinical environment.
* Maintains a personal development portfolio in line with Trust policy and professional registration.
* Ensures personal training and development is completed in accordance with trust training needs analysis and personal development plan in order to fulfil role.
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| **RESEARCH AND INNOVATION (improving quality and developing practice)**Critically engage in research activity, adhering togood research practice guidance, so that evidence basedstrategies are developed and applied to enhance quality, safety, productivity and value for money. | **4. Research**Health and care professionals working at the level of advanced clinical practice should be able to:* Strives constantly to improve practice and health outcomes so that they are consistent with or better than national and international standards through initiating, facilitating and leading change at individual, team, organisational and system levels.
* Continually develops practice in response to changing population health need, engaging in horizon scanning for future developments (e.g. impacts of genomics, new treatments and changing social challenges).
* Demonstrates an understanding and application of a range of research methodologies.
* Evaluates and audits own and others’ clinical practice, selecting and applying valid, reliable methods, then acting on the findings.
* Critically appraises and synthesise the outcome of relevant research, evaluation and audit, using the results to underpin own practice and to inform that of others.
* Takes a critical approach to identify gaps in the evidence base and its application to practice, alerting appropriate individuals and organisations to these and how they might be addressed in a safe and pragmatic way.
* Actively identifies potential need for further research to strengthen evidence for best practice. This may involve acting as an educator, leader, innovator and contributor to research activity and/or seeking out and applying for research funding.
* Disseminates best practice research findings and quality improvement projects through appropriate media and fora (e.g. presentations and peer review research publications).
* Facilitates collaborative links between clinical practice and research through proactive engagement, networking with academic, clinical and other active researchers.
* Creates a climate where excellence in practice flourished and where individuals are respected and valued for their role and contribution.
* Develops and implements robust governance systems and systematic documentation processes, keeping the need for modifications under critical review.
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| As an innovator, role model and clinical leader embrace and implement the vision and values of the Trust | * Demonstrate excellent compliance with relevant Code of Conduct/Professional Standards of your Profession e.g. NMC or HCPC.
* Evidence of adherence to mandatory training, clinical supervision, professional conduct, development and maintenance of clinical knowledge and skills will be reflected within annual appraisal and professional portfolio.
* Ensure a clinical environment in which care and compassion is consistently demonstrated, ensuring patient centred care, privacy and dignity are practiced at all times.
* To ensure all care delivered empowers patients to recover their independence at the earliest opportunity.
* The post holder will adhere to Infection and prevention and control policy and other related policy and procedures to maintain patient safety at all times.
* The post holder will adhere to the health and safety policy and procedure maintaining their own and the safety of others.
* Support and maintain the unit based framework to lead, deliver and support clinical supervision, mentorship and education for all staff and students.
* To be professionally and legally responsible and accountable as a practitioner for all aspects of the practitioner’s own professional activities.
* Promote health education and provide appropriate information and advice to patients and their carers.
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| **Occupational hazards or exposures relevant to this job (please tick)** |
| **Physical** |  |  |  |
| Patient moving & handling  | ☐ | Regular DSE work  | ☐ |
| Regular equipment / material moving & handling > 10kg  | ☐ | Climbing ladders and / or working at height  | ☐ |
| Noise (LEP,d > 80)  | ☐ | Hand Arm Vibration  | ☐ |
| Hot or cold conditions  | ☐ | Exposure to Ionising Radiations  | ☐ |
| Entry into confined spaces  | ☐ | Other potential ergonomic problems  | ☐ |
| Driving on Trust business  | ☐ | Vocational driving (C1,D1, LGV, PCV)  | ☐ |
| **Chemical** |  |  |  |
| Exposure to known respiratory irritants or sensitisers  | ☐ | Exposure to known skin irritants or sensitisers (including latex)  | ☐ |
| Exposure to asbestos (non-licenced work)  | ☐ | Exposure to any other chemicals  | ☐ |
| **Biological** |  |  |  |
| Exposure-prone procedures  | ☐ | Laboratory exposure to pathogens  | ☐ |
| **Other** |  |  |  |
| Night work  | ☐ | On-call duties/ lone working  | ☐ |

## Governance

The post holder will operate at all times to high standards of probity. This will include compliance with:

* Health and safety regulations
* All policies and procedures approved by our organisation
* Trust Standing Financial Instructions
* Working within Data Protection Legislation, Health & Safety at work Act 1974, maintain confidentiality at all times, as required by legislation and our policy
* Working to defined policies and procedures, actively implementing the development of the electronic solution
* Work within the limitations of the role
* Professional codes of conduct including the NHS Managers Code of Conduct (where these apply)
* All policies and procedures related to infection prevention and control as relevant to their post
* To raise any concerns as soon as possible, as per whistle blowing policy, relating to any:-
* Healthcare matters, e.g. suspected negligence, mistreatment or abuse of patients; the quality of care provided
* Concerns about the professional or clinical practice or competence of staff
* The treatment of other staff, including suspected harassment, discrimination or victimisation
* Health, safety and environment issues
* Suspicion or knowledge of theft, fraud, corruption, bribery allegations or other financial malpractice
* Employment standards and/or working practices
* Criminal offences or miscarriages of justice
* Failure to comply with any other legal obligation
* Deliberate concealment of any of the above

**Information Governance**

* To be fully aware of and committed to all policies, procedures and initiatives relating to information governance - this will include, but not limited to, data quality improvements, confidentiality and information security
* To take personal responsibility for safeguarding and ensuring the quality of information

# Behaviour

The post holder will be expected to:

* Support the aims and vision of our organisation
* Act with honesty and integrity at all times
* Be a positive ambassador for the organisation
* Demonstrate high standards of personal conduct
* Set an example and encourage openness and honesty (particularly in reporting incidents and near misses) and will actively foster a culture of learning and improvement
* Value and respect colleagues, other members of staff and patients
* Work with others to develop and improve our services
* Uphold the organisational commitment to equality and diversity
* Take personal responsibility for their words, actions and the quality of the service they deliver

## Job Review

This job description will be reviewed periodically to take into account changes and developments in service requirements. Any changes will be discussed fully with the post holder.

Signature of Post Holder: Date:

Signature of Manager: Date:

**PERSON SPECIFICATION**

**POST: Advanced Clinical Practitioner Band: 8a DIRECTORATE / DIVISION:**

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| --- | --- | --- | --- |
| **ATTRIBUTE** | **ESSENTIAL** | **DESIRABLE** | **HOW ASSESSED** |
| Qualifications & Education | * Professional clinical qualification.
* Current professional Body registration.
* Master’s Degree in Advanced Nurse Practitioner/Advanced Practice / Masters degree in relevant specialist clinical field.
* Independent Non Medical Prescribing qualification (where legally able to).
* ALS certification or equivalent (if appropriate for role)
* Evidence of continuing professional development.
 | * Teaching Qualification (7307/Certificate in
* Education/equivalent) or willing to undertake.
* Advanced Life Support Qualification (if appropriate for role)
* Leadership/Management qualification or willingness to undertake.
 | * Application form
 |
| **Knowledge & Experience** | * Highly motivated and experienced practitioner with substantive range of experience within a relevant clinical setting.
* Recent substantial speciality care experience
* Broad & advanced knowledge of clinical pathophysiology
* Sound level of knowledge in relation to invasive and non-invasive diagnostic and therapeutic procedures
* Demonstrable knowledge to support safe clinical decision making in relation to discharge
* Proven leadership experience including delivering to targets and service improvement.
* Leadership of teams or change initiatives
* Demonstrates current knowledge of professional and NHS issues and the implication for clinical environment.
* Teaching /education experience
* Experience of clinical research
* Evidence of leading on clinical audit and translation to service development
 | * Experience in managing chronic health issues
* Knowledge of more than one area of clinical practice – i.e surgery,medicine, orthopaedics, ITU
 | * Application form
 |
| **Skills & Abilities** | * A portfolio of evidence to support advanced clinical practice
* Excellent presentation skills.
* Ability to work autonomously
* Ability to manage conflicting pressures to maintain streamline service delivery
* Enthusiasm and drive to improve practice through education and training
* Committed to continuing professional development of self and others.
 |  | * Interview
* Assessment
 |
| **Values & Behaviours** | * Caring & compassionate
* Professional attitude
* Empathy.
* Enthusiastic, and motivated
* Excellent interpersonal skills
* Supportive, flexible attitude
* Positive approach to change
* Self-motivated and able to motivate others
* Able to use initiative
* Team Player.
* Assertive
* Able to deal with difficult and sensitive situations with tact and diplomacy
* Excellent organisational skills
 |  | * Interview
* Assessment
 |
| **Leadership Framework Behaviours** | **INSPIRING OTHERS*** Motivates a wide range of individuals, actively encourages and supports their colleagues to work to the best of their ability
* Encourages staff to take ownership for their own development.
* Demonstrates high levels of personal performance and conduct, makes clear to staff that they are expected to do the same.
* Involves relevant colleagues in decision-making, listens but takes the final decision themselves.
* Uses coaching and mentoring to development and empower staff

**RESPONSIBILITY FOR THE TEAM*** Can alternate between working as part of the team and taking control.
* Clearly communicates key performance priorities and objectives to their teams eliminating ambiguity.
* Exhibits foresight to identify and defuse conflict before it occurs. Creates an environment where conflict is managed, resolved and a way forward is found.
* Encourages multi-way feedback environment, e.g. openly between team members; uses feedback as a motivational tool.

**LEADING FROM THE FRONT*** Is confident taking charge, and is able to effectively deal with and influence more challenging individuals.
* Shows optimism and resilience under the most stressful circumstances. Inspires others, keeps the positive message going even when others have ceased to believe.
* Is prepared to be held accountable for agreed goals. Sets targets for performance, providing clarity of purpose and direction.
* Works through conflicting or complex information to find solutions that tackle the problem at source. Delivers solutions that have a positive and far reaching impact, influencing future direction of the Trust.

**CONSCIOUS LEADERSHIP*** Uses talents to the full by participating in a variety of events to build strengths. Is dedicated to continuous learning and self-improvement, undertakes activities to enrich knowledge build new skills and hone existing skills.
* Acknowledges and respects others’ diverse perspectives. Takes the time to get to know individual team members, willing to listen non-judgementally to others’ opinions and contributions regardless of whether they agree to them.
* Recognises the impact their behaviour has on others and seeks to regulate behaviour to have a positive outcome.
* Is known to support and apply a high set of ethical and moral principles. Stays true to personal/Trust values regardless of internal and external pressures.

**DELIVERING THE SERVICE*** Designs, implements and drives forward improvement initiatives, measures the impact initiatives have at all levels (e.g. patient, team, department). Takes a proactive approach, bringing about improvements before being asked.
* Maintains an overview of team progress, taking steps to ensure that targets are attained and staff make the best use of their time.
* Reviews progress made and predicts potential failures, developing contingency plans in advance.
* Has a long term vision that sets out stretching goals, using them to motivate their team to improve service standards.
* Creates an environment where poor performance or conduct is tackled promptly and directly, empowering staff members to challenge poor performance in one another.
 |  |