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***“Our vision is to provide safe, high quality seamless service delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust Values”***

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| **JOB DETAILS**  |
| **Job Title**  | **Trainee Advanced Clinical Practitioner – Respiratory Physiotherapist Intensive Care and Acute Respiratory** |
| **Reports to**  | Head of Acute Physiotherapy  |
| **Band**  | 7 – 8a (on completion of training) |
| **Department/Directorate**  | Specialist Services |

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| **JOB PURPOSE**  |
| * To successfully complete the Advanced Clinical Practitioner (ACP) Degree Apprenticeship MSc (Level 7) programme in line with the trust framework for advanced practice and their primary professional regulatory body, with the expectation that on successful completion the post holder will move into a qualified ACP role at band 8a.
* The ACP will work across the acute respiratory teams both in and out-patients on the main site but with a substantial clinical caseload in intensive care.
* To co-ordinate and develop the follow-up clinic providing evidenced-based interventions.
* The post holder advanced clinical skills to support trust-wide tracheostomy management and provide assessment, advice and support for complex cases across the acute service.
* The post holder will develop an extended scope of practice beyond their primary profession including assessing and managing referrals, referring to other specialties, requesting and interpreting radiological imaging and other investigations commonly required, performing procedures including arterial blood gas sampling and focused lung ultrasound for Intensive care (FUSIC).
* Working autonomously in conducting clinical examination, formulating a working diagnosis and providing timely treatment interventions in accordance with their scope of practice.
* Education and development is important to the Trust and in accordance the ACP will be assigned a supervisor who will be available to meet on a regular basis.
* Develop/work as a high-level practitioner with advanced clinical skills within intensive care to ensure that patients within their sphere of clinical expertise receive holistic, timely and high-quality clinical care.
* Exercise advanced clinical expertise, levels of judgement, discretion and decision making in clinical care, whilst maintaining a professional portfolio that supports their scope of practice.
* Provide expert professional advice to patients, carers and colleagues.
* Monitor and lead improvements to standards of care through; supervision of practice, clinical audit, implementation of evidence-based practice, teaching and support of colleagues and the provision of professional leadership.
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| **KEY WORKING RELATIONSHIPS**  |  |
| Patients, carers, relativesMedical and nursing colleaguesHead of Acute TherapyHead of Acute PhysiotherapyCluster Manager for TherapiesPhysiotherapy & occupational therapy teamsCommunity colleagues and GPsWider members of the multi-disciplinary team across the Trust.Pharmacists |
| **ORGANISATIONAL CHART**  |
| Head of Acute TherapyHead of Acute PhysiotherapyCluster ManagerThis postClinical Lead Respiratory Physiotherapists |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES**  |
| **The TACP will under supervision of the nominated mentor / supervisor be working towards achieving the following standards of clinical practice:*** Act as a role model demonstrating high standards of holistic care and provide clinical leadership across the Trust for respiratory care and working closely with ICU colleagues and the MDT.
* Demonstrate advanced respiratory physiotherapy skills in the assessment, management and intervention for highly complex respiratory conditions with key clinical area being ICU and the management of tracheostomies trust-wide and utilising / advising on respiratory adjuncts.
* Acts as a mentor/clinical supervisor as appropriate and provide training and development to the clinical teams.
* To develop a research portfolio to demonstrate the effectiveness of respiratory physiotherapy utilising national and international knowledge and evidence.
* To provide leadership for the respiratory physiotherapy service across the acute in-patient areas, out-patient clinics for both adults and paediatrics to ensure high level of knowledge and skills and equitable service delivery for patients.
 |
| **COMMUNICATION/RELATIONSHIP SKILLS**  |
| * Frequently apply advanced skills in communicating complex, sensitive and emotive information to patients and carers. This includes discussion about diagnosis, disease progression or end of life.
* Acts as a mentor/clinical supervisor as appropriate.
* Provides and receives highly sensitive, complex or contentious information relating to patient care and communicates such information to patients, relatives with empathy providing reassurance as required
* Occasionally delivering unwelcome news to staff and dealing with disciplinary and grievance procedures.
 |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * Makes operational judgements, manages conflicting views, reconciles inter and intra-professional differences of opinion and escalates for senior clinician review when required
* Uses advanced analytical and judgemental clinical skills within a diagnostic process, and with reference to evidence-based practice and local protocols, to consider differential diagnosis in order to ensure the delivery of appropriate care.
* Makes operational judgements, manages conflicting views, reconciles inter and intra-professional differences of opinion and escalates for senior clinician review when required.
* Identify own personal development needs to work as an advanced practitioner, in accordance with the Trust Framework for Advanced Practice, and take appropriate action to ensure these needs are met to maintain qualification at masters level to ensure currency and credibility.
 |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * Maintains a high level of clinical time for the ICU and to support clinical respiratory teams across the acute organisation.
* Deliver formal and informal teaching initiatives as part of the education strategy in collaboration with the clinical leads to ensure practice development and improved care for patients.
* Maintain an active learning environment and have an ongoing teaching role across the multi professional team.
* Attend relevant clinical / professional meetings, seminars and conferences
* Apply theory to practice through a clinical decision-making model
* Apply the principles of therapeutics and safe prescribing if appropriate.
* Ensure knowledge and skills are maintained to support the rapidly deteriorating patients providing appropriate assessment and intervention for highly complex cases.
* Responds rapidly to changing priorities based on service need to meet patient requirements.
 |
| **PHYSICAL SKILLS**  |
| * Use advanced analytical and judgemental clinical skills within a diagnostic process, and with reference to evidence-based practice and local protocols, to deliver appropriate respiratory physiotherapeutic intervention
* Advising, implementing / setting up respiratory adjuncts as necessary.
* Dexterity and accuracy required in relation to clinical practice including for example FUSIC.
 |
| **PATIENT/CLIENT CARE**  |
| * Provide advanced level holistic practice across ICU, acute in and out-patient adult and paediatric physiotherapy teams, working collaboratively with all members of the multi professional team to meet the needs of patients
* Ensures consistent high standard evidence based clinical intervention and decision making informed by local protocols and national guidelines
* Works in accordance with the Trust Framework for Advanced Practice in undertaking advanced specialist skills in the assessment, planning, implementation and evaluation of care for patients referred. This Includes managing episodes of patient care requesting and interpreting appropriate investigations within the scope of practice
* Advise patients, their carers and staff on the promotion of health and prevention of illness.
* Makes operational judgements, manages conflicting views, reconciles inter and intra-professional differences of opinion and escalates for senior clinician review when required.
* To review the opportunity for Non-Medical Prescriber, prescribe medications in accordance with personal scope of practice, national guidelines, Trust policy and service protocols eg oxygen delivery.
* Apply specialist knowledge in providing advice and support to patients or carers to facilitate informed choice, self-efficacy, psychological adjustment and recovery.
* Acts as an expert respiratory physiotherapy resource in specialist field.
 |
| **POLICY/SERVICE DEVELOPMENT**  |
| * Conduct, and lead on the quality improvement to ensure delivery of a safe high quality service according to national guidance and best practice Trust policies, protocols and service strategy.
* Conduct clinical risk assessments, commence secondary prevention, provide health promotion advice and plan post-hospital interventions for patients add speciality if appropriate in accordance with service protocols and Trust policies.
* Act as a resource for health care professionals working within the Trust and primary care, providing specialist advice and support concerning the assessment and management of patients with add condition / speciality.
* Contribute to the management of the specialist service by providing periodical reports as per divisional requirements.
* Participate in operational and strategic planning for the development and delivery of the service, including the development of evidence based clinical guidelines to promote good practice.
* Develops protocols for specialist area considering impact on other services and develop policies as required
* Demonstrate compliance with professional policies and procedures at all times, working to local and national evidence-based guidelines.
 |
| **FINANCIAL/PHYSICAL RESOURCES**  |
| * Maximise the efficient use of resources and alert budget holders where treatment regimes change
 |
| **HUMAN RESOURCES**  |
| * Provide representation on Trust committees / meetings as required.
* Supervises clinical practice as appropriate of identified members of the clinical team which includes acting as a mentor/clinical supervisor. This includes being a key colleague for trainee ACPs
* Develop their leadership and management skills in order to ultimately be able to lead on specific practice and service developments or evaluations within a service strategy to which they also actively contribute as a senior clinician
* Deliver formal and informal teaching initiatives as part of the education strategy in collaboration with the clinical lead to ensure practice development and improved care for patients.
 |
| **INFORMATION RESOURCES**  |
| * Records personally generated information, maintains patient / client records to high information governance standards at all times
* Records and processes research results and disseminate effectively at appropriate levels.
* Uses appropriate computer software in information analysis in relation to research data. i.e. be able to effectively use e CRF [ electronic case report forms ]
* Ensures effective documentation in reporting of incidents using the approved channel
 |
| **RESEARCH AND DEVELOPMENT**  |
| * Seeks out new knowledge by reading, enquiring and participating in continuing education and attend relevant clinical / professional meetings, seminars and conferences.
* Review and disseminate new information to relevant staff.
* Evaluate clinical practice in relation to its evidence base and clinical effectiveness.
* Participate in research within scope of professional practice, to include active participation in research and audit projects and Quality Assurance projects.
* Use audit skills to enable the specialist team and other health professionals to improve quality of care by undertaking audits of clinical practice and actively contribute to the implementation of the findings/recommendations.
 |
| **FREEDOM TO ACT**  |
| * Utilise advanced clinical reasoning skills and assessment techniques autonomously in the context of their speciality
* Interprets broad policy and establishes standards.
* Acts as a lead specialist within their sphere of expertise.
* Works within the code of conduct for HCPC and professional guidelines and the Chartered Society of Physiotherapy.
* Assimilates risk/ benefits and rationalise decision making based on extensive knowledge skills and experience, recognising and acting on potential gaps in knowledge.
* Seeks out advice and support from consultant colleague when required.
 |
| **OTHER RESPONSIBILITIES**  |
| * To take part in regular performance appraisal.
* To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling
* To contribute to and work within a safe working environment
* The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection
* As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.
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| **THE TRUST- VISION AND VALUES**  |
| Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:Compassion Inclusion Integrity Empowerment We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing. We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards. |
| **GENERAL**  |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the Manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462. |
| **POST**  | **Trainee Advanced Clinical Practitioner – Respiratory Physiotherapist Intensive Care and Acute Respiratory** |
| **BAND**  | 7-8A |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**Registered - PhysiotherapistEvidence of postgraduate study and demonstrates ability to work at masters level Post Grad Teaching qualification or equivalent Management qualification - min level 3 or equivalent  | **✓****✓** | **✓** **✓** |
| **KNOWLEDGE/SKILLS**Previous knowledge and experience of respiratory physiotherapy working in ICU and acute respiratory in-patient areas. Ability to manage own patient caseloadAbility to apply specialist knowledge within a variety of healthcare settingsGood communication skillsEstablished Teaching skillsResearch and audit skills and an understanding of their application to improve quality of services | **✓****✓****✓****✓** | **✓****✓** |
| **EXPERIENCE** Extensive experience in caring for patients with complex respiratory conditions; managing ventilation, tracheostomies*.*Experience in FUSICDemonstrable teaching abilityInnovator with ability to problem solveExperience in applying research findings to practiceCounselling knowledge & experience | **✓****✓****✓** | **✓****✓****✓** |
| **PERSONAL ATTRIBUTES** Effective communication and leadership skillsAbility to motivate self and othersCommitted to service developmentAbility to work autonomously and in a Multidisciplinary teamFlexible working practiceEffective organisational skills | **✓****✓****✓****✓** | **✓****✓** |
| **OTHER REQUIRMENTS** Committed to further personal and professional developmentAble to understand requirement to manage resources effectivelyHigh level of dexterity in relation to clinical procedures as required Good IT skills | **✓****✓****✓****✓** |  |
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| **WORKING CONDITIONS/HAZARDS** | **R** | **O** | **M** | **F** |
|  |
| **Hazards/ Risks requiring Immunisation Screening** |  |  |  |  |
| Laboratory specimens | Y |  |  |  | X |
| Contact with patients | Y |  |  |  | X |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | Y |  |  |  | X |
|  |
| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
|  |
| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | Y |  | XX X |  |  |
| Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel) | N |  |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | Y | X X |  |  |  |
|  |  |  |  |  |
| **Risks requiring Other Health Surveillance** |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
|  |
| **Other General Hazards/ Risks** |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | x |
| Heavy manual handling (>10kg) | Y |  |  |  | x |
| Driving | N |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort  | Y |  |  |  | x |
| Mental Effort  | Y |  |  |  | x |
| Emotional Effort  | Y |  |  |  | x |
| Working in isolation | N |  |  |  |  |
| Challenging behaviour | Y |  |  | x |  |

**COMPETENCY REQUIREMENTS**

To be completed for all new positions

Please tick which of these essential learning s is applicable to this role

(**NB** those that are mandatory for all staff with no variation on frequency are pre-populated with a tick)

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Safeguarding Children | Group 1 | 🞏 | Blood Transfusion | BDS18 collection | 🞏 | Consent Training | x |
|  | Group 2 | x |  | BDS 19 & 20 Preparing & Administering  | 🞏 | VTE Training | 🞏 |
|  | Group 3 | 🞏 |  | BDS 17 Receipting | 🞏 | Record management and the nhs code of practice | 🞏 |
|  | Group 4 | 🞏 |  | Obtaining a blood sample for transfusion | 🞏 | The importance of good clinical record keeping  | x |
|  |
|  | Group 5 | 🞏 |  | Annual Update | 🞏 | Antimicrobial Prudent Prescribing  | 🞏 |
|  | Group 6 | 🞏 |  |  |  | Control & Restraint Annual | x |
| Not mapped this one |  | 🞏 | Safeguarding Adults Awareness  | Clinical Staff  | x | Mental Capacity/DOL’s | x |
|  | Group 8  | 🞏 | Non Clinical Staff  | 🞏 |  |  |
| Manual Handling – Two Year | 🗹 | Falls, slips, trips & falls  | Patients | x |  |  |
| Equality & Diversity – One-Off requirement | 🗹 |  | Staff/Others | 🞏 |  |  |
| Fire | Annual | x | Investigations of incidents, complaints and claims | 🞏 |  |  |
|  | Two Yearly | 🞏 | Conflict Resolution – 3 yearly | x |  |  |
| Infection Control/Hand Hygiene | Annual requirement | x | Waterlow  | 🞏 |  |  |
|  | One-Off requirement | 🞏 | PUCLAS  | X |  |  |
| Information Governance | 🗹 | Clinical Waste Management | Application principles for clinical staff  | x |  |
| Harassment & Bullying (Self Declaration – One off requirement) | 🗹 | Application principles for housekeeping  | 🞏 |  |  |
|  |  | Application principles for portering and waste  | 🞏 |  |  |

**APPENDIX 22**

**STRUCTURE CHANGE JUSTIFICATION FORM FOR NEW JOBS**

|  |  |
| --- | --- |
| Division/Directorate & Specialty:  |  |
| Line Manager's Name:  |  |
| Approved structure: |  |
| Revision to structure being proposed: |  |

**Please include current and proposed structure charts for this change, including management structure and supporting staff structure below.**

|  |
| --- |
| How does this revised structure compare or contrast with other structures that have been implemented across the Trust, give rationale for any changes: |
|  |
| Explain why this structure change is required, and how this has come about: |
|  |
| Have any other options been considered? If so what? |
|  |
| Describe impact if this decision is not supported: |
|  |
| Any other information to support this application: |
|  |
| Manager’s Signature: | Print Name: | Date: |
|  |  |  |
| Divisional Director Signature: | Print Name: | Date: |
|  |  |  |
| Chief Operating Officer Signature: | Print Name: | Date: |
|  |  |  |

**APPENDIX 22**

**STRUCTURE CHANGE JUSTIFICATION FORM FOR RE-BANDING**

|  |  |
| --- | --- |
| Division/Directorate & Specialty:  |  |
| Line Manager's Name:  |  |
| Approved structure: |  |
| Revision to structure being proposed: |  |

**Please include current and proposed structure charts for this change, including management structure and supporting staff structure below.**

|  |
| --- |
| How does this re-banding compare or contrast with other structures that have been implemented across the Trust, give rationale for any changes: |
|  |
| Explain the service needs for the re-banding |
|  |
| Explain why this re-banding is required |
|  |
| Explain how this re-banding will improve the structure and add value: |
|  |
| Have any other options been considered? If so what? |
|  |
| Describe impact if this job is not re-banded: |
|  |
| Any other information to support this application:  |
|  |
| Manager’s Signature: | Print Name: | Date: |
|  |  |  |
| Divisional Director Signature: | Print Name: | Date: |
|  |  |  |
| Chief Operating Officer Signature: | Print Name: | Date: |
|  |  |  |