Royal Devon University Healthcare NHS Foundation Trust

JOB DESCRIPTION

JOB DETAILS	
Job Title	Advanced Practitioner, AP (All Specialities)
Reports to	Hannah Hopkins
Band	Band 8a
Department/Directorate	All Specialities

JOB PURPOSE

- The post holder will and in accordance with the Trust Framework for Advanced Practice and their professional code of practice and legal frameworks such as non-medical prescribing Areas of work may include: Same Day Emergency Care (SDEC) Unit, Medical Assessment Unit (MAU), Emergency Department and acute medical wards

- Working autonomously as an Advanced Practitioner within the Frailty Team and provide a high level of expertise to ensure patient-centred clinical care.
- Exercise advanced clinical expertise, levels of judgement, discretion and decision making whilst undertaking the skills of assessment, examination to provide a diagnosis and formulate timely treatment plans within an agreed scope of practice
- Evaluate investigations and revise treatment plans according to patient need and assess impact and outcome.
- Assist in the safe referral and discharge of patients with undifferentiated and undiagnosed presentations in any areas of working i.e. Same Day Emergency Care (SDEC) Unit, Medical Assessment Unit (MAU), Emergency Department and acute medical wards
- 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.
- Lead the implementation of new evidence based practice and contribute to the development of the evidence through research, audit and collaboration with clinical or academic staff.
- Contribute to clinical governance by leading quality improvement, audit and research projects as part of the multidisciplinary service-wide performance and quality agenda.
- Role model the Trusts values and behaviours, demonstrating a person centred approach to service delivery and development whilst maintaining a professional portfolio that supports their scope of practice.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

The AP will be based in the NDDH and works within other related working areas such as ED, SDEC, MAU.

The post holder will:

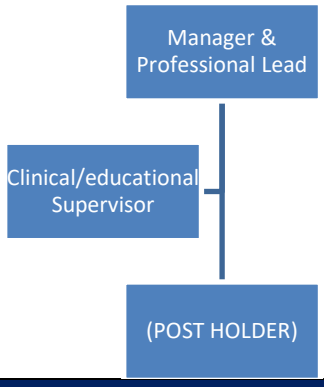
- Proactively support the development of the AP role within Acute setting primarily focusing on managing frail older people from admission to discharge positively impacting on length of stay and the quality patient care.
- Actively participate in professional leadership and education across the nursing, medical and therapy teams.
- Actively participate in and represent the Trust in the Regional networks

KEY WORKING RELATIONSHIPS

The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media.

Internal to the Trust	External to the Trust
• Nursing Staff • Therapy Staff • Medical/Surgical teams • ACP's across specialities • Operation manager/service leads • Governance leads • Clinical support service, pharmacy, pathology, radiology • Voluntary services • People Directorate	• Patients/Service Users • Health and Social care sector • Private sectors • Peninsula network

ORGANISATIONAL CHART



FREEDOM TO ACT

- The post holder will manage own workload within areas of individual competency in Same Day Emergency Care (SDEC) Unit, Medical Assessment Unit (MAU), Emergency Department and acute wards as well as

, various clinics, diagnoses in order to choose appropriate evidenced based treatment options; follow up frequency, and referral to other pathways or discharge. This will include:

- Utilising advanced clinical reasoning skills and assessment techniques autonomously in the context of their speciality

- Interpreting broad policy: Establish the way in which these should be interpreted and establishing standards.

- Acting as a lead specialist within their sphere of expertise.
- Working within their professional code of conduct.
- Assimilating risk/ benefits and rationalise decision making based on extensive knowledge skills and experience, recognising and acting on potential gaps in knowledge.
- Seeking out advice and support from consultant colleague when required.
- Supporting the writing of polices and maintaining standards within Acute frailty, complex needs and admission avoidance patients

COMMUNICATION/RELATIONSHIP SKILLS

The post holder will:

- Use highly developed communication, negotiation and persuasive skills at a range of levels across a variety of professional groups and organisations.
- Act as a role model demonstrating high standards of holistic care and provide clinical leadership across the Trust for this specialist area.
- 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

ANALYTICAL/JUDGEMENTAL SKILLS

The post holder will:

- Make operational judgements, manages conflicting views, reconciles inter and intra-professional differences of opinion and escalates for senior clinician review when required
- 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
- 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.
- Use 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

PLANNING/ORGANISATIONAL SKILLS

The post holder will:

- 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.
- Maintain an active learning environment and have an on-going teaching role across the multi professional team.
- Attend and present at relevant clinical / professional meetings, seminars and conferences
- With the support of the Matron/Consultants, makes representation as appropriate at various meetings, providing feedback to the organisation on clinical and professional issues which have an impact on care and standards of practice within their sphere of responsibility.
- Apply theory to practice through appropriate clinical decision-making models and be able to justify their decision making
- Apply the principles of therapeutics and safe prescribing
- Plan and organise own specialist care packages for patients within their speciality remit which will require formulation and adjustment as required in response to patient's conditions.
- Respond rapidly to changing priorities based on service need to meet patient requirements

PATIENT/CLIENT CARE

The post holder will:

- Provide advanced level holistic practice to clinical area of practice, working collaboratively with all members of the multi professional team to meet the needs of patients
- Ensure consistent high standard evidence based clinical intervention and decision making informed by local protocols and national guidelines
- Work in accordance with the Trust Framework for Advanced Practice, HEE and speciality standards and credentials in undertaking advanced specialist skills in the assessment, planning, implementation and evaluation of care for patients referred. This Includes managing complete 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.
- As a Non-Medical Prescriber, prescribe medications in accordance with personal scope of practice, national guidelines, and Trust policy and service protocols.
- Contribute to the co-ordination and effective management of admission and discharge processes taking a lead in areas of complexity
- Apply highly specialist knowledge in providing advice and support to patients or carers to facilitate informed choice, self-efficacy, psychological adjustment and recovery.
- Act as an expert resource in specialist field.
- Develop knowledge and skills and scope of practice in a structured and supported process, supported by assessment and ongoing learning with an educational/clinical supervisor

POLICY/SERVICE DEVELOPMENT

The post holder will:

- 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 frailty and/or complex needs.
- 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
- May authorise timesheets in their team, prescribing is electronic, cost effective prescribing is incorporated into good prescribing practice

HUMAN RESOURCES

- Provide representation on Trust committees / meetings as required.
- Supervise clinical practice as appropriate of identified members of the clinical team
- Demonstrates leadership and management skills to lead specific practice and service developments or evaluations within a service strategy to which they also actively contribute as a senior clinician
- On-going responsibility to deliver formal and informal specialist teaching initiatives as part of the education strategy in collaboration with the clinical lead to ensure practice development and improved care for patients.
- Take part in and contribute to recruitment processes in the service as required

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 to support information analysis in relation to research data.
- Ensures effective documentation in the reporting of incidents using the approved channels

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.
- Major responsibility for R&D, one of the 4 pillars of advanced practice so 80% of the role is clinical and 20% is education, research and service development
- Participate/leads in research within scope of professional practice, to include active participation in research and audit projects and Quality Assurance projects. Expected to lead Quality Improvement Projects within their service.
- 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.

PHYSICAL SKILLS

- Dexterity and accuracy required in relation to clinical practice including: manual handling and treatment of patients with complex and specialist needs, whilst carrying out functional rehabilitation, mobilisation and manipulative procedures on a frequent basis. This would require moderate physical effort over short periods (amend as appropriate to speciality).
- To assess, prescribe and demonstrate the safe use of highly specialist and non-specialist equipment in a variety of settings.
- To have highly developed computer skills to maintain patient records, prepare reports, prepare and deliver presentations, clinical audit, research and EPR and electronic prescribing, ability to access electronic results to support other organisational need and clinical practice.
- Advanced clinical examination skills (equivalent to a junior doctor, depending on speciality, may include cannulation, venepuncture, lumber puncture, minor surgery)
- Highly developed dexterity, co-ordination and palpatory skills for assessment, manual handling and treatment of patients.

PHYSICAL EFFORT

- Highly developed dexterity, co-ordination and palpatory skills for assessment, manual handling and treatment of patients. This would require occasional moderate physical effort over short periods and frequent light physical effort.
- The post holder maybe required to travel to a variety of locations to meet service requirements and to attend leadership meetings.

MENTAL EFFORT

The post holder will:

- Provide professional leadership to a team of staff and to deal with challenge and conflict.
- Be flexible to the demands of the work including unpredictable work patterns.
- Frequently be able to concentrate with persistent interruptions, managing patients with complex needs and supporting members of the team.
- Be able to relay or translate complex information to staff, patients, carers into a clear and understandable format.
- Produce and interpret documents, reports and briefings to support, develop and lead specialist service area.
- Occasional prolonged concentration particularly when using a VDU.
- Identify strategies to motivate patients who are complex, have cognitive impairment or have limited communication to comply with their treatment plan.
- Represent the service, profession and organisation in a variety of meetings/forums.

EMOTIONAL EFFORT

The post holder will:

- Work with patients/service users, and carers, to optimise outcomes or who have a poor/life limiting prognosis including the communication of distressing news.
- Use clinical leadership skills to support decision making and resolve conflict.
- Be able to make calm, rational decisions under stressful situations.
- Be able to motivate and negotiate with staff using highly developed listening and persuasive skills to implement change within the service and manage any other impact on other service areas.
- Deal effectively and efficiently with issues of complaint and concern. Demonstrating listening and empathic skills with the ability to resolve potential contentious issues.

WORKING CONDITIONS

- Working with patients with a wide range of complex conditions which may involve occasional exposure exposure including contact with bodily fluids such as blood, sputum, urine, vomit; fleas and lice. Depending on speciality but every clinical shift could be exposed to these bodily fluids
- There will be occasional exposure to significantly distressed and challenging patients with occasional exposure to verbal and physical aggression.
- Ability to work in shared space with often noisy and frequent interruptions

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.as well as an annual review of competence and progress (ARCP)

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are 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.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

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.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from

harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

PERSON SPECIFICATION

Job Title	Advanced Practitioner: All Specialities

Requirements	**Essential**	**Desirable**
Professionally Registered eg Nurse/ AHP / Pharmacist	E	
HEE Digital Badge		D
Evidence of MSc Advanced Practice or equivalent (mapped to all outcomes of the Multiprofessional Advanced Practice Framework HEE)	E	
Evidence of competence in the trusts core ACP capabilities or willingness to work towards in 6 months	E	
Evidence of achievement of appropriate credential or willingness to work towards this in post eg Royal College of	E	
Post Grad Teaching qualification or equivalent		D
Management qualification/leadership qualification		D
Non-Medical Prescribing (supported as part of AP pathway, there will be very few exclusions to this eg OT APs are excluded due to statute)	E	
KNOWLEDGE/SKILLS Previous knowledge and experience of working within speciality		D
Ability to manage own patient caseload	E	
Good communication skills	E	
Established Teaching skills	E	
Knowledge of Quality improvement and research methodology	E	
EXPERIENCE		
Extensive experience in caring for patients across a wide variety of clinical settings		D
Experience of Innovation and change management	E	
Experience in applying research findings to practice	E	
Understanding of health promotion and counselling	E	
Experience of providing clinical supervision in practice	E	
PERSONAL ATTRIBUTES		
Effective communication and leadership skills	E	
Ability to motivate self and others to meet timelines	E	
Committed to service development	E	

Ability to work autonomously and in a Multidisciplinary team Flexible working practice Effective organisational skills	E E E	
OTHER REQUIREMENTS Committed to further personal and professional development Able to understand requirement to manage resources effectively Ability to travel and move frequently between sites and across Devon as required. The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. Ability to work in shared space with often noisy and frequent interruptions.	 E E E E E	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent) R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	Y	Y			
Contact with patients	Y				Y
Exposure Prone Procedures	Y	Y			
Blood/body fluids	Y			Y	
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	Y		Y		
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	Y	Y			
Animals	N				
Cytotoxic drugs	Y				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	Y				
Noise (over 80dBA)	Y				
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y		Y		
Heavy manual handling (>10kg)	Y			Y	
Driving	N				
Food handling	Y				
Night working	N				
Electrical work	N				
Physical Effort	Y				Y
Mental Effort	Y				Y
Emotional Effort	Y				Y
Working in isolation	Y		Y		
Challenging behaviour	Y			Y	