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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 – ENT** |
| **Reports to** | Rachel Traynor – Clinical Matron |
| **Band** | Band 7 leading to 8a on successful completion of the course. |
| **Department/Directorate** | Surgery |

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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 post holder will be working towards fulfilling the expectations of an ACP as set out in the Trust Framework for Advanced Practice and the Trust ACP Job Description * On successful completion of the Apprenticeship programme, the post-holder will be able to:   + utilise advanced clinical reasoning skills and assessment techniques autonomously in the context of their speciality   + Identify presenting problems and provide a diagnosis   + Set appropriate treatment aims and objectives with the patient   + Competently plan and implement realistic programmes of investigation and treatment   + Evaluate investigations and treatment plans to assess impact and outcome.   + Relate findings to presenting pathology and revise treatment plans   + Demonstrate advanced clinical competence in area of speciality | |
| **KEY WORKING RELATIONSHIPS** |  |
| **Division** Surgery  **Clinical Area** ENT  **Multi-disciplinary Team** *Populate*  **Trust wide** *Populate* | |
| **ORGANISATIONAL CHART** | |
| Clinical Lead Consultant ENT  Clinical Matron Specialist Surgery  Cluster Manager ENT      **Post Holder**  **(Trainee ACP)**  Medical Staff and ACP    Nursing Staff & AHP’s        Key: Denotes Line Management accountability  Denotes Clinical Reporting relationship  Denotes Professional Supervisory relationship | |
| **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:** | |
| **COMMUNICATION/RELATIONSHIP SKILLS** | |
| * 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** | |
| * Makes 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 achieve qualification at master’s level. | |
| **PLANNING/ORGANISATIONAL SKILLS** | |
| * 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 ongoing teaching role across the multi professional team. * Attend 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 a clinical decision-making model * Apply the principles of therapeutics and safe prescribing * Plans and organises own specialist care packages for patients within their speciality remit which will require formulation and adjustment as required in response to patient’s conditions. * 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 consider differential diagnosis in order to ensure the delivery of appropriate care * Dexterity and accuracy required in relation to clinical practice in ENT. | |
| **PATIENT/CLIENT CARE** | |
| * 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 * Ensures 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 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. * As a Non-Medical Prescriber, prescribe medications in accordance with personal scope of practice, national guidelines, 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 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 nursing / therapy (delete as appropriate) 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 regimens change | |
| **HUMAN RESOURCES** | |
| * Provide representation on Trust committees / meetings as required. * Supervise clinical practice as appropriate of identified members of the clinical team * 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 NMC/ HCPC and professional guidelines. * 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. | |
| **APPLICABLE TO MANAGERS ONLY** | |
| * Evidence that supporting employee health and wellbeing is included in any documents outlining the skills and knowledge that line managers need. * Proportion of line managers whose job descriptions include supporting employee health and wellbeing. * 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. | |
| **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:  Honesty, Openness & Integrity  Fairness,  Inclusion & Collaboration  Respect & Dignity  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 – *speciality*** |
| **BAND** | 7 |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Registered – Registered Nurse or Allied Health Professional  Evidence of postgraduate study and demonstrates ability to work at master’s level  Post Grad Teaching qualification or equivalent  Management qualification - min level 3 or equivalent | **✓**  **✓** | **✓**  **✓** |
| **KNOWLEDGE/SKILLS**  Previous knowledge and experience of Ent and Surgery  Ability to manage own patient caseload  Ability to apply specialist knowledge within a variety of healthcare settings  Good communication skills  Established Teaching skills  Research and audit skills and an understanding of their application to improve quality of services | **✓**  **✓**  **✓** | **✓**  **✓**  **✓** |
| **EXPERIENCE**  Five years post registration experience.  Demonstrable teaching ability  Innovator with ability to problem solve  Experience in applying research findings to practice  Counselling knowledge & experience | **✓**  **✓**  **✓** | **✓**  **✓** |
| **PERSONAL ATTRIBUTES**  Effective communication and leadership skills  Ability to motivate self and others  Committed to service development  Ability to work autonomously and in a Multidisciplinary team  Flexible working practice  Effective organisational skills | **✓**  **✓**  **✓**  **✓** | **✓**  **✓** |
| **OTHER REQUIRMENTS**  Committed to further personal and professional development  Able to understand requirement to manage resources effectively  High level of dexterity in relation to clinical procedures as required | **✓**  **✓**  **✓** |  |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
|  | | | | | |
| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| Contact with patients | Y |  |  |  |  |
| 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) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | N |  |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
|  | |  |  |  |  |
| **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 | Y |  |  | x |  |
| Food handling | N |  |  |  |  |
| Night working | Y/N |  |  | x |  |
| 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 | | | 🞏 |  |  |
| 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: |
|  |  |  |