

“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”

JOB DETAILS

Job Title	Trainee/Advanced Clinical Practitioner (ACP) (Virtual Ward)
Reports to	Clinical Matron
Band	7/8a
Department/Directorate	Acute Medicine/Medical Services

JOB PURPOSE

The post holder will and in accordance with the Trust Framework for Advanced Practice i.e.:

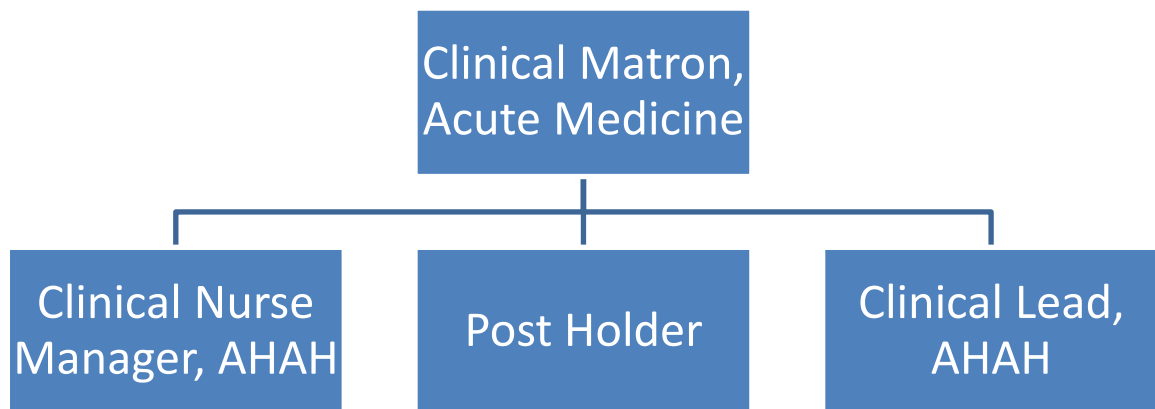
- The ACP will work across acute medicine, including the Acute Hospital at Home (AHAH) Service, providing a bridge between hospital and home.
- The post holder will develop/have knowledge to independently provide healthcare to patients of a diverse and undetermined caseload, who may have highly complex and/or chronic presentations and who are acutely unwell.
- 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 lumbar punctures.
- The focus of care will be looking at a wide range of non-elective general medical admissions with the intention of avoiding admissions and/or reducing length of stay, through admission to our AHAH service. It will be expected that they will work as part of a wide multidisciplinary team to deliver best possible care of the patient.
- Working autonomously in conducting clinical examination, formulating a working diagnosis and providing timely treatment interventions in accordance with their scope of practice. However direct consultant supervision will be in place daily.
- 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 an interdepartmental and/or multidisciplinary team primarily 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.

- 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 Trust's values and behaviours, demonstrating a person centred approach to service delivery and development.

KEY WORKING RELATIONSHIPS

- Patients, carers and relatives.
- Acute medicine Clinical Matron.
- AHAH Clinical Nurse Manager.
- AHAH team.
- Nursing staff across AMU, MTU and SDEC.
- Acute medicine Clinical Nurse Managers.
- Acute medicine secretarial staff.
- Acute medicine consultants and other medical staff, including ACPs and PA's.
- All members of the multi-disciplinary team across the Trust.
- Pharmacists.

ORGANISATIONAL CHART



KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

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.
- 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.
- Provides and receive 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

- 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

- Delivers 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.
- Maintains an active learning environment and have an ongoing teaching role across the multi professional team.
- Attends relevant clinical/professional meetings, seminars and conferences.
- With the support of the clinical leaders, 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.
- Applies theory to practice through a clinical decision-making model.
- Applies 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 including ability to do fine motor tasks such as procedures previously mentioned.

PATIENT/CLIENT CARE

- Provides 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.
- 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.
- Makes operational judgements, manages conflicting views, reconciles inter and intra-professional differences of opinion and escalates for senior clinician review when required.
- As a Non-Medical Prescriber, prescribe medications in accordance with personal scope of practice, national guidelines, Trust policy and service protocols.
- Advise patients, their carers and staff on the promotion of health and prevention of illness.
- Contributes to the co-ordination and effective management of admission and discharge processes taking a lead in areas of complexity.
- Applies specialist knowledge in providing advice and support to patients or carers to facilitate informed choice, self-efficacy, psychological adjustment and recovery.
- Conducts 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.
- Acts as an expert nursing resource in specialist field.

POLICY/SERVICE DEVELOPMENT

- Contributes to the management of the specialist service by providing periodical reports as per divisional requirements.
- Participates 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.

- Provides representation on Trust committees/meetings as required.
- Develops 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.
- Conducts, 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.
- Conducts 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.
- Acts 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.
- Contributes to the management of the specialist service by providing periodical reports as per divisional requirements.
- Participates 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.
- Demonstrates compliance with professional policies and procedures at all times, working to local and national evidence based guidelines.

FINANCIAL RESOURCES

- Maximises the efficient use of resources and alert budget holders where treatment regimes change.

HUMAN RESOURCES

- 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.
- Provides representation on Trust committees/meetings as required.
- Supervise clinical practice as appropriate of identified members of the clinical team.
- Develops 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

- Acts 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.
- 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.
- 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.
- Reviews and disseminate new information to relevant staff.
- Evaluates clinical practice in relation to its evidence base and clinical effectiveness.
- Participates 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.
- Acts as an expert nursing resource in specialist field.

FREEDOM TO ACT

- Utilises 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/HPC and professional guidelines.
- Is able to assimilate risk/benefits and rationalise decision making based on extensive knowledge skills and experience, recognising and acting on potential gaps in knowledge.
- Is able to seek 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.

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 (ACP) (Virtual Ward)
BAND	8a

PERSON SPECIFICATION

Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING Registered - in nursing or health related subject Non-medical prescriber or working towards MSC level 7 in advanced clinical practice covering clinical practice, research, leadership and education	✓ ✓ ✓	
KNOWLEDGE/SKILLS Ability to practice as an ACP Previous knowledge and experience of SDEC/ambulatory care 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 Ability to perform invasive procedures such as lumbar punctures, abdominal paracentesis	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓
EXPERIENCE Extensive experience in caring for patients with SDEC/ambulatory care Demonstrable teaching ability Innovator Ability to problem solve Experience in applying research findings to practice Counselling knowledge & experience Experience in instigating and developing research proposals	✓ ✓ ✓ ✓ ✓ ✓	
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	✓ ✓	

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
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)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N				
Animals	N				
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	Y				X
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	Y		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

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