

Job Title:	Advanced Clinical Practitioner / Advanced Nurse Practitioner
Reports to (job title):	Service Manager
Line Manager to:	N/A

## Job purpose

To work as part of the clinical team and support the delivery of the care management of the practice. Work as an advanced, autonomous practitioner using high levels of decision making. The primary focus will be the provision of excellent patient centred care, encompassing the skills of; face to face clinical assessment; examination; clinical diagnosis and the delivery of effective treatment. Patient care will apply to those attending with undifferentiated, undiagnosed primary/ urgent health care problems. They will work collaboratively with the clinical team to meet the needs of patients, supporting the delivery of policy and procedures, including clinical governance and providing leadership.

## Key responsibilities

### Communication

- Communicate effectively with other team members, individuals, groups and external stakeholders/ outside agencies.
- Take a lead role to provide high quality patient care.
- Attend practice meetings and Clinical Governance meetings.
- Communicate effectively with patients and carers, recognising their need for alternative methods of communication to overcome and anticipate barriers to communication and take action to improve communication.
- Utilise and demonstrate sensitive communication styles, to ensure patients are fully informed and consent to assessment and treatment .
- Utilise communication skills to support patients to adhere to prescribed treatment regimes.
- Act as an advocate when representing the patients' and colleagues' viewpoints to others.

### Personal and People Development

- Take responsibility for own developmental learning and performance, including participating in clinical and safeguarding supervision.
- Maintain own registration and work within your professional code of practice.
- Take responsibility for maintaining a record of own personal development including participation an annual appraisal, revalidation and statutory and mandatory training.

- Work with management on any new training requirements.
- Be aware of the legal issues pertinent to the role.
- Act as mentor to learners in the work environment, assessing competence against set standards as requested.
- Disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments.
- Provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning.

## Team Working

- Work as an effective and responsible team member and supporting others to develop new ways of working.
- Understand own role and scope in the organisation and identify how this may develop over time
- Delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence of those taking on delegated duties.
- Accept delegation from other nurses, prioritise own workload and ensure effective time-management strategies are embedded in own practice.
- Ensure clear understanding and utilisation of referral mechanisms within the practice.
- Work effectively with others to clearly define values, direction and policies impacting upon care delivery.
- Participate in team activities that create opportunities to improve patient care.
- Participate in and support local projects as agreed with the practice management team.
- Providing structured supervision to colleagues and junior members of the team.

## Health, safety and security

- Use the personal security systems within the workplace according to practice guidelines.
- Identify the risks involved in work activities and undertake them in a way that manages the risks
- Understand and apply the principles of the cold chain.
- Undertake mandatory and statutory training including Health and Safety and COSHH reporting any potential risks identified.

## Quality

- Recognise and work within own competence and professional code of conduct.
- Alert other team members to issues of quality and risk in the care of patients.
- Know how clinical governance affects the ANP/ ACP role and bring to the attention of more senior staff any specific risk situation.
- Know the Organisation policies and the Practice Standard Operating Procedures.
- Produce accurate, contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedures.
- Deliver care in accordance with local and national guidance including National Institute for Clinical Excellence (NICE) guidelines and evidence-based care.

- Utilise the audit cycle as a means of evaluating the quality of the work of self and the team, implementing improvements where required.
- Evaluate the patients' response to health care provision and the effectiveness of care.
- Participate in the management, review and identify learning from patient complaints, clinical incidents and near-miss events.
- Understand and follow Local and National Safeguarding policy for Children and Vulnerable adults.

## Utilising information

- Use technology as an aid to management in planning, implementation and monitoring, presenting and communicating information.
- Review and process data using accurate Read codes about patients in order to ensure easy and accurate retrieval for monitoring and audit processes.
- Manage information searches using the internet and local library databases, for example, the retrieval of relevant information for patients on their condition.
- Understand own and other's responsibility to the individual organisation regarding the Freedom of Information Act and GDPR.
- Collate, analyse and present clinical data and information to the team using appropriate charts and/or graphs to enhance care.
- Flagging vulnerable patients and their households.
- Being familiar with record management and local Standard Operating Procedures (SOPs.)

## Equality and Diversity

- Act as a role model in good practice relating to equality and diversity.
- Act in ways that recognise the importance of people's rights, interpreting them in a way that is consistent with procedures.
- Respect the privacy, dignity, needs and beliefs of patients and carers.
- Understand issues regarding child abuse, family violence, vulnerable adults, substance abuse and addictive behaviour and the referral processes.
- Ensure appropriate use of chaperones and act as a chaperone adhering to local policy.
- Identify patterns of discrimination, take action to overcome this.
- Enable others to promote equality and diversity in a non-discriminatory culture.
- Advocate for people who need assistance in exercising their rights.
- Assist patients from marginalised groups to access quality care.
- Accept the rights of individuals to choose their care providers, participate in care and refuse care.

## Clinical skills – health and wellbeing

- Always work within clinical competence, have awareness of limitations and know when to refer on.
- Carry out initial assessment and identify any necessary investigation.
- Make effective use of learning opportunities within and outside the workplace, evaluating their effectiveness and feeding back relevant information.

- Prepare and maintain environments and equipment before, during and after patient care interventions.
- Assess, plan, develop, implement and evaluate programs to promote health and well-being.
- Identify, and manage as appropriate, patients at risk of developing a long-term condition.
- Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care.
- Support patients to adopt health promotion strategies that encourage patients to live healthily and apply principles of self-care.
- Provide information and advice on prescribed or over-the-counter medication, on medication regimens, side effects and interactions, within competence, seeking advice if appropriate.
- Assess and care for patients presenting for wound management and refer as needed.
- Support and advise patients requesting information on contraception and sexual health.
- Recognise, assess and refer patients presenting with mental health needs in accordance with the NICE guidelines and local policy.

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
<ul style="list-style-type: none"> <li>• Inspire</li> <li>• Understand</li> <li>• Communicate</li> </ul>	<ul style="list-style-type: none"> <li>• Challenge</li> <li>• Improve</li> <li>• Learn</li> </ul>	<ul style="list-style-type: none"> <li>• Accountability</li> <li>• Involve</li> <li>• Resilience</li> </ul>

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential

Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

### **Nursing or registered healthcare professionals**

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

### **Skilled non-registered staff**

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

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 recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

### Essential

### Qualifications

- Regulated Health Care professional with current registration
- Relevant Master’s level modules including Advanced Clinical Assessment & Management and Consultation Skills (or equivalent skills and experience)
- Where appropriate registered as a non-medical prescriber with the relevant regulator or have access to PGD (V300)
- Level 3 safeguarding
- Minor Injury and Minor Illness

### Experience

- Significant post registration experience where autonomous working at an advanced level has been acquired.
- Experience of clinical leadership.
- Able to demonstrate teaching and assessing skills.
- Experience of service specific advanced clinical skills.
- Experience of working within multi professional settings contributing to effective team working.

## Knowledge

- Knowledge of local and national healthcare agendas/strategy and policies and how they relate to the specific service.
- Understand the legal, ethical and professional responsibilities and accountability with regards to advanced level, autonomous practice.
- Understand the impact of advanced practice roles on service delivery and their contribution to the multi-professional team.
- In depth service specific knowledge which underpins advanced level practice.

## Skills and Aptitudes

- Able to demonstrate effective leadership and management care delivery.
- Experience of audit or research to develop practice.
- Able to demonstrate professional and clinical accountability in relation to advanced level, autonomous practice.
- Able to work in a complex, challenging and changing environments.
- Able to demonstrate multi-professional working and working across organisational boundaries
- Able to demonstrate working under pressure and to deal with emergency situations safely and effectively.
- Able to demonstrate skilled written, verbal and presentation communication skills.

## Personal Attributes

- Positive attitude and ability to adapt to changing situations.
- Self-directed, proactive, willing and committed to learn and develop new skills.
- Ability to maintain and act in a professional manner at all times.
- Demonstrate ability to reflect on practice.
- To act as a positive role model and promote the advanced care practice role across the organisation.
- Ability to work flexibly to meet needs of the service. This may include flexible hours within the specific service and adapting to the on-going development of the ACP role.
- Excellent time management skills.
- Ability to work under own initiative and plan and prioritise own workloads.
- Computer and keyboard skills.

## Desirable

## Qualifications

- Leadership modules/ experience
- Paediatric experience with the ability to recognising the sick child
- PILS/ILS
- Long term conditions



## Experience

- Able to demonstrate adherence to evidence-based practice
- Experience of working independently in a healthcare role
- People management experience
- Clinical supervision/coaching skills
- General management experience
- Evidence of higher level of practice within the specialist area
- Experience of work using telephone triage

## Other requirements:

- Ability to travel to attend relevant events / meet work commitments
- Ability to pass pre-employment health assessment

Employee signature

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Manager signature

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