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| Job Title:              | Advanced Clinical Practitioner, Inpatients unit |
| Salary:                 | Agenda for Change 8a                            |
| Reports to (job title): | Matron  |
| Line Manager to:        | N/A   |

## Job purpose

You will join the HCRG Care Group Inpatient Unit team as an Advanced Clinical Practitioner.

As a Clinician with advanced practice skills, you will provide advanced clinical care to patients located at our community inpatient unit based either at St Martin's Hospital, Bath or Paulton Hospital, Paulton. Most patients are transferred from the Royal United Hospital, but some are admitted directly from the community or from other secondary care or specialist units.

## Ideal candidate

You will be an experienced clinician and non-medical prescriber registered with the NMC/HCPC with evidence of completion of training to support the delivery of advanced practice skills in either an acute trust or in a community setting.

Ideally, you will have had previous experience in an advanced practice role and the core skills of advanced practice and an interest in frailty and elderly care.

You will be enthusiastic, clinically credible, hardworking, and ready for an exciting challenge.

## Base

Paulton Memorial Hospital, with occasional cover at St Martin's Hospital in Bath.

## Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role: -

- To provide clinical input for the inpatient unit at Paulton Memorial Hospital, North East Somerset which comprises of 28 beds – for rehabilitation and recovery.
- To provide some cross cover at times to the Sulis Unit at St Martins Hospital, Bath which has 23 rehab beds and 8 beds for stroke rehabilitation.
- To examine all new patients admitted to the ward as soon as possible, and after they have been reviewed on admission by nursing staff according to established protocols. Formulate a problem list and differential diagnoses. Recommend any necessary investigations and document management plans in the MDT patient record.

- To work closely with the MDT, Consultant Geriatrician and specialist Doctors, participating in weekly MDT meetings and ward rounds.
- To refer onto other specialties or clinics as discussed with the medical team and MDT if appropriate.
- To advise on management of patients with acute intercurrent problems arising during their rehabilitation.
- To consult with out of hours service regarding any patients seen in the evenings or at weekends and Bank holidays.
- Work closely with the MDT ensuring safe and effective patient care and participate in discharge planning.
- Ensure that the patients registered GP, as well as relatives or carers, are informed of any significant change to the patient's condition or progress.
- Complete discharge summaries including medication and on-going treatment and management plans following discharge.
- Always maintain the highest clinical standards and in accordance with accepted good clinical practice and the various clinical policies of the service.
- Participate in clinical audit and service improvement projects as directed by the service lead or self-initiated.
- Participate in annual appraisal and personal development planning. Maintain a portfolio of evidence to support revalidation with the NMC/HCPC.
- Attend mandatory training, updates and other training as required by the organisation.
- Participate in clinical audit and service improvement projects as directed by the service lead.

You will be joining innovative and forward-thinking colleagues who are compassionate and committed to the people in the local community who use our services and go above and beyond to ensure they receive the best quality care whilst in our inpatient units, to prepare them for discharge.

## Key Responsibilities

As an Advanced Clinical Practitioner (Nurse or AHP) you will take a lead in the advanced assessment, management, and treatment of patients on inpatients units.

Working alongside BaNES, Swindon, Wiltshire (BSW) Care Coordination Centres developing both push and pull models from 111/999 and secondary care, avoiding and reducing conveyances to an acute hospital & maximising Inpatient Unit capacity.

Working as part of a multidisciplinary team and across the primary, secondary, acute, and social care interfaces in BaNES.

You will demonstrate responsibility and accountability for the Inpatient Unit clinical caseload and coordinate care across the whole patient/service user pathway.

As part of this role, you will be responsible for the following:

- **Management-** Supervision, support, professional development, appraisals to ensure delivery of an effective and progressive service. Case load management.
- **Clinical practice-** Delivering evidence based advanced clinical practice skills to ensure the appropriate management of patient's needs. Using skills of assessment, diagnosis, interpretation of

tests, forward planning of care & treatment. Timely recognition of deteriorating patients, appropriate response, escalation & documentation.

- **Non-medical prescribing**- Current registration as an active non-medical prescriber. Routine writing of drug charts to prescribe medication for patients whilst in the Inpatient Unit and in preparation for discharge. Review of medications in response to changing clinical needs. Collaborative working with Pharmacy colleagues.
- **Leadership**- Act as a professional role model for colleagues. Demonstrate collaborative working partnerships challenging traditional professional boundaries but maintaining excellence, quality, safety & working within the scope of own professional practice.
- **Audit & research**- Participate in, initiate, and deliver audit & research to identify current practice, drive continuous improvement & contribute to the development of new knowledge, theory & practice to benefit patients & colleagues.
- **Supporting the learning environment**- Commitment to & evidencing of personal professional development. Providing a positive learning environment for students & colleagues. Delivering training & education to support up to date evidenced based practice.
- **Continuous improvement**- Identifying poor practice & supporting improvement opportunities as part of a Just Culture based on reflection, learning & improvement through thematic review.

## Base

You will be based within the inpatient unit at Paulton Memorial Hospital.

## 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

- Registered with the NMC or HCPC, educated to degree level
- Recognised teaching or mentorship qualification or experience
- Registered current Non Medical Prescriber qualification
- Significant previous experience in elderly care, frailty, community services or relevant acute care speciality
- Highly specialised clinical and technical skills in managing a range of clinical conditions
- Proven significant experience in leading and managing a team
- Proven skills in managing complex patient/service user caseloads
- Experience in carrying out clinical audit and quality improvement projects
- Excellent written and verbal communication skills
- Ability to confidently work autonomously & as part of a wider multidisciplinary team
- Strong judgement and analytical skills, with the ability to interpret complex situations and make appropriate decisions
- Ability to adapt to the demands of a constantly changing environment
- Good IT skills

### Desirable

- Masters degree
- ACP Clinical badge

# Job Description

Other requirements: Clean driving licence, Car driver, access to a vehicle for daily use

Employee signature

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Manager signature

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