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| Job Title:              | Qualified Advanced Clinical Practitioner (ACP) |
| Reports to (job title): | Consultant Practitioner                        |
| Line Manager to:        | To be confirmed.                               |

## Job purpose

You will join the HCRG Care Group Virtual Ward (Hospital at Home) team as an Advanced Clinical Practitioner (ACP). Based at in either Swindon or BaNES localities, you will provide acute hospital-level care to patients across the locality.

As a clinician with advanced practice skills, you will work with patients who are either stepping up into the service from a community setting or stepping down from an acute hospital. This is an exciting collaboration working across organisational boundaries, bringing together the expertise of acute and community services. Although referral routes differ, the treatment, interventions and standards of care remain consistent across pathways.

Patients within both pathways are those who would traditionally have required inpatient hospital care but are instead supported to receive acute multidisciplinary care in the place they call home, supported by remote monitoring and timely clinical review.

You will join innovative, forward-thinking colleagues who are compassionate and committed to delivering high-quality, patient-centred care for the local population.

## Key Responsibilities

- Deliver a **clinically autonomous Advanced Clinical Practitioner service** aligned with national and organisational standards, including Urgent Crisis Response, admission avoidance and frailty pathways.
- Assess, diagnose and manage patients on a **Virtual Ward (Hospital at Home)** with complex and acute health needs, reducing unnecessary acute hospital admissions.
- Use advanced clinical reasoning to establish diagnoses, request and interpret investigations, initiate treatment and prescribe where appropriate, referring onwards with minimal avoidable delay.
- Monitor and interpret clinical information, including **remote monitoring data**, identifying clinical deterioration and escalating care appropriately.
- Provide professional and clinical leadership to nursing and AHP colleagues within the Community Team, acting as a senior clinical decision-maker and role model.

- Practise in accordance with the **four pillars of Advanced Clinical Practice**, integrating expert clinical care with leadership, education and service improvement.
- Maintain accountability for professional practice in line with **NMC or HCPC Codes**, national guidance and Wiltshire Health and Care policies.

## Patient Care

- Use advanced clinical practice skills to assess and manage the **physical, psychological and social needs** of patients with complex conditions.
- Work collaboratively within the multidisciplinary team to support **admission avoidance, timely escalation and safe discharge planning**.
- Develop, implement and review **individualised care plans** for patients with long-term and acute conditions, promoting stability and recovery at home.
- Support patients and carers to make informed decisions about their care, including **advance care planning and end-of-life care** where appropriate.

## Training and Education

- Provide tailored education, information and support to patients, families and carers to promote understanding and self-management.
- Act as an **expert clinical resource**, supporting the development of advanced clinical skills in nursing and AHP colleagues.
- Participate in clinical supervision, line management, mentorship and the ongoing development of the Virtual Ward workforce.

## Other Factors

- Ability to drive and travel across **BSW** as required.
- Participation in a **7-day service**, operating between **08.00 – 20.00 hours**.
- Posts will be based in Swindon and BaNES however maybe required to move at the service develops.

## 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 , [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 always observe strict fire and security precautions.

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 with 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

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### Personal Specification

#### Essential

- Registered with the **NMC or HCPC**
- **Master's degree**
- Accredited **Advanced Clinical Practice qualification**
- **Non-medical prescriber** qualification
- Significant experience in **frailty, elderly care, community services or acute care interfaces**
- Proven experience managing **complex clinical caseloads** and working autonomously at an advanced level
- Demonstrable leadership and supervision experience within multidisciplinary teams

#### Desirable

- Advanced Clinical Practice **Digital Badge**
- Experience working in **Hospital at Home, Virtual Ward or Urgent Care services**

**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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