

Job Title:	Enhanced Clinical Practitioner – Band 7
Reports to (job title):	Advanced clinical Practitioner/Matron
Line Manager to:	

## Job purpose

To work within the Swindon Hospital at Home service supporting the provision of enhanced care in the community, reducing avoidable attendance and admission to secondary care, and supporting early discharge. This will be achieved by utilising expert clinical assessment and diagnostic skills in the management of patients who require an urgent assessment. To be a key member of multi-disciplinary team and identify optimal pathways for patients, utilising community capacity, skills, and experience, to ensure care is provided at the right time and in the right setting.

## Base

The Orbital Offices, Swindon

## This post is responsible for

- The post holder will be able to combine high level assessment to establish differential diagnosis and clinical decisions to initiate medical and/or nursing/therapy treatments, appropriately refer and lead the co-ordination of care from an integrated team perspective, working with partner agencies and key stake holders.
- To be a key driver for change to assist integrated care pathways/systems across HCRG services and system partners.
- To provide clinical and professional leadership within the acute care @home service supporting the wider community including Primary Care, Social Care, and all other provider organisations to deliver high standards of care to patients. Where appropriate this will be the avoidance of unnecessary admission to secondary care. To be an integral member of the multidisciplinary team working with a shared vision in partnership with each other.
- Draw on clinical knowledge to be a resource for the wider multidisciplinary team (MDT) and give clinical advice.
- To work in alignment with Primary care around established practice populations and to facilitate the establishment of a shared vision between Primary care and the Community teams.
- Following annotation on the NMC register as an independent prescriber, work towards fulfilling the criteria to become initially a designated prescribing supervisor and subsequently a designated prescribing assessor.

- Working with partners in Primary and Social care further develop a “virtual ward” model/Urgent community response which identifies, and case manages those patients needing complex chronic disease management or palliative care supporting the needs of the local community.
- Maintain accountability for practice following the Nursing and Midwifery Council Code of Professional Conduct/ Performance and ethics and compliance with HCRG Policies and Procedures.
- Maintain legible, accurate and up to date records that are dated and signed in accordance with Trust Policies and the Nursing and Midwifery Council / Health and Care Professions Council standards on record keeping.
- Work autonomously with patients, their families and carers managing referrals according to need and priority.
- Negotiate and agree with the patient, carers and other care professionals, individual roles, and responsibilities with actions to be taken and outcomes to be achieved, referring on to other services or professionals as appropriate.
- Establish local networks in partnership with other health and social professionals/agencies and national links with other generalists to develop protocols according to national and local guidelines for the safe and effective provision of a community nursing service.
- To work with partners in nursing and residential care to ensure optimum health outcomes for their residents.
- Critically analyse complex clinical data and information to inform diagnosis and, where appropriate, order investigations and/or instigate therapeutic treatments to inform clinical decision making and improve health outcomes.
- To develop shared caseloads with Community Nursing/ Primary care Network, working in practice together.
- Understand and support the achievement of HCRG’s business plan objectives and performance targets and initiate and participate in screening and needs assessment as required.
- Supervise other health and social care professionals in the delivery of health promotion activities, e.g. chronic disease management with individuals or groups.
- Identify the potential for service developments, risks and deficits and inform line manager making recommendations based on specialist knowledge.
- Be wholly accountable for practice taking every reasonable opportunity to sustain and improve knowledge and professional competence. Maintain professional practice as per the NMC/HCPC code of professional practice.
- Act as professional role model, providing advice and support to all staff working in the speciality, Demonstrate the Trust Values & Behaviours in own day to day work, reinforcing positive behaviours that reflect our values, and challenge undesirable behaviour constructively and with positive intent.
- Responsible for ensuring the effective use of resources within the Integrated Team, assisting the in managing the allocated budget appropriately, and participating in regular review meetings with the Team Leader.

- Develop and sustain effective and positive working relationships with a wide range of internal departments/colleagues including Specialist Nursing Services, Community Nursing services, Therapy services, GPs, Practice Nurses and Primary Care staff.
- Develop and sustain effective and positive working relationships with a wide range of external partner including social care services, Voluntary services, Housing services, Hospital Consultants, Hospital Specialist Nurses, Ward Staff, Haematology / pathology / biochemistry / radiography services, NHS Direct, Independent care homes, and Community Pharmacists.
- Patient Care
- Using advanced clinical practice skills assess the physical and psychosocial needs of a defined client group.
- Using advanced generalist clinical skills to evaluate the delivery of care, identifying subtle changing health care needs. Being able to competently discuss treatment options with other generalists and specialists.
- Provide written and verbal reports to other members of the multidisciplinary team regarding treatment/changes and recommended management of patient care.
- Demonstrate responsibility and accountability for the clinical caseload and co-ordinate care across the whole patient pathway. This includes ensuring a robust relationship and constant interface with all community services, secondary and primary care.
- Provide individualised care plans for patients, so that their condition remains as stable as possible and, where appropriate, hospital admission is prevented, and early discharge facilitated.
- Analyse complex patient situations establishing a therapeutic relationship in which they are able to utilise counselling skills to assist the individual to adjust to their illness and care.
- Use assessment tools/skills that will ensure an appropriate level of nursing or therapeutic intervention so that patients who present with highly complex needs are timely referred to the appropriate specialist including the support of patients in the use of remote monitoring of physiological observations as part of their clinical management plan.
- Discuss all treatment options with sensitivity, knowledge, and expertise and to act as patient advocate when appropriate and respecting patient confidentiality whilst privacy with respect for diverse cultural backgrounds and requirements.
- Work in partnership with the patients to empower them to make informed choices about their healthcare and support choices about end-of-life care.
- Offer a supportive service to patients and their carers from diagnosis through all stages of the disease process, in conjunction with other healthcare professionals using a range of communication skills to manage care and information empathetically.
- Lead and participate in screening and a holistic assessment of individuals as required and undertake health promotion and disease prevention activities with individuals or groups in line with the public health agenda.
- Work with partners in nursing and residential care to improve the health outcomes of the residents and so prevent unnecessary hospital admissions or extended in-patient care episodes.

## Responsibilities for People or Training

- Provide patients, families and carers with tailored education programmes, advice, and support, that may precipitate symptoms of acute exacerbation of underlying conditions or illness and include lifestyle changes that would be advantageous to health.
- Evaluate the impact of these training programmes, for patients and carers, to ensure that they provide the necessary knowledge and skills to gain independence, safely manage changing circumstances and plan for unavoidable progression of conditions.
- Be responsible for providing and maintaining a learning environment and maximise opportunities for education and development in the clinical area to enhance individual development and performance in the delivery of high standards of care.
- Act as expert resource and assist in teaching advanced clinical skills for other health care professionals. Take part in the process of clinical supervision and participate in clinical supervision and mentorship of others.
- Take responsibility for your own personal and professional development; maintain competence, knowledge, and skills commensurate with role.
- To be actively involved in clinical staff recruitment in the Community Team.

## Other Factors

- There will be times when there will be the need for manual handling techniques to be used.
- Maintain personal knowledge, skills, and competency through appropriate CPD, training and development opportunities.
- Keep up to date with new developments and legislation.
- Using IM&T support systems.
- Work with innovation and flexibility to adapt to a fast-changing environment and play an integral role in the operational/strategic development of the service.
- There will be regular change of plans to the days working as more priority cases are referred.
- You will be dealing with complex problems and circumstances with patients and their families which will at times be challenging.
- You will be exposed to other people's living conditions in their own home which at times will mean exposure to fleas and other insects, animals and their excreta, and personal dirty conditions.
- Access to a car is essential as this post requires driving to deliver care and support as required.

## 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 flourish. 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.

Our STAR values are at the heart of everything we do. You can expect to see them in the way we act and the way we treat each other. Our values make us who we are. We will expect your values and behaviours to reflect the STAR Values of the organisation:

## Service

We will put our patients first.

## Teamwork

We will work together.

## Ambition

We will aspire to provide the best service.

## Respect

We will act with integrity.

## Personal Specification

### Essential

- Registered nurse
- Non -Medical Prescribing qualification (V300) or equivalent validated and accredited by NMC.
- Qualified to master's level or working towards the following Modules:
- Physical assessment and Clinical reasoning (PACR or equivalent)
- Frailty, Long term conditions or additional
- Module
- Evidence of relevant up to date CPD
- Experience at senior level working in relevant field.
- Confident to undertake home visiting to assess and treat patients.
- Demonstrate clinical examination and assessment skills e.g. history taking, physical assessment.
- Significant experience of working with a multidisciplinary team Leadership experience
- Setting and monitoring standards of care Experience within a wide range of patient/client care groups
- Effective networking with colleagues at all levels, experience or working across professional and
- organisational boundaries Community services experience
- To be able to communicate with people from a wide range of backgrounds.
- To be able to work flexibly and sensitively.
- Wide range of interpersonal and communication skills
- Advocate to service users
- I.T. literate
- Undertake specific nursing tasks requiring precision and/or intense concentration.
- Undertaking complex nursing skills
- Ability to sensitively inform service users on highly complex and distressing issues. Able to support and facilitate staff in dealing with these situations.
- Ability to build effective working relationships with clinicians and Managers at all levels
- Willing to work in other areas of the Trust or Trust-wide as and when required to do so.
- Responsibility to promote the welfare of all children, young people and adults and to keep them safe and to practise in a way that protects them from potential harm or abuse



# Job Description

- To have knowledge of, and follow local policies and procedures regarding acting appropriately to protect vulnerable adults and children at risk.
- Driven to achieve
- Self-motivated.
- Driving license and access to vehicle
- Excellent Communicator
- To be flexible and adaptable

## Desirable

- Post graduate community qualification e.g. community specialist practitioner Further qualifications relevant to community nursing.
- Awareness of recent Government initiatives that may affect future clinical practice.
- To be knowledgeable of the clinical governance agenda and have an awareness of commissioning
- Teaching and assessing qualification
- Profiling community needs and targeting identified health needs of population.
- Evidence of innovative and flexible approach to care and the organisation of care
- Teaching experience
- Report writing
- Further training in dealing with difficult situations.
- Specific speciality area Teaching experience

Employee signature

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Manager signature

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