

Job Description

JOB DETAILS

Job Title:	Trainee Advanced Clinical Practitioner
Band:	Band 7
Hours:	37.5 hrs per week
Department / Ward:	Surgery
Division:	Surgery/Specialist Divisions

ORGANISATIONAL ARRANGEMENTS

Professionally
Accountable to: Head of Profession

Managerially
Accountable to: Corporate/Lead Advanced Clinical Practitioner

Clinical Supervisor: Consultant Lead

ROLE SUMMARY

To develop the freedom to act and make critical judgements to satisfy the expectations and demands of the Advanced Clinical Practitioner role in order to deliver care in an autonomous context

To provide holistic care for patients, making clinical diagnosis and decisions based on clinical examination skills, evidence-based practice and trust protocols (within the boundaries of agreed competency) with supervision from the attending consultant, as appropriate, founded upon expert knowledge base within the speciality.

To develop and maintain supportive working relationships with all members of the multidisciplinary team in order to provide clinical expertise, emotional and psychological support and education to patients and their carers and ensure continuity and quality of care.

Must show ability to exercise a high degree of personal and professional autonomy.

KEY WORKING RELATIONSHIPS

The post holder's key relationships will be with:

Internal: All wards and departments within Brighton and Sussex University Hospital (BSUH). All medical, nursing and multidisciplinary teams

External: Social Services and Liaison Specialist's Nurses, Clinical Nurse Specialists, GP's and Health Professionals in primary care, other Hospital teams in relation to inter hospital transfers / repatriation back to region.

MAIN DUTIES AND RESPONSIBILITIES

Clinical

1. Develop as an autonomous practitioner, liaising with all members of the multidisciplinary team in order to provide clinical expertise, emotional and psychological support and education to patients and their carers
2. Develop skills independently assess, plan, implement and evaluate care delivered to own caseload of patients following attainment of competency
3. Develop the ability to make clinical judgements about patients, order investigations and adjust treatment plans accordingly in order to achieve treatment targets following attainment of competency
4. Develop and maintain a knowledge base that reflects contemporary issues and therefore be able to autonomously select and apply the most appropriate treatment regime
5. Promote a critical, analytical approach to the delivery of care, reviewing care delivery and the implementation of change
6. Develop advanced clinical skills, e.g. the insertion of central and arterial lines, patient intubation etc, as well as applying current skills required for administering intravenous injections, setting up syringe pumps and other infusions and advanced patient monitoring
7. Provide support to patients with other psychological and emotional challenges, referring them to the clinical psychotherapist as necessary
8. Provide education programmes for patients and their carers as appropriate to meet the needs of individuals
9. Involve carers or relatives in the assessment, development, implementation and evaluation of care of the individual patient, as appropriate

10. Recognise and respond appropriately to urgent and emergency situation
11. Assist in creating a therapeutic environment which meets the needs of patients, relatives and carers
12. Ensure full and accurate records of relevant information are documented in the patients' health records
13. Compile reports relating to clinical outcomes
14. Ensure compliance with standard infection control precautions which include; hand hygiene, dress code and the use of personal protective equipment and all other policies relevant to infection prevention and control
15. Be responsible for effective infection control in the delivery of patient care
16. Work closely and network with other nursing teams, clinical educators and health professional specialists to share practice and provide a uniformly high standard of care

Management

1. Implement appropriate NICE quality standards.
2. Contribute towards meeting the targets achieving BSUH objectives regarding clinical governance
3. Respond and take appropriate action relating to hazard notification regarding products and equipment
4. Inform manager of any untoward incident or accident and ensure that appropriate investigation, corrective action and documentation takes place. Complete the DATIX procedure, in accordance with the Trust Policy
5. Be aware of budgetary constraints
6. In discussion with the Lead Advanced Clinical Practitioner, represent the specialist team at senior levels within the Trust and at local and national levels, on key issues regarding their specialism
7. Adhere to all local standard operating procedures and policies
8. Monitor and maintain health, safety and security of self and others
9. Demonstrate the Trusts Core Values and Behaviours in practice

Leadership

1. To act as a role model to junior staff
2. Ensure that grievances, disputes and complaints are resolved speedily and at the lowest possible level of the organisation
3. Act as professional lead and role model providing advice and support to all staff working in the field to promote best practice, including: medical students, nurses, Allied health professionals and doctors in the out-patient and in-patient settings

Communication

1. Liaise with other members of the multi-disciplinary team and other professionals and agencies
2. Have the ability to communicate confidently and assertively through written/verbal media to a wide range of people e.g. healthcare professionals, general public, senior managers, external agencies.
3. Acts as a patients' advocate in issues concerning their care
4. Communicate effectively with patients, relatives and healthcare professionals, including consultants and clinical nurse specialists working in this field. To share knowledge and experience through networking
5. Communicate complex and sensitive information such as medical complications to patients and their families and provide support
6. Refer patients with complex issues and challenging behaviour to the clinical Psychotherapist after obtaining the patient's consent
7. Provide written (using specific system in place e.g. Vector 3) and verbal reports to GPs and other members of the multidisciplinary team regarding treatment changes and recommended management of care. Communicate results of tests results to patients and GPs
8. Support verbal communication by providing written educational material to patients, carers and healthcare professional to ensure understanding of complex issues
9. Utilise the interpreting service for patients with language barrier
10. Maintain accurate records regarding all patient contacts, including telephone consultations
11. Attend relevant internal and external meetings as required to communicate the performance of the service
12. Attend multidisciplinary team meetings
13. Attend specialist team meetings as required
14. Consult with equipment manufacturers regarding service provision, patient and service support and technological advances
15. Ensure that confidentiality and adherence to the Data Protection Act in relation to own practice is maintained
16. Seek opportunities to publicise and promote the service
17. Collaborate with secondary and primary care teams to enhance patient care and avoid unnecessary delay in referral and treatment
18. Refer patients who are vulnerable and need ongoing support to GPs, practice nurses, community nurses, social workers and intermediate care service

Policy and Service Development

1. Maintain, develop and implement professional policies, standards and practices across the Trust
2. Actively contribute to setting and monitoring standards in nursing practice and service provision
3. Take responsibility for Policy and Service development, as delegated by Senior Management or as required, in line with changing legal or professional requirements

Training and Education

1. Successfully complete the Advanced Clinical Practice (PGDip) Course over 2 years with the option of completing the MSc in the 3rd year
2. Undertake and successful complete the non medical prescribing course
3. To undergo IRMER training to allow the ordering of radiological investigations with the permission granted by local policies. Interpret X-rays and other diagnostic investigations
4. Undertake competencies at F1 and F2 level in line with the Advanced Clinical Practice (PGDip) Course
5. Undertake and successfully complete the Advanced Life Support/ CALS Courses
6. Keep up to date with current research and evidence-based practice by attending relevant meetings, courses and seminars. Responsible for sharing knowledge with other professionals and team to influence better care and outcomes for patients
7. Actively contribute to the education and development of others within the multidisciplinary team

Audit and Research

1. In collaboration as appropriate with BSUH research department to develop, participate in and encourage research pertaining to area of specialism, and assist in changing practice related to evidence based research findings
2. In agreement with the specialist team, identify areas for and actively participate in audit
3. Work with the Lead Clinical Advanced Practitioner as appropriate in audit data collection and analysis and the publication and dissemination of results
4. Critically analyze methodology and results of research and apply to future clinical practice where appropriate
5. Utilize information provided by the Trust library services and critically appraise research papers obtained from a literature search

Personal and Professional Development

1. The post holder is accountable for their own practice and should take every reasonable opportunity to sustain and improve their knowledge and professional competence
2. Attend mandatory and statutory training as required
3. Attend relevant education, training and study days as required
4. Ensure that practice is in accordance with the NMC/ HPC Code of Professional Conduct and other appropriate NMC/ HPC and statutory guidelines
5. Maintain own professional development and identify ongoing learning needs in accordance with annual performance review and regular clinical supervision, thereby creating a personal development plan
6. Attend relevant educational activities, conferences and training programs to maintain an appropriate level of clinical expertise in line with the professional code of conduct

Other Role-Specific Duties

1. Carry out any other reasonable duties commensurate with the role and delegated or requested by the manager or supervisor, as the needs of the service require.
2. The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the ward or department and the Trust.

FLEXIBILITY STATEMENT

This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. This job description will be reviewed periodically to take into account changes and developments in service requirements.

COMPETENCE

The post holder is required to participate in the Trust appraisal process and work towards meeting identified development needs.

The post holder is required to demonstrate on-going continuous professional development.

At no time should clinical staff work outside their defined level of competence. If the post holder has concerns regarding this they should immediately discuss this with their Manager, Supervisor or Consultant. The post holder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

PROFESSIONAL REGISTRATION

All staff who are members of a professional body have a responsibility to ensure they are both familiar with and adhere to standards of professional practice and conduct. Members of Staff are responsible for ensuring the continuity of their professional registration and providing renewal details promptly to their line manager.

EQUALITY AND DIVERSITY

All staff members have a responsibility to treat all colleagues, patients and clients with respect, and to ensure that the work environment is secure, mutually supportive and free from harassment and discrimination on any grounds, notably: age, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion and belief and sexual orientation. All staff members have a duty to report any incident which contravenes this to their line manager.

INFECTION CONTROL

All post holders have a personal obligation to act to reduce Healthcare Associated Infections (HCAIs) and must attend mandatory training in infection prevention and control. Post holders must comply with the Trust's Infection Control Policies as they apply to their duties, including the Hand Decontamination Policy, Dress Code and Personal Protective Equipment Policy.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

Post holders have both a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

SMOKING POLICY

It is the Trust's policy to promote health. Smoking is therefore prohibited within the Trust's grounds, buildings and vehicles.

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 Trust. All staff have a responsibility to access occupational health or other staff support services in times of need and advice.

COMMUNICATION

Employees must adhere to the Trust's Policy and Procedure for Raising Issues of Concern regarding patient matters, health and safety, corruption and negligence.

CONFIDENTIALITY

As an employee of this Trust you may gain privileged knowledge of a confidential nature relating to diagnosis and treatment of patients, personal matters concerning staff or patients, commercial confidences of third parties, and the Trust's business affairs. Such information should not be divulged or passed to any unauthorised persons. All staff must abide by the requirements of the Trust's Code of Conduct for Employees in Respect of Confidentiality. Failure to comply with this requirement may constitute gross misconduct under the Trust's Disciplinary Policy which may lead to summary dismissal.

INFORMATION GOVERNANCE

All BSUH staff have a legal responsibility to ensure that Information Governance (IG) and Trust policy is followed at all times. The main responsibilities comprise of:

IG Confidentiality and Security

In the course of work you will have access to confidential information. This may include information about individual patients or staff, or relate to suppliers or Trust business affairs. All staff have responsibility for the security of Trust information, which must be protected from loss, destruction or unauthorised disclosure. Any unauthorised disclosure will be deemed unlawful and will be considered gross misconduct under the Trust's Disciplinary Policy.

IG Information Quality

Correct information is vital to the clinical care of patients and the efficient management of services. All staff have a legal and professional responsibility for ensuring the on-going accuracy of Trust records held in paper or electronically. Any errors should be corrected in line with Trust policy and reported to your line manager.

IG Training

All new staff must receive mandatory Information Governance as part of their induction and all staff are required to complete IG Refresher Training annually. It is an individual staff member's responsibility to ensure that their training is up to date. If you are unsure whether your IG training is up-to-date, please check with your line manager in the first instance.

All staff are bound by the requirements of the Trust's Code of Conduct (IT003) in Respect of Confidentiality, a copy of which is available on the Trust's Info-net. Trust staff are also bound by the 1998 Data Protection Act and further information can be sought by visiting: <http://www.legislation.gov.uk/ukpga/1998/29/contents>

Failure to comply with this requirement may constitute gross misconduct under the Trust's Disciplinary Policy, which may lead to summary dismissal.

Person Specification

Job Details

JOB TITLE: Trainee Advanced Clinical Practitioner

DEPARTMENT: Surgery

Qualifications, Experience and Personal Attributes Required to Perform the Role:-

D = Desirable Attribute

Qualifications	<ul style="list-style-type: none"> • Critical Care or specialist course/evidence of specialist studies/ post qualifying continuing professional development • Degree/ evidence of studies at Level 6 • Educated to masters level/ undertake & successfully compete • Experience of working at a band 6 (D) • Mentorship course • To have worked within Critical Care Unit/Surgical speciality (D) • Post-graduate management qualification. (D) • Non medical prescribing/undertake & successfully compete • Recognised leadership course (D)
Professional Registration	First level Registered Nurse NMC/HPC
Knowledge and Experience	
Non-clinical	<p>Experienced in supervising staff/nursing students Trained educator, competent to deliver a range of principles and programme content. Experience in managing own caseload of patients Experience in nursing audit/research</p>

	Management/leadership experience
Clinical (where appropriate)	Awareness of post registration advanced nursing/ health professional experience in area of specialism Demonstrate evidence based practice
Skills and Abilities	
Communication and Interpersonal	Effective teaching and presentation skills Excellent written and verbal skills Excellent communication within the multidisciplinary team and across a complex organisation
Analytical and Judgemental	Evidence of autonomous decision making Experienced in problem solving
Planning and Organisational	Able to manage own caseload Able to prioritise and manage a range of tasks and duties with competing demands. Project management experience (D)
Financial	
Information and Communication Technology	Computer skills including use of databases, spreadsheets, Word, Excel, Report Writing, PowerPoint and other clinical support systems.
Supervisory and HR Management	
Freedom to Act	Able to work autonomously and to set own objectives
Physical	Physically fit to undertake the duties of the role. Able to operate relevant equipment
Mental	Able to work under pressure Ability to work both independently and as part of a multi professional team Adaptable and able to cope with unpredictable changes to workload Able to assess, critically appraise and keep up to date with research and evidence based practice

Emotional	Able to support patients in life-changing situations. Confidently deal with exposure to highly distressing or emotional circumstances with the knowledge that support services are available.
Working Conditions	Able to work with limited work space. Frequent unpleasant, occasional/frequent highly unpleasant conditions. Smell, noise dust, body fluids, faeces, vomit, emptying bed pans and urinals, catheter bags.
Personal Attributes	Able to work both independently and as part of a multi professional team Innovative, self motivated with a high level of organisational skills

Job Description and Person Specification Agreement

Date Prepared: _____

Agreed by:

Signed by Job Holder: _____ Date: _____

Signed by Line Manager: _____ Date: _____