

Job Details

Job Title: Corporate Lead for Advanced Clinical Practitioner

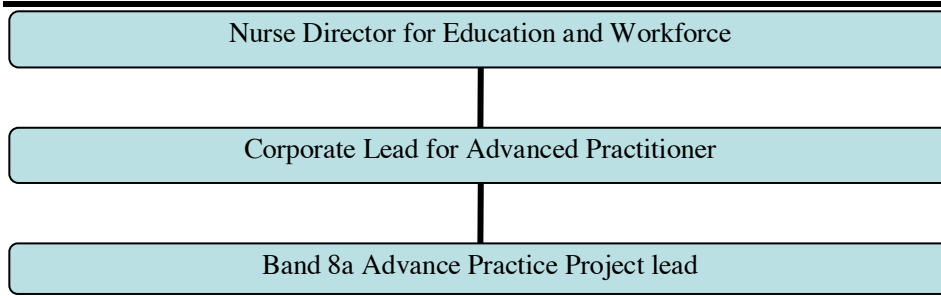
Banding: 8C

Hours : 37.5

Department/ Ward: Education Department

Base: BSUH & WSHT

Division/ Directorate: Corporate Nursing Team



Organisational Arrangements

Responsible to: Nurse Director for Education and Workforce

Accountable to: Nurse Director for Education and Workforce

Responsible for: Advanced Clinical Practice (ACP) Project team – Band 8a and Band 4

Role Summary

This expert clinical practitioner will lead and manage the HEEKSS advanced clinical practice project. This project will consist of a team of 3, to include role and Band 8a and band 4.

This project will deliver an overarching project outlined below.

Main Duties and Responsibilities

Strategic aspects of the clinical project

1. A review of Advanced & Special roles for all disciplines throughout the Trust on each site. Identify other health professionals carrying out roles commensurate with the skill set but not under the auspices of the ‘advanced’ title.

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2. Build on the work undertaken on the ACP role – review of pockets of good practice and where advanced roles are currently in situ.
 3. Development of a key stakeholder group to establish a set Trust sign of process to establish & underpin the roles in practice. This will consist of representation at senior level of the following – Nursing, Medical, , AHPs, Senior management/corporate, Finance, Education
 4. Identify MDT key stakeholders in the clinical areas & establish their vision
 5. Review of the various JD's/PS's and the generic Trainee & qualified ACP which the Advanced Clinical Practice Project Manager had compiled.
 6. Review of current junior doctor rota's and recruitment or lack of recruitment into these positions. Incorporated within this will be locum spend – how often, for how long, the financial expenditure.
 7. A review of loss of activity resulting from lack of junior doctors. This data can capture reduced surgical activity.
 8. A comparative data analysis of the cost of training and employing ACP's with the reduction in junior service delivery doctor roles.
 9. Comment on how the functioning ACP team can have a positive impact on deanery funded doctors achieving their learning objectives to ensure income continues to follow this group.
 10. Contingency planning to sustain service deliver.
 11. Review of the current outcomes from areas of good practice:
Impact on patient flow, LOS, readmissions, infection control, quality of care, patient satisfaction, complaints, clinical incidents, prescribing practices, compliance with CQUINS

Clinical aspects

1. A workforce analysis of the number of roles that are required/desired.
2. The development of a comprehensive selection process into the roles.
3. Establish a clinical training programme for current & future ACP trainees both formal in informal within the clinical area.
4. Establish a mentor programme for current & future ACP trainees

Educational aspects

1. A document of Core skills and competencies required for the role with specialty bolt odd components.
2. A framework for the clinical education & infrastructure/key personnel to deliver this.
3. A review of the infrastructure required to support the roles in practice. For example access to diagnostics & IT services.
4. Work with The University of Brighton team delivering the new programme, MSc in Advanced Clinical Practice & the Strategic Lead for Multiprofessional Education Directorate of Education & Knowledge, BSUH

Communication

1. To provide and receive highly complex, sensitive or contentious information where agreement or co-operation is required; this may involve large groups where you are giving bad news.
2. Use highly developed leadership and influencing skills with the ability to enthuse, motivate and involve individuals and teams.
3. Use political judgment in understanding and working with complex policy and diverse interest groups.

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4. Provide evidence of being able to maintain relationships with colleagues, clients and students
 5. Be able to support a range of staff and quality/ audit/ clinical services/ professional activity

Operational / Management

1. To provide leadership across the organisation training in line with trust policy, NHS initiatives, HEE initiatives and staff needs.
2. Service delivery and development: To ensure the preparation of service level agreements and business cases to develop the service and provide income generation.
3. To be responsible for the recruitment, career development and discipline of the ACP team.
4. To be responsible for ensuring that all the ACP team have an annual performance review following the Trust framework (including KSF).
5. To be responsible for managing sickness and absence monitoring for the team (according to Trust policy), working with human resources to resolve any issues.
6. To ensure that that all the resuscitation team follow Health and Safety guidelines when working clinically and receive back care training.
7. As budget holder and authorised signatory the post-holder will ensure sound financial management delivering the service within financial targets and achieve break even. The post-holder will also maintain current levels of income generation essential to the financing of the service and identify opportunities for additional income generation within the resource constraints of the department.
8. To be a role model to medical, nursing and ancillary staff to ensure awareness of and adherence to local and national policies and procedures (e.g.: Caldicott etc).
9. To be responsible for the creation, and review of Trust policies and procedures relating to ACP, ensuring that such policies and procedures accurately reflect best practice as agreed nationally and are implemented Trust wide.
10. Exercise robust leadership skills to act as a catalyst for change.

Audit and Research

1. To assume senior responsibility within the department for accessing and interpreting current research within the field of advanced clinical practice, instigating clinical practice and educational change as required.
2. The post-holder will be responsible for securing funding for research activity where appropriate.

Core Professional Nursing and Midwifery Responsibilities

- To promote a safe clinical environment for all patients, visitors and staff.
- To maintain the patients respect, dignity and privacy and to act with kindness and courtesy to all members of the public.
- To understand and adhere to the Nursing and Midwifery Council Code of Conduct and other NMC Standards.
- To take personal responsibility for maintaining professional registration with the Nursing and Midwifery Council, and ensuring the line manager is informed immediately if this registration is compromised.

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- To take personal responsibility for identifying own training needs for mandatory and statutory training and discussing these with line manager ensuring that sessions are attended.
 - To take personal responsibility for ensuring that personal objectives are agreed with line manager and that annual appraisal takes place.
 - To actively contribute to the teaching and learning of others.
 - To actively contribute to the BSUH Strategy for Nursing and Midwifery.
 - To adhere to the BSUH Uniform policy and Dress Code policy.
 - To be aware of and take appropriate action in the event of cardiac arrest, fire and major incident.
 - To contribute positively to the effectiveness and efficiency of teams in which you work.
 - To undertake any other duties at the request of the line manager commensurate with the role, including absence cover.
 - To ensure practice is evidence based and is in line with local policies and procedures.
 - To maintain accurate records of care, treatment and observations.
 - To participate in the control, storage and competent administration of medications according to Trust policies and NMC Guidance.
 - To act as an ambassador for the organisation and for the nursing and midwifery professions.
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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 around: 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 (HCAs) 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.

Person Specification

Job Details

JOB TITLE: Corporate Lead for Advanced Clinical Practitioner

DEPARTMENT: Education Department

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

D = Desirable Attribute

Qualifications	First degree MSc degree Non-medical prescriber Project management Experience (D)
Professional Registration	RGN on live NMC Register
Knowledge and Experience	
Non-clinical	Extensive experience of Nursing and/or Midwifery clinical issues at a senior level in nursing Expert knowledge of Nursing and Midwifery professional issues Working knowledge of clinical and integrated governance issues Working knowledge of social and political context of NHS Working knowledge of current NHS policy Working knowledge of structure, functions, culture and values of the NHS and its interrelationship with other agencies Experience of cross boundary working Knowledge of employment practices and procedures Previous experience in supervising/managing other staff in a Senior Post. Curriculum development at Trust and university Demonstrate a desire to develop the professions of nursing and improve outcomes of

	<p>patient care</p> <p>Provide evidence of being committed to practice; provide evidence of achievements of innovation and creation in practice and education</p> <p>Clear understanding of the national modernising nursing and scientific careers agenda</p>
Clinical (where appropriate)	<p>Ability to provide fundamental aspects of clinical nursing care on clinical placements</p> <p>Competence in basic life support , and moving and handling of patients, infection control</p>
Skills and Abilities	
Communication and Interpersonal	<p>Provide and receive highly complex, sensitive or contentious information where agreement or co-operation is required; present complex, sensitive or contentious information to large groups</p> <p>Communicate effectively at all levels in the Trust, including Board level</p> <p>Ability to collaborate and negotiate effectively with external organisations and facilitate good working relationships</p> <p>Ability to communicate sensitively with patients, carers and other members of the public</p> <p>Being able to demonstrate an ability to influence at a senior level</p> <p>Project management skills</p> <p>Provide evidence of being able to maintain relationships with colleagues, clients and students</p> <p>Be able to support a range of staff and quality/ audit/ clinical services/ professional activity.</p> <p>Awareness of National and International Nursing perspectives</p> <p>Chaired trust wide multidisciplinary groups</p> <p>Team work and collaboration</p> <p>Influencing and persuading</p> <p>Experience of dealing with the media (D)</p> <p>Ability to present papers at national and international conferences (D)</p>
Analytical and Judgemental	<p>To interpret complex information and take appropriate action and provide expert advice as a result</p> <p>Able to apply root cause analysis to clinical incidents ,and to make professional judgements and recommendations to the Board, and to external bodies such as the Nursing and Midwifery Council (D)</p>

Planning and Organisational	<p>Able to think and plan strategically, tactically and creatively</p> <p>Able to plan and organise a broad range of complex activities: formulate and adjust plans or strategies at Board level</p> <p>Ability to champion changes</p> <p>Been responsible for trust wide delivery of a service.</p> <p>Able to self-organise to fulfil the demands of a senior joint appointment</p>
Financial	Demonstrable experience with managing trust wide budgets and identifying cost savings
Information and Communication Technology	Competent in word processing, spreadsheets, PowerPoint, and use of the Internet
Supervisory and HR Management	<p>Be able to demonstrate/ provide evidence of leadership ability and experience</p> <p>A strong sense of personal and team accountability coupled with a clear understanding of the boundaries around delegated authority</p>
Freedom to Act	<p>Accountable for own practice</p> <p>Works under minimal Supervision on a daily basis</p> <p>Ability to negotiate contracts on behalf of Trust</p> <p>Ability to commission new courses from External education providers</p> <p>Ability to sanction financial spend from education budgets</p>
Physical	<p>Moving of patients and equipment during monthly clinical placements</p> <p>Able to be mobile between sites</p>
Mental	<p>Ability to concentrate when being frequently interrupted</p> <p>Ability to concentrate for prolonged periods, including on call and out of normal working hours</p> <p>Ability to assimilate large amounts of material to form sound clinical and professional judgements</p>
Emotional	<p>Able to deal with occasional distressing circumstances with students, staff and patients</p> <p>Able to deal with the general stresses of working at senior management level</p>
Working Conditions	<p>Able to cope with VDU equipment frequently on most days</p> <p>Able to cope with exposure to clinical procedures weekly</p>
Personal Attributes	

Job Description and Person Specification Acceptance Agreement

Date Prepared: _____

Agreed by:

Signed by Job Holder: _____ Date: _____

Signed by Line Manager: _____ Date: _____