**JOB PLAN: ACP template – Surgery, 37.5 hours per week**

**Surgical ACP will work 3x 10-hour shifts with 7.5-hour study day**

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|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| **AM** | Handover  Ward round  Initiate diagnostic requests  Interpretation of diagnostic tests  Referrals to other services/MDT (i.e micro)  Discharge letters and TTO  Liaise with/update SpR and/or consultant | Handover  Ward round  Initiate diagnostic requests  Interpretation of diagnostic tests  Referrals to other services/MDT (i.e micro)  Discharge letters and TTO  Liaise with/update SpR and/or consultant | Handover  Ward round  Initiate diagnostic requests  Interpretation of diagnostic tests  Referrals to other services/MDT (i.e micro)  Discharge letters and TTO  Liaise with/update SpR and/or consultant | Handover  Ward round  Initiate diagnostic requests  Interpretation of diagnostic tests  Referrals to other services/MDT (i.e micro)  Discharge letters and TTO  Liaise with/update SpR and/or consultant | **Study day** | Handover  Ward round  Initiate diagnostic requests  Interpretation of diagnostic tests  Referrals to other services/MDT (i.e micro)  Discharge letters and TTO  Liaise with/update SpR and/or consultant | Handover  Ward round  Initiate diagnostic requests  Interpretation of diagnostic tests  Referrals to other services/MDT (i.e micro)  Discharge letters and TTO  Liaise with/update SpR and/or consultant |
| **PM** | Outstanding jobs  Clerk admissions and transfers  Ensure routine elective surgery patients are prepped  Liaise with SpR/consultant | **F1 teaching**  Outstanding jobs  Clerk admissions and transfers  Ensure routine elective surgery patients are prepped  Liaise with SpR/consultant | Clinical supervision afternoon | **Weekly junior teaching session**  Outstanding jobs  Clerk admissions and transfers  Ensure routine elective surgery patients are prepped  Liaise with SpR/consultant | **Study day** | Outstanding jobs  Clerk admissions and transfers  Ensure routine elective surgery patients are prepped  Liaise with SpR/consultant | Outstanding jobs  Clerk admissions and transfers  Ensure routine elective surgery patients are prepped  Liaise with SpR/consultant |

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| **Ad hoc**   * Wellbeing * Innovation ideas * Team catch-up * ACP WhatsApp | **Monthly/weekly meetings**   * MDT * 1:1 * Weekly EST meetings * Trust ACP group | **Teaching/education**   * Weekly junior teaching session * Ward round teaching * Working with other teams/departments * Ultrasonography course * Regional, national and international courses/ conferences * Guest lecture at university | **Research**   * Audit projects * Dissertation/MSc assignments * Service review * Evaluation of project |

**Advanced clinical practice**

* Support the nursing team in dealing with the deteriorating patient and any needed interventions such as ABG etc that they cannot perform themselves
* Be a resource that the nursing team can escalate issues to and assist with interventions that are difficult (e.g. problematic NG tube insertions/catheterisations/venous access)
* Clerk admissions to the ward
* Prescribe medications within their remit
* Offer expertise around surgical procedures and complications
* Be involved with the nutritional support team/checking TPN bloods/insertion of PICC lines for TPN
* Support patients and staff with resources available to help them deal with the psychological impact of critical illness
* Be involved with governance/DOC/complaints/Datix and resolving issues
* Help ensure the right patient is in the right place to receive the right care at the right time (e.g. management of CEPOD lists and referrals for elective surgery)
* Support with enhanced recovery pathways
* Assist the team to reduce numbers of patients with prolonged length of stay

**Leadership**

* Engage senior clinicians in developmental change
* Bridge the gap between the two professions
* Act as a role model to the nursing team and junior doctor team
* Help maintain standards and ensure practice is safe
* Inspire others to progress their careers
* Collaborate with the senior ward nursing team

**Facilitation of learning**

* Teaching around surgical procedures/subjects
* Ensure best evidence-based practice is shared with all members of the MDT
* Develop competences with the ward practice development nurses
* Share learning from clinical incidents with all the division

**Evidence research and development**

* Support the development of the service
* Help create a robust, safe, nurse-led discharge policy
* Develop a case for the division to have a psychological support service for patients
* After action reviews with an MDT approach
* Assist the nursing team to improve patient flow to include discharges before midday
* Work on our admission avoidance to include EACU follow-ups/post-discharge contact calls
* Actively look at auditing and accurate recording of postoperative complications
* Develop possible direct admissions to the ward to avoid ED process
* Develop our links with hospital at home to make better use of the service