

## Job Description

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### Job Details

<b>Job Title:</b>	<b>Advanced Clinical Practitioner</b>
<b>Band:</b>	Band 8a
<b>Hours:</b>	per week
<b>Department / Ward:</b>	[INSERT NAME (NOT LOCATION)]
<b>Division:</b>	

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### Organisational Arrangements

<b>Professionally Accountable to:</b>	Head of Profession
<b>Managerially Accountable to:</b>	Service Lead (where applicable) Departmental manager
<b>Clinical Mentor:</b>	Consultant (relevant to speciality)
<b>Staff responsible for:</b>	Day to day operational management of junior staff, trainees and students

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### Role Summary

*This is a generic Job Description for Advanced Clinical Practitioners (ACPs) working within the Trust. Specific responsibilities will vary between specialties, however all ACP posts will be expected to reflect the four pillars of advanced practice: Clinical Practice, Leadership, Education of self and others, and Research & Development.*

1. Work to a high level of personal and professional autonomy, using specialist knowledge and skills to deliver independent assessment, clinical examination, diagnosis, clinical decision making and planning of care and treatment, health promotion and safe admission and discharge of patients.
  - This may include on-call/out-of-hours and in-hours/bleep-holding responsibilities, as part of the agreed job plan.
  - Act as an independent non-medical prescriber, where applicable to role/profession.
2. Work collaboratively with all members of the multidisciplinary team to provide best clinical care, emotional and psychological support and education to patients and their carers.

3. Facilitate evidence based practice, and promote and undertake research and clinical audit within the service and across the Trust. Design and provide clinical/practical and theory-based education and training, eg. to nurses/AHPs, junior medical staff.
4. Work with innovation and flexibility to adapt to a fast-changing specialty, and play an integral role in the operational/strategic development of the service.

### **Key Working Relationships**

#### **Internal:**

- Nursing/AHP staff group as appropriate to role
- Clinical specialists
- Medical staff
- Specialty/service and Trust education leads
- R&D team
- Wider multidisciplinary team
- Other hospital departments

#### **External:**

- Other healthcare providers/agencies as applicable to role
- Local Higher Education Institutes (HEIs)

## **Main Duties & Responsibilities**

### **Responsibilities for Patient Care**

#### **Clinical**

1. Independently prioritise, organise and manage a highly complex patient caseload. Formulate differential diagnoses and specialist clinical decisions following highly specialist assessment; provide highly specialist, evidence-based intervention. (With moving and handling of patients, as required).
2. Act as patient advocate in issues concerning their care.
3. Maintain competence in clinical skills required to practice at an advanced level in own professional discipline, and fulfil an extended scope of practice (including eg. referral and interpretation of X-rays, imaging, pathology reports; injection therapy; arterial blood gas sampling).
4. Work shifts/rota as applicable to role. This may also require bleep-holding (eg. as part of an emergency response team) and participation in the on-call/out-of-hours rota. The postholder will therefore need to be able to manage frequent interruptions and reprioritise own work appropriately.
5. Draw on own specialist knowledge to be a resource for the wider multidisciplinary team (MDT), and give clinical advice/second opinions.
6. Reflect on own clinical practice in individual and peer supervision. Responsible for own professional actions and recognise own professional boundaries, interpreting clinical and professional policies and national protocols.

#### **Management**

1. Contribute to Trust Clinical Governance. This includes:
  - risk assessment within the clinical area
  - reporting and monitoring any untoward incidents (incl. DATIX reporting procedure)
  - dealing with complaints as delegated, and ensuring appropriate investigation, corrective action and documentation
  - taking appropriate action relating to hazard notification for products and equipment
  - implementing National Institute for Clinical Excellence (NICE) quality standards
  - taking personal ownership in soliciting and offering feedback – in order to continuously improve the quality and safety of patient care, and the efficient and effective operation of the service.
2. Ensure safe and appropriate use of specialist equipment and resources.
3. Responsible for the day to day management/supervision of junior staff and students within own specialty.
4. Authorised signatory for financial payments.
5. Adhere to all local standard operating procedures and policies.

## **Leadership**

1. As part of the wider Trust Clinical Strategy, champion the development of own specialty, opportunities for research and education, and raise the positive profile of the service and Trust through eg. publications, conference presentations, professional networking, and organisational collaborations.
2. Act as professional role model, providing advice and support to all staff working in the speciality, including medical and other students and trainees, nurses and doctors. 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.

## **Communication**

1. Maintain accurate records regarding all patient contacts – paper based/electronic as appropriate.
2. The postholder will need to receive/provide highly complex and sensitive information relating to patient care (eg. from colleagues, patients, carers and relatives). Communicate clearly, concisely and accurately, engage patients and colleagues with tact and empathy, and interact with sensitivity with patients and relatives/carers where barriers to communication may exist (this may involve using the interpreting service for patients with language barriers).
3. Provide written and verbal reports to other members of the multidisciplinary team regarding treatment/changes and recommended management of patient care. Communicate results of test results to patients, relatives and to other clinical staff.
4. Participate effectively in multidisciplinary case conferences and team meetings, as required. Work to manage conflicting views and reconcile differences of opinion across/within professional groups.
5. Attend relevant internal/external meetings (eg. to discuss the performance of the service) and internal/external conferences (eg. to promote the achievements of the service and to network with colleagues).

## **Policy & Service Development**

1. Support colleagues/senior staff in creating a supportive, safe team environment and culture of continuous improvement (eg. 'safety huddles'). Identify opportunities for improvement, and contribute to improvement activities.
2. Develop, implement and maintain Trust-wide professional policies, standards and practices within own area of specialist expertise. Actively contribute to setting and monitoring standards in advanced practice and service local provision.
3. Contribute to service developments and planning (eg. identification of best practice nationally and internationally, opportunities for new and extended services, improvement and innovation in service provision) as part of the Trust business development, service efficiency and strategic planning processes.

## **Training and Education**

1. Keep up to date with current research and evidence-based practice by attending relevant meetings, courses, seminars and own literature study. Share knowledge with other professionals and team to influence better care and outcomes for patients.

2. Use advanced specialist clinical knowledge to design and provide clinical and theory-based education and training to other members of the MDT.
3. As agreed (eg. through job planning), supervise, train and educate more junior members of staff, incl. students and trainees up to and including Registrar level.
4. Establish links with HEIs (eg. University of Brighton, Brighton & Sussex Medical School). Facilitate the planning and delivery of educational programmes to all healthcare professionals relating to own advanced specialist area.

### **Audit & Research**

1. In collaboration with Trust Research & Development Team (and Service Lead), develop, participate in and encourage research and Clinical Trials in own speciality. This will include data collection, analysis and presentation/publication (incl. national and international journals as appropriate).
2. Contribute to service quality assurance activities (incl. demonstration of regulatory compliance).
3. Make best use of the Trust Library & Knowledge Services. Critically analyse methodology and results of research and apply to future clinical practice. Encourage and support initiatives to develop clinical practice to reflect latest findings.

### **Personal & Professional Development**

1. Accountable for own practice and maintaining competence in accordance with the HCPC/NMC Code of Professional Conduct and other appropriate HCPC/NMC and statutory guidelines.
2. Maintain and develop own theoretical knowledge, clinical experience, clinical competence and professional development through eg. self-education, regular clinical supervision, soliciting feedback, and active participation in the Trust appraisal and professional revaluation processes. Maintain own professional portfolio and Personal Development Plan.
3. Attend relevant education and training, including mandatory and statutory training.

### **Other Role-Specific Duties**

1. Undertake 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 on-going basis in accordance with the changing needs of the service/department and Trust.

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### **Flexibility**

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. 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.

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.

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### **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.

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### **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.

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### **Equality & 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. All staff members have a duty to report any incident which contravenes this to their line manager, especially in respect of the protected characteristics: age, disability, gender, gender reassignment, marriage/civil partnership, race, religion or belief, sexual orientation

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### **Infection Prevention & 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.

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### **Safeguarding Children & 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.

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### **No-Smoking Policy**

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

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**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.

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**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.

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**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

Domain	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Relevant MSc, supplemented by specialist training, experience and short courses</li> <li>• Independent non-medical prescriber (where applicable to role/professional group)</li> <li>• IRMER (Imaging Referral by Non-Medical Healthcare Professionals) training complete</li> <li>• Non- medical authorisation of blood products training completed (as applicable to role/professional group)</li> <li>• Prescribing blood and blood products (as applicable to role/professional group)</li> </ul>	<ul style="list-style-type: none"> <li>• Completed advanced clinical practice MSc</li> </ul>
Professional Registration	<ul style="list-style-type: none"> <li>• Current HCPC/NMC registration</li> </ul>	
Knowledge & Experience – Non-Clinical	<ul style="list-style-type: none"> <li>• Experience of conducting audit/research</li> </ul>	<ul style="list-style-type: none"> <li>• Conference presentations, publications</li> </ul>
Knowledge & Experience – Clinical	<ul style="list-style-type: none"> <li>• Significant post registration speciality experience – to the level of advanced practice</li> <li>• Enhanced clinical skills relevant to area of clinical practice</li> <li>• Interpretation of basic laboratory tests, and imaging/CXR</li> </ul>	<ul style="list-style-type: none"> <li>• Subspecialist interests/expertise, as would contribute to the development of the service at BSUH</li> </ul>
Communication & Interpersonal	<ul style="list-style-type: none"> <li>• Excellent written and spoken English</li> <li>• Competence in numeracy and literacy</li> <li>• Teaching and presentation skills, incl. to multiprofessional groups</li> <li>• Experience of communication with multi-professional team across a large and complex organisation, or network or care</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of presenting at local, national or international meetings or conferences</li> </ul>
Analytical & Judgment	<ul style="list-style-type: none"> <li>• Experience of applying research or audit to clinical practice</li> </ul>	
Planning & Organisational	<ul style="list-style-type: none"> <li>• Experience of leading a change project within the clinical area</li> </ul>	<ul style="list-style-type: none"> <li>• Project management experience</li> </ul>
Financial	<ul style="list-style-type: none"> <li>• Experience of managing financial resources (eg. budget management) – in a work, voluntary or home context.</li> </ul>	<ul style="list-style-type: none"> <li>• Budget holder in a work context (incl. monitoring of expenditure, reprioritisation, development of service-level budget)</li> </ul>



Information & Communication Technology	<ul style="list-style-type: none"> <li>• Computer skills including use of databases, spread sheets. Word, Excel. PowerPoint and other clinical support systems</li> <li>• Experience of generating and presenting data reports</li> <li>• Able to access databases to do literature searches</li> </ul>	<ul style="list-style-type: none"> <li>• Formal qualifications in IT use (eg. ECDL)</li> </ul>
Supervisory & HR Management	<ul style="list-style-type: none"> <li>• Experience of managing staff</li> <li>• Experience of contributing to student supervision and assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing teams</li> </ul>
Freedom to Act	<ul style="list-style-type: none"> <li>• Able to work autonomously and to set own objectives</li> </ul>	N/A
Physical	<ul style="list-style-type: none"> <li>• Highly developed physical dexterity. Accuracy and hand-eye co-ordination for precision clinical skills and making fine adjustments on equipment.</li> <li>• Able to move and handle patients and inanimate loads using appropriate equipment</li> <li>• Able to work shifts</li> </ul>	N/A
Mental	<ul style="list-style-type: none"> <li>• Able to organise &amp; prioritise own workload</li> <li>• Able to work effectively within a pressured environment</li> </ul>	N/A
Emotional	<ul style="list-style-type: none"> <li>• Able to cope with frequent exposure to distressing or emotional circumstances (and occasional exposure to highly distressing or highly emotional circumstances).</li> <li>• Developed coping strategies, resilience practices</li> </ul>	N/A
Working Conditions	<ul style="list-style-type: none"> <li>• Able to cope with regular exposure to bodily fluids, unpleasant smells and cramped working conditions</li> <li>• Regular use of VDU</li> </ul>	N/A
Personal Attributes	<ul style="list-style-type: none"> <li>• Clean, tidy, professional appearance.</li> <li>• Able to demonstrate an understanding of the Trust Values &amp; Behaviours and their application</li> <li>• Innovative, self-motivated with a high level of organisational skills</li> </ul>	N/A

**Indicative Job Plan Example (clinical 80%: non-clinical 20%)**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>AM</b>	Patient assessment and treatment	Clinical Supervision	Patient assessment and treatment	Patient assessment and treatment	Audit/ Clinical Governance
<b>PM</b>	Multi-disciplinary meeting	Patient assessment and treatment	Out-patient or other clinic	Trainee teaching and training	Patient assessment and treatment