

## Job Description

**Post Title:** Higher Level Advanced Clinical Practitioner 8b

**Hours of work:** 37.5 Hours

**Base:** The Royal Shrewsbury Hospital

**Department:** Acute Medicine

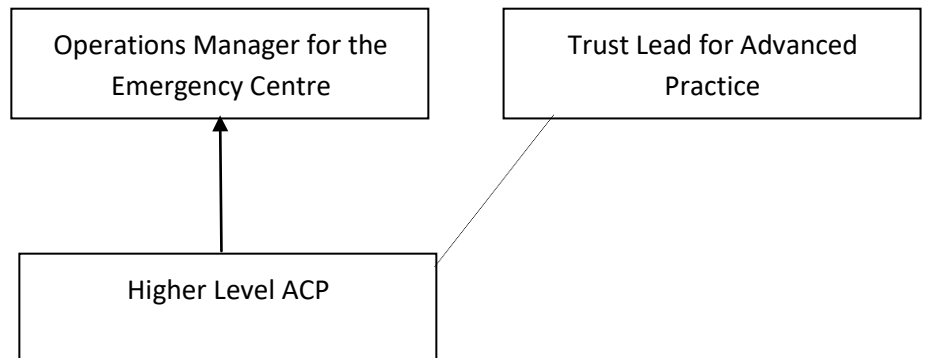
**Manager responsible to:** Operations Manager for Emergency Centre

**Professional Accountable to:** Trust Lead ACP/ Consultant ACP Lead

### 1. Job Purpose

The post holder is required to deliver an advanced level of clinical practice within the field of Acute Medicine areas within the Trust. The Higher-level ACP will have extensive clinical knowledge and experience in addition to completing a Masters in Advanced Clinical Practice, Non-Medical Prescribing qualification and meeting all the requirements of the higher-level role. They will work at this level in a clinical capacity as part of the medical workforce in their specified clinical area. They will act as a role model and clinical supervisor to their junior colleagues promoting clinical effectiveness in care. The Higher-level post holder will work closely with all members of the multidisciplinary team and will play an integral role in assisting in the operational/strategic development of the service, promoting and facilitating evidence-based practice, clinical audit and research in conjunction with the Lead ACP for the Trust and Consultant Lead of the service. The post holder will work collaboratively with other health care professionals and disciplines and provide leadership and education to others including the development of trainee ACPs, junior colleagues, medical students and foundation year medical staff. The post holder will work as an advanced practitioner on behalf of the responsible Consultant within a defined clinical area, delivering all aspects of management and care to a wide range of patients with varying needs. The ACP's reporting lines will be within medicine however will work alongside and support the education and development of both nursing and medical colleagues within the clinical departments where they are assigned. The higher-level ACP practices in partnership with the multidisciplinary team under working on behalf of the department named Consultant, however their clinical decision making and clinical level of patient management will reflect that of a middle grade doctor, having the clinical ability to work on a medical rota if required.

## Organisational Position.



### 3. Main duties and responsibilities:

The higher-level ACP will have highly developed specialist knowledge relating to their clinical area of practice, which is underpinned by theory and clinical experience.

The ACP will have obtained a full Masters in Advanced Clinical Practice and in addition have developed a breadth and depth of clinical acumen in their clinical area of specialty and be able to see a wide breadth of clinical presentations carrying out relevant clinical procedures, interventions and diagnostics to assist in diagnosis and management of the patients in their care.

- For example, in the area of Emergency Medicine the higher-level ACP will be expected to have developed a strong clinical acumen in the areas of Minors, Majors, Paediatrics and Resuscitation areas and will have the breadth of knowledge to assess, diagnose and initiate treatment plans for any patient presenting to these areas. i.e.: In the area of acute medicine, the higher-level ACP will be expected to be see all clinical referrals from A+E including resus patients, GP referrals and ambulatory care patients assessing, ordering diagnostics and interpreting those diagnostics to formulate a management plan for the patient.

Therefore, the higher-level ACP's practice is not limited to a specific cohort of patients or clinical conditions.

In addition to a full Masters in Advanced Clinical Practice and evidence of completing an advanced clinical curriculum the ACP will have obtained the following advanced clinical skill set relevant to their clinical area of practice:

- Advanced Life Support
- Completion of Radiology Competencies including in house training programme, completion and passed radiology exam, IRMER certification, Radiology OSCE.
- Authorisation of Blood Products course, completion of NonMedical authorization blood products competencies
- EPALS (where clinically applicable)
- European Trauma Course (where clinically applicable)
- Advanced clinical procedures including but not limited to: Lumbar Puncture/ Ascetic drainage/ Fascia Iliac Compartment Block (specific to clinical area of specialty)
- Completion of NMP course and evidence of competently prescribing medications independently according to an extended/ advanced ACP formulary as agreed by the Trust
- Evidence of service development within their clinical areas
- Evidence of teaching junior medical colleagues, medical students, trainee ACP's
- Evidence of audit and simple research within the clinical speciality
- Presenting at local, Regional and National conferences or actively part of a Regional Group promoting Advanced Clinical Practice.

### **Responsibility for patient care:**

The higher-level ACP will have a high-level clinical acumen in their clinical area of practice and have met all advanced clinical competencies relevant to their area of practice. They will be able to independently assess, diagnose, and initiate treatment plans with a wide breadth of clinical presentations relevant to their specialized area, which include patients presenting with undiagnosed and diagnosed conditions. The ACP will practice within their area of clinical competence assessing, accessing diagnostics and interpreting those results to formulate a clinical management plan, they will require senior input for complex cases only. While the overall clinical responsibility for patient care lies with the Consultant named for patient, the higher level ACP will act on behalf of the Consultant assessing, accessing diagnostics and interpreting findings formulating treatment plans for patients.

The higher-level ACP will be able to act on highly complex facts or situations requiring analysis, interpretation and comparison of a range of options and is able to make clinical judgments, even when conflicting views are present.

An example of this in practice is: A higher level ACP would be able to clinically manage a complex clinical case which is multi-dimensional; the patient may present with sepsis but also have underlying conditions such as heart failure and chronic kidney disease and diabetes which need to be considered and managed in the diagnostic and clinical management plan. The higher level ACP will have the clinical acumen to deal with a complex clinical situation such as this and is able to analyse, interpret and make a clinical judgment based on the complexity of the case, considering the range

of options for treatment, monitoring and diagnostics and the implications for each of these for the patient and their presenting complaint.

Is able to carry out complex diagnostic procedures and able to interpret and act on the results of the diagnostic findings.

**Example 1:** the higher level ACP is able to assess, order diagnostic investigation for patients presenting with a suspected diagnosis of meningitis, in addition the ACP is able to perform the lumbar puncture and interpret and act on the lumbar puncture findings and initiate treatment to the patient where required or alternatively interpret the results as normal findings. In addition to this the ACP at this level is able to supervise and support the clinical learning of junior colleagues with this procedure.

**Example 2:** The higher level ACP is able to manage a patient who has an unprovoked DVT, they are able to assess and access appropriate diagnostics, interpret the clinical findings and initiate treatment, in addition to this they are then able to recommend further investigations to investigate to rule out possible causes and refer on to relevant specialties. In addition, they are able to counsel and communicate the findings, treatments and reasons for further investigations with the patient.

### **Organisational:**

The higher-level ACP will have an integral role in organising, developing and teaching on the ACP programme and will assist the Lead ACP and Consultant Lead in the delivery of the strategic development and educational component of the ACP workforce at the Trust.

In addition to managing their own workload support junior colleagues, trainee's and junior medical staff to manage their workload.

In conjunction with the Lead ACP/ Consultant ACP lead propose policy or service changes, with impact beyond own area / supporting implementation and development of service, development of protocols and policies within their specialist area that may impact on other services using NICE guidelines and interpreting into policy for the Trust.

**An example:** A higher level ACP conducts an audit in practice of the care patients receive when presenting to the Trust with Headache, the audit is conducted using NICE guidelines as a bench mark, the outcome shows some deficiencies within the standards currently patients are receiving, the ACP works across boundaries and with stakeholders to implement change in practice and introduce a new policy/ patient pathway to improve clinical standards and outcomes for patients. One of the learning needs highlighted within the audit was the performance of fundoscopy the ACP formulates a teaching programme across disciplines to address this learning need and therefore improves clinical practice for patients.

Demonstrate effective multidisciplinary team working and acknowledge the role of individual team members ensuring that expertise is seen as a resource within the team and the Trust.

Actively involve service users in providing feedback of their experience of the current service and suggestions for improvement.

Assist the Clinical Leads of the service and Operations Manager, to develop robust governance systems by contributing to improving practice and healthcare outcomes so that they are consistent with National and international standards through initiating facilitating and strive leading change for the ACP team, organisation and system levels

### **Systems and Equipment**

Responsible for the safe use of equipment

Work at all times with due regard for the finite resources of the department.

Assist on the introduction of innovative cost saving efficiencies within the ACP role, and be proactive in the identification of efficiency savings within the department and across the emergency care pathway.

### **Risk Management**

Contribute to clinical risk management.

Complete documentation and gather evidence relevant to clinical risk management.

Anticipate, recognise and prevent situations that may be detrimental to self and the health and wellbeing of patients or staff.

Adhere to and participate in the implementation of recommendations and guidelines related to health & safety at work, Control of Substances Hazardous to Health legislation and control of infection procedures.

Implement actions to be taken in event of an emergency.

Demonstrate correct moving and handling procedures following Trust protocols and guidelines.

Adhere to Trust and locally agreed policies, guideline and protocols.

Promote the clinical governance within their clinical department and wider ACP team

## **Education, Training and personal development**

The ACP will be responsible for the clinical supervision and of trainee/ junior ACP's and will act as a clinical resource and clinical mentor in practice.

Be responsible for the co-ordination of the ACP teaching programme and the development of in-house training for the ACP programme. The ACP in this role will actively teach and co-ordinate teaching programmes relevant to the ACP role and in addition teach within their specialty area and across clinical boundaries to other ACP's, medical students, junior doctors and nursing roles. Undertake work based and University assessments with Trainee ACP's and junior colleagues.

Undertake all statutory and mandatory training as required by the Trust.

Undertake continuous professional and clinical development, seeking opportunities to develop own knowledge and skills

Keep up to date with IRMER regulations and attend relevant updates.

Deliver multidisciplinary team education and presentations including presenting at local /National conferences

Take a lead role in teaching and supporting junior medical/ non-medical staff, / junior ACP's / student PA's and medics as appropriate in the clinical setting.

Keep up to date with specialist clinical knowledge, attending education and training provided by the Trust and relevant external course and conferences relevant to your clinical area.

Maintain Advanced Clinical Life Support qualification/ Paediatric Life support

Maintain, advance and develop personal theoretical knowledge, high standards of clinical competence and professional development through self-education.

Maintain own professional portfolio.

Lead and work in conjunction with senior colleagues in developing initiatives on ACP staff development and training programmes for the service.

Responsible for the development of junior ACP's/trainee's in addition to junior members of the team

Work in collaboration with others to plan and deliver interventions to meet the learning and development needs of own and other professions.

## **Research and Audit**

The higher-level ACP will take an active part in research and clinical audit within their clinical area. Not only will the higher-level ACP will carry out independent audits in relation to the ACP role they will actively partake in the audit process for the medical directorate and be responsible for collating and disseminating their findings to the wider Trust and present at Clinical Governance for their area.

Assist in data collection for specific local and multi-centre research projects.

Work with the Consultant Lead and Lead ACP on the development of multidisciplinary research and clinical audit

Aid the Lead ACP/ Consultant Lead to conduct and commission research in a specialist area

Critically appraise and synthesis the outcomes of relevant research, evaluations and audits and apply the information to improve practice.

Participate in and contribute to any regional and national research to evaluate the effectiveness of care strategies related to the patient experience.

Work across professional, organizational and system boundaries and proactively develop and sustain new partnerships and networks to influence and improve health, outcomes and healthcare delivery systems.

Participate in audit, clinical governance and other clinical meetings where the outcomes and recommendations have the potential to improve the quality of care, give case presentations as required.

Assist on specific audit cycles to enhance the quality of clinical nursing and medical practice.

Be aware of the results of mandatory audits, amend own practice where necessary and support/Identify areas of own clinical practice that require audit.

Devise audit tools, analyse data, write report and present findings to the multidisciplinary team. Complete audit cycle by implementing change in emergency/acute medicine department practice as required and reauditing.

## **Decisions, judgements and freedom to act**

The higher-level ACP will have the freedom to act within their own area of clinical competency and area of practice. They will be able to independently manage a patient on behalf of the named Consultant, be able to establish and initiate diagnostics and investigations, interpreting and acting on the results, using their own initiative and discretion to ensure patients receive timely intervention and access to treatment, seeking advice as necessary. While the overall care is overseen by the

Medical Consultant the ACP at this level will be able to independently act and initiate treatment, investigations and change management plans to ensure patients receive timely care and treatment to the level expected of a middle grade doctor.

### **Communication and relationships:**

The higher-level ACP needs to provide and receive highly complex, highly sensitive information and have developed persuasive, motivational, negotiating and empathetic skills in their practice.

This includes:

Discussing highly complex medical issues appropriately with parents/carers using language that aids understanding, acting appropriately on questions and giving information to the patient and family to assist with their understanding. This includes patients who have been given bad news, assisting/ responding to complaints, obtaining informal consent and formal consent prior to a procedure.

**An example:** A patient is admitted with headache and is undergoing investigation for a subarachnoid haemorrhage, they have undergone a CT head which is normal, to totally exclude this diagnosis a lumbar puncture is needed to be performed, the patient has no understanding why this is needed, is needle phobic and needs to be formally consented for this procedure prior to undertaking. The ACP at this level would need to have developed a high level of communication skills and clinical acumen to be able to ensure the patient is given all the information to make an informed decision as to whether they will consent to the procedure. Therefore, negotiating sensitively with parents/carers for the welfare of the patient and where there may be barriers to understanding through fear, anxiety or lack of knowledge, language difficulties or religious beliefs

The higher-level ACP is able to effectively communicate with ACP team members, nurses, doctors and other health professionals when discussing emotive, ethical and difficult issues at both personal and professional levels.

Discuss implications of care options with patients and carers to enable them to make informed decisions using assertiveness, tact, diplomacy and compassion.

Initiate and maintain effective communications with members of the multidisciplinary team to promote the welfare and safety of patients and carers, in accordance with child and adult safeguarding Trust policy.

Recognise when own and others behaviour is not acceptable and initiate appropriate action.

Provide constructive feedback to others within the peer group and multidisciplinary team.



Have high-level communication skills and contribute to the wider development of those working in the area of clinical practice by publishing and demonstrating work through presentation at conference and/or articles in professional press.

In conjunction with the Lead ACP/ Consultant ACP Lead engage stakeholders and use high level negotiating and influencing skills to develop and improve practice for service development and clinical practice.

### **Physical, Mental , Emotional demands of the job**

The ability to use and manipulate tools and equipment during episodes of patient care e.g. suturing/cannulation/lumbar puncture'

The ability to move, position and re-position patients to facilitate the undertaking of clinical procedures and to ensure patient comfort.

Frequent exposure to stressful and extremely unpredictable workloads due to the emergency / acute nature of the service.

Frequent need for a high degree of concentration for long periods of time when undertaking intricate clinical procedures.

Frequent exposure to working with patients who are terminally ill and their families. The higher-level ACP will be frequently exposed to the delivering of bad news, difficult and distressing conversations with patients and families. The role will also entail the emotional support of junior colleagues and support of those who are not meeting the clinical and academic requirements needed for the role.

The higher level will require highly developed physical skills to perform highly dexterous interventions with a high degree of accuracy including but not limited to:

IV cannulation, phlebotomy, insertion of catheters, arterial blood gas sampling, plastering, suturing, lumbar punctures, drain insertion and removal, cardiac arrest management including administration of IV medications, Naso Gastric tube insertion.

Direct contact on a daily basis with blood, vomit, excreta and other bodily fluids.

Occasional contact with foul linen.

Frequent exposure to aggressive physical/verbal behaviour.

### **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 the post holder work outside their defined level of competence. If the post holder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The post holder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

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

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

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

### **Non-Medical Prescribing:**

To undertake the role of Nurse/Physiotherapist/Independent Prescriber with the Advanced Clinical Practitioner role and in line with Trust Policy, professional regulatory and National guidance the prescriber must:

Maintain competency in prescribing according to level of prescribing qualification and participate in regular continuing professional development of this role.

To prescribe in accordance to the Trusts Medicines code, its Trusts Non Medical Prescribing policy and other National and Local Prescribing guidance.

To prescribe within the limits of their individual competence and approved Scope of Practice /Formulary.

The post holder may be required to perform other duties on an occasional basis which as commensurate with the band and agreed by the post holder and line manager.

This job description can only be altered with the approval of the post holder and line manager

The above job description is a summary of the main responsibilities of the potholder, and not an exhaustive list of duties to be undertaken. The duties may be redefined in accordance with the

## **Professional Standards:**

To conduct oneself in a manner perceived by others as constructive.

To adhere to all local, national and NMC/ HCPC guidelines in relation to professional standards.

To report appropriately any observed lapses in professional conduct to the Ward/ department Manager, in line with local and NMC /HCPC guidelines.

Takes a role in enhancing nursing and medical practice through actively promoting and demonstrating evidence-based best clinical practice.  
Models excellence in clinical practice and demonstrates professional behaviour.

Work at all times within the Nursing and Midwifery Council Code of Professional Conduct and Scope of Professional Practice or HCPC regulating body and maintains registration.

Act as a specialist resource and support for other junior staff.

Maintain a high standard of clinical competence and professional development through self-education, identifying clinical areas of growth and development and engaging with learning opportunities. Facilitate and be proactive regarding regular evaluation of their practice with their designated Clinical Supervisor, using reflective practice, ensuring up to date clinical knowledge which is reflected in their clinical work and level of decision making.

Contribute to peer review and supervisory processes.

Undertake joint appraisals of trainee ACP and junior ACP team members.

Attend, Lead and positively contribute to team meetings.

## **Health and Safety:**

As an employee of the Trust you have a responsibility to:

Take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and

Co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and

Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

### **Infection Prevention and Control:**

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action.

As an employee of the Trust you have a responsibility to:

Ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff; and maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and

Challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

### **Information Governance:**

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

**Confidentiality and Security** - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.

**Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.

**Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must

comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

### **Professional Standards and Performance Review:**

As an employee of the Trust you have a responsibility to:

Participate in statutory and mandatory training as appropriate for the post; and  
Maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and

Take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and

Participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

### **Safeguarding Children and Vulnerable Adults:**

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

As an employee of the Trust you have a responsibility to ensure that:

- o You are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
  
- o You attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

### **Social Responsibility:**

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society.

As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

### **Continuous Improvement**

The Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower staff at all levels to have the confidence, capability, passion and knowledge, to test changes and make improvements at the Trust and the communities we serve. Following a successful five-year partnership with the Virginia Mason

Institute in the USA, the Trust continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you to make improvements, whilst also providing training at various stages of your time at the organisation, as part of your continuing professional development.