

Job Description

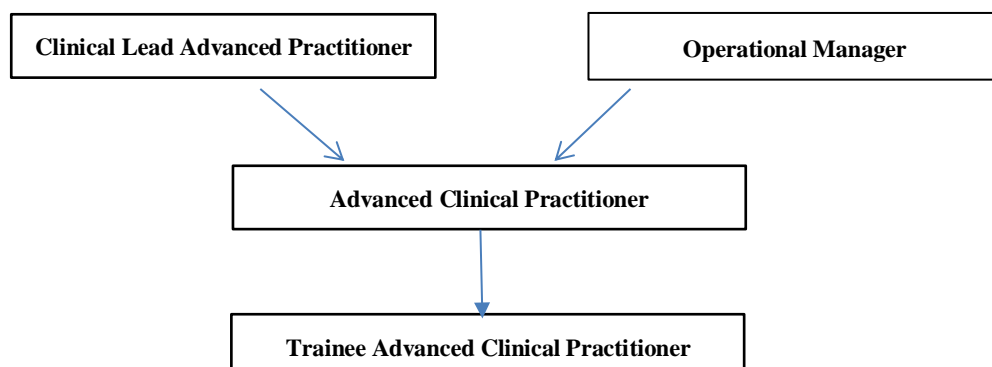
Post Title:	Trainee Advanced Critical Care Practitioner (TACCP) Shrewsbury Hospital and Princess Royal Hospital
Department:	Critical Care
Division:	Surgery, Anaesthetics and Cancer
Hours of work:	37.5 Hours
Base:	The Royal Shrewsbury Hospital and Princess Royal Hospital
Reports To:	Clinical Supervisor within department
Professionally Accountable to:	Operational Manager/Lead Consultant for Advanced Clinical Practitioners/ Trust Lead Advanced Clinical Practitioner

1. Post Purpose

The purpose of this role is to develop a clear pathway of progression, training and career structure for Advanced Clinical Practitioners. This role will encompass a 7 day working pattern with an element of shift work and after hours working. This post will develop to a Band 8a upon completion of a Masters in Advanced Clinical Practice, and completion of an Independent Non Medical Prescribing qualification. The post holder will also be required to undergo a wide range of core clinical competencies and case presentations within the area of practice. The Trainee will need to demonstrate completion of all clinical and academic practice before progression to Band 8a is achieved within a set timeframe.

The Advanced Clinical Practitioner role will support both the daytime and after hours clinical teams, and it is anticipated that the band 8a roles will be incorporated into the medical rotas.

Organisational position



3 Main duties and responsibilities

- Deliver and participate in the clinical care of patients within specialist field.
- Priorities health needs and intervenes appropriately.
- To be professionally and legally accountable for all work undertaken to practice at an advanced level of professional autonomy and accountability that is within Trust policies and the Nursing and Midwifery Code of Conduct (2008) or Health and Care Professions Council (HCPC).
- Provide a level of advanced and comprehensive health assessment based on a specialist body of knowledge.
- To appropriately assess, examine, investigate, diagnose and treat patients, resulting in the safe management and appropriate referral or discharge of patients with undifferentiated and undiagnosed presentations.
- Ensure patients are informed and consent is gained prior to treatment, investigation and management as appropriate.
- Take responsibility for the management of patients within own caseload and supervision/development of junior members of the multi-professional team.
- Is able to identify the need for appropriate diagnostic tests and interpret the results.
- To identify and intervene proactively where circumstances contribute to an unsafe environment for patients, staff or relatives and escalate these to the Divisional/Departmental Risk Lead and/or Consultant Leads for Clinical Governance.
- To share knowledge and expertise, acting as an expert resource to others across primary and secondary care as appropriate.
- Contribute to the development and improvement of systems and processes that facilitates patient flow.
- To improve the quality of the patient experience by identifying and meeting the individual clinical needs of patients including issues pertaining to child protection & vulnerable adults.
- Following completion of the Independent Non-Medical Prescribing course and registration with the NMC or HCPC, undertake non-medical prescribing in accordance with the Trust non-medical prescribing policy and maintain evidence and competence of this qualification. Adhere to CPD requirements of the Trust in relation to maintaining evidence of ongoing competence.
- To maintain up to date patient records in accordance with Trust policy and professional bodies standards.
- Ability to adapt specialist clinical knowledge and skills to different clinical settings and influence service delivery and patient care.
- To provide specialist advice on patient care to the healthcare team taking into account all aspects of clinical Governance and act as a specialist resource within the specialty base/assessment areas/ ED and the wider Trust.
- Contribute to the review and development of clinical patient pathways to ensure a standardized approach within specialist field.
- Maintain up to date qualifications in relation to advanced life support.
- Adhere to IR(ME)R regulations within the ACP role and agreed radiology policies for the ACP role.

3.1. Provision of Care to meet health and wellbeing ; Working under supervision

- Educates patients, relatives', and staff as necessary.
- Ensures patients' views are taken into account in the decision making process.
- Participates in meeting the health education and promotes the needs of patients and carers.
- Promotes health through coordinated activities and programmes with patients, colleagues and carers where appropriate.

3.2 Professional Responsibilities; Working under supervision

- Takes a role in enhancing nursing and medical practice through actively promoting and demonstrating evidence based 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.
- Act as a specialist resource and support for other junior staff.
- Maintain a high standard of clinical competence and professional development through self-education and regular evaluation and joint appraisal with their Consultant Clinical Supervisor.
- Contribute to peer review and supervisory processes.
- Attend and positively contribute to team meetings.
- Maintain registration with the Nursing and Midwifery Council or HCPC regulating body.

4. Organisational Responsibilities

- Work within the multidisciplinary team, within agreed medical, nursing and Trust protocols and guidelines.
- Manage own workload.
- Support junior nursing and medical staff to manage their work load.
- Work as a member of the multidisciplinary team sharing in the responsibility for the provision of 7 day, 24 hour clinical care.
- Promote and adhere to the principles and practice of clinical governance.
- Responsible on a shift by shift basis for the management of all acute medicine/emergency Frail patients within the Trust in conjunction with a Consultant/Specialist Registrar and patients within remit of afterhours role.

- Demonstrate safe use of equipment and efficient use of resources.
- 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.
- Utilise a developed knowledge of child protection and vulnerable adult safeguarding procedures.

5. Systems and Equipment

Participate in and facilitate the implementation of:

- NICE guidelines
- Surgery, Anaesthetics and Cancer Division and Trust Strategy for ACPs
- Assist in the development and implementation of pathways and the expansion of these across the Trust working with individual specialist areas.
- Assist in the development and implementation of specific guidelines, protocols and standards. Contribute to multidisciplinary team guidelines.
- Continue to be proactive in the improvement of the working area by enhancing levels of evidence-based nursing, medical practice and the development of guidelines and protocols to ensure high standards of care are consistently maintained.
- Assist in developments within the ACP team.

6. 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, guidelines and protocols.
- Promote the concept of clinical governance.

7. Education, Training and Personal Development

- Undertake statutory and mandatory training as required by the Trust.
- Deliver multidisciplinary team education and presentations.
- Use specialist knowledge to actively participate in the clinical and theoretical education, training and support of nurses and medical staff.
- Teach and support medical staff, student and newly qualified/less experienced ACPs, junior and senior nurses, student nurses/midwives, paramedic trainees, health care assistants and other staff as appropriate in the clinical setting.

- Responsible for accessing own continuing education by successfully completing a Masters in Advanced Clinical Practice. In addition, successfully complete the non-medical prescribing course.
- Keep up to date with IRMER regulations and attend relevant updates.
- Attend relevant conferences within acute medicine and advanced clinical practice.
- Successfully complete advanced life support course and keep updated as per national requirements.
- Participate in competency based learning programmes to enable development and enhancement of clinical skills and role.
- Maintain, advance and develop personal theoretical knowledge, high standards of clinical competence and professional development through self-education.
- Evaluate personal achievement of identified and agreed short and long term development objectives from personal development plan.
- Maintain own professional portfolio.
- Assist in developing initiatives on ACP staff development

8. Research and Audit

- Assist in data collection for specific local and multi-centre research projects.
- Participate in evaluating new equipment.
- 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 change in practice of others.
- 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 through the Frailty intervention team as required and re-auditing.

9. Decisions, judgements and freedom to act

- Accountable for own professional actions, undertaking all duties in accordance with the NMC Code of Professional Conduct/ HCPC, departmental and Trust guidelines and protocols.

- Adhere to Trust protocols and codes of conduct.
- Working under supervision; Practice as a trainee ACP using collaborative and independent judgment to assess, investigate, diagnose, plan, implement, manage, and evaluate clinical nursing and medical care in the management of patients. In the ED department this includes majors, minors, paediatrics, resus and mental health.

10. Communication and relationships

- Promote, explain and clarify the role of the ACP to the multidisciplinary team and parents/carers to enhance understanding of the scope of their professional practice.
- Discuss highly complex medical issues appropriately with parents/carers using language that aids understanding.
- 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.
- Negotiate sensitively with parents/carers where consent is required for treatment that is vital for the welfare and survival of the patient and where there may be barriers to understanding through fear, anxiety or lack of knowledge, language difficulties or religious beliefs.
- Discuss implications of care options with patients and carers to enable them to make informed decisions using assertiveness, tact, diplomacy and compassion.
- Communicate sensitively with families who have received bad/sad news.
- 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.
- Behave in a consistent professional manner with patients and carers, multidisciplinary team members, management and the public.
- Write precise, accurate and timely records, letters and statements in accordance with the Data Protection Act and Trust Policy.
- Listen actively and respond appropriately to verbal information given.
- Present and review complex case histories, summarise and formulate management plans.
- 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.
- Proficiency in IT skills for completing clinical records, using clinical management programmes and occasional presentations.
- Act as advocate for patients and offer support to families/carers.

11. SaTH Trust Values

Partnering	<ul style="list-style-type: none">working effectively together with patients, families, colleagues, the local health and care system, universities and other stakeholders and through our improvement alliance.
Ambitious	<ul style="list-style-type: none">setting and achieving high standards for ourselves personally and for the care we deliver, both today and in the future. Embracing innovation to continuously improve the quality and sustainability of our services.
Caring	<ul style="list-style-type: none">showing compassion, respect and empathy for our patients, families and each other, caring about the difference we make for our community.
Trusted	<ul style="list-style-type: none">open, transparent and reliable, continuously learning, doing our best to consistently deliver excellent care for our communities.

12. Physical, Mental and Emotional demands of the job

- Frequent exposure to stressful and extremely unpredictable workloads due to the complex nature of Frail older patients presenting in an emergency / acute setting.
- Frequent need for a high degree of concentration for long periods of time when undertaking intricate clinical procedures.

13. 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.

14. 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.

15. 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:

1. Ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
2. 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
3. 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
4. Challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

16. 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.

17. 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.

18. 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:
 - You are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
 - You attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

19. 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.

20. 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.

The post holder may be required to perform other duties on an occasional basis which are 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

Manager	Postholder
Name:.....	Name:.....
Signature:.....	Signature:.....
Date:.....	Date:.....