

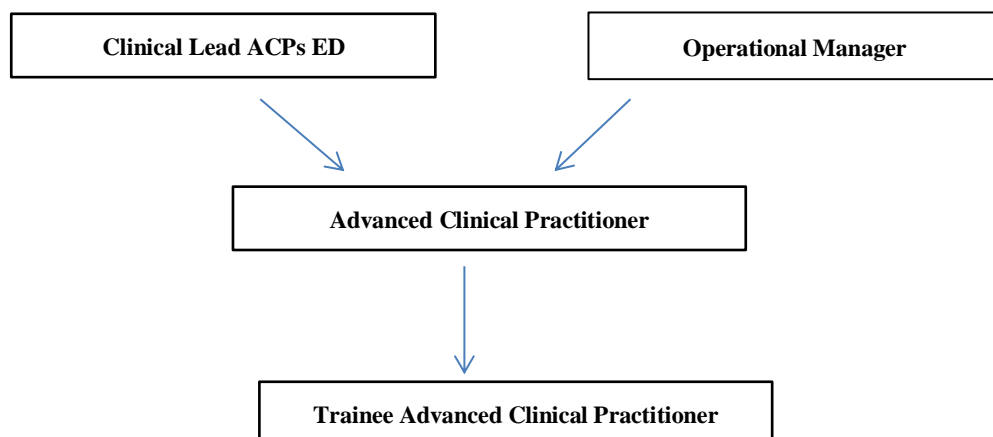
Job Description

Post Title:	Trainee Advanced Clinical Practitioner (TACP)
Department:	Advanced Clinical Practitioner Team (ACP)
Hours of work:	37.5 Hours
Base:	The Princess Royal Hospital with the requirement to work at The Royal Shrewsbury Hospital
Manager responsible to:	Medical Director Unscheduled Care Lead Consultant Lead ACP and Operational Manager

1. Post Purpose:

The purpose of this role is to develop a clear pathway of progression, training and career structure for Advanced Clinical Practitioners in emergency medicine. This role will encompass a 7 day working pattern with an element of shift work and afterhours working. This post will develop to a Band 8a upon completion of a Masters pathway 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.

2. Organisational position:



3. Main duties and responsibilities:

- Deliver and participate in the clinical care of patients attending the Emergency Department and inpatients of the Trust.
- Prioritise health needs and intervene 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 Care Group/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 on going 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 ED and

other assessment areas and the Trust.

- Contribute to the review and development of clinical patient pathways to ensure a standardized approach to acute general and emergency medicine.
- 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 ED and other assessment areas and the Trust.
- Contribute to the review and development of clinical patient pathways to ensure a standardized approach to Emergency Medicine.
- 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.

4. Organisational:

- 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 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.
- Support trainee, new and experienced ACP's to manage their workload

5. Systems and Equipment:

Participate in and facilitate the implementation of :-

- NICE guidelines
- Unscheduled Care Group and Trust Strategy for Nursing
- Assist in the development and implementation of acute and general medicine 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 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:

Proud to Care	<ul style="list-style-type: none">• I will strive to provide a quality service at every stage of the patient journey• I will deliver the service and care I would expect to receive myself
Make it Happen	<ul style="list-style-type: none">• I will take responsibility for making positive and proactive changes that will benefit patients and staff• I will keep an open mind to new ideas, make the most of opportunities and accept when change is necessary
We Value Respect	<ul style="list-style-type: none">• I will listen carefully to what patients tell me, I will act on it and I will keep the patient informed• I will respect the role of everyone and their contribution to the Trust
Together we achieve	<ul style="list-style-type: none">• I will continually look for ways to improve how we work and the services we deliver and assist in making improvements happen• I will use feedback to identify improvement opportunities

12. Physical, Mental and Emotional demands of the job:

- 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.

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 offsite.

- **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:

- Continuous improvement is a key aspect of daily work to be evidenced by personal commitment to contributing to the implementation of the Transforming Care Production System (TPCS) including the development and use of standard work.
- The Trust commitment to one continuous improvement method TPCS should be reflected in individual’s continuing professional development plans (CDP) and all SaTH leaders are required to complete the Lean for Leaders training.
- As an employee you should be able to demonstrate how you continuously use the TCPS to improve patient care and staff experience supporting the Trust to deliver its organisation strategy.

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

<p>Manager</p> <p>Name:.....</p> <p>Signature:.....</p> <p>Date:.....</p>	<p>Postholder</p> <p>Name:.....</p> <p>Signature:.....</p> <p>Date:.....</p>
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