



TRAINEE ADVANCED CLINICAL PRACTITIONER (TACP)

INFORMATION FOR CANDIDATES

ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

Our Vision:

“To provide excellent care for the communities we serve”

Our Values:



OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

COLLEAGUE BENEFITS

GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

HEALTH AND WELLBEING

PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

LEARNING AND DEVELOPMENT

COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



JOB DESCRIPTION

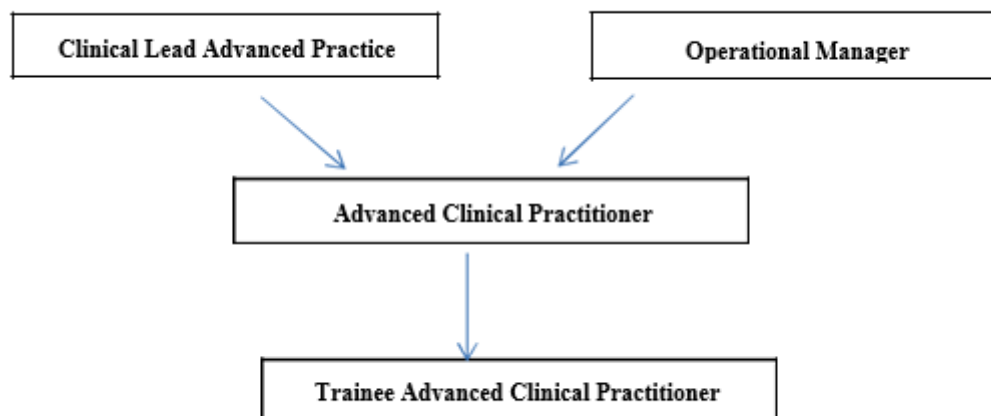
Job Title	Trainee Advanced Clinical Practitioner (TACP)
Band	7
Directorate	Medicine and Emergency Care
Accountable to	Lead ACP and Operational Manager
DBS Required?	Enhanced

JOB OVERVIEW

The purpose of this role is to develop a clear pathway of progression, training and career structure for Advanced Clinical Practitioners in acute 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.

The Advanced Clinical Practitioner role will support both the daytime and afterhours acute medical teams, and emergency care teams in the future it is anticipated that the band 8a roles will be incorporated into the medical rotas.

Organisational position:



Main duties and responsibilities:

- Deliver and participate in the clinical care of patients attending the Acute Medical Unit and inpatients of the Trust.
- 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 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 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 AMU 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 AMU and other assessment areas and the Trust.
- Contribute to the review and development of clinical patient pathways to ensure a standardized approach to acute 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.

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

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.

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.

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

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.

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.

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.

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

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.

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.



PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Current Nursing and Midwifery Council registration (NMC) or • Current Health and Care Professions Council registration (HCPC) • Extensive post registration experience with relevant experience within Acute Medicine/ Emergency Care at Band 6 level or above (or equivalent) • Evidence of extensive professional/clinical knowledge in acute/emergency medicine supplemented by specialist clinical training and CPD • Effective communicator able to communicate complex and highly sensitive information • Evidence of effective people management and leadership skills • Ability to work/study at Masters level and complete associated academic qualification for role within a set timeframe. This includes both clinical and academic criteria to become an Advanced Clinical Practitioner. 	<ul style="list-style-type: none"> • Evidence of involvement in policy and practice change • Evidence of proactive involvement in the mentorship and development of nurses or other allied health professionals in clinical/academic practice • Computer literacy • Non-Medical Prescriber

EXPERIENCE, SKILLS AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Demonstrates specialist expertise underpinned by theory acquired through CPD • Evidence of involvement in the development of programmes of care, protocols and clinical audit • Highly developed effective communication/negotiation skills • Excellent clinical reasoning/ clinical decision making • Evidence of involvement and leadership in teaching and mentoring learners 	

OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Physical effort: The post holder will be required to exert frequent moderate physical effort for several short periods during a shift e.g. moving patients over 15 kilos with mechanical aids Mental effort: To exert frequent concentration on patient assessment and responding to frequent changing needs in the clinical area Emotional effort: the post holder will at times be exposed to distressing and frequent highly distressing and emotional circumstances (Dealing with patients/relatives as a result of a serious incident) Working environment: Frequent exposure to unpleasant working conditions (aggressive behaviour of patients, relatives and carers). Daily exposure to blood and body fluid. 	

GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

HEALTH & 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 (IPC)

The prevention and management of acquired infection is a key priority for the Trust. 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 colleagues; 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 AND CYBER SECURITY

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.

- 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 - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. 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, to protect yourself and the Trust from any possible 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 continuous personal development including, 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

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

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

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 Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH 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 make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

NO SMOKING POLICY

The Trust is a no smoking/e-cigarette/vaping organisation except for designated external areas, in accordance with Trust Policy.

MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.



Proud to have signed
The Pregnancy
Loss Pledge





The Royal Shrewsbury Hospital

Telephone: 01743 261000

Minicom: 01743 261213

Address:

The Royal Shrewsbury Hospital

Mytton Oak Road

Shrewsbury

SY3 8XQ

Getting to The Royal Shrewsbury Hospital

The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

Getting to The Princess Royal Hospital