

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>TRAINEE ADVANCED CLINICAL PRACTITIONER</b>
<b>LOCATION:</b>	<b>Medical Directorates within Airedale NHS Foundation Trust</b>
<b>GRADE:</b>	<b>BAND 6 - Year 1 (<i>must successfully complete Year 1 to progress</i>)</b>  <b>Band 7 - Year 2 &amp; 3 (<i>on successful progression through MSc modules and completion of end point assessment</i>)</b>
<b>JOB TYPE:</b>	<b>Fixed term (up to 3 Years) Awarded substantive Band 8a on completion of MSc Advanced Practice and core competencies.</b>
<b>RESPONSIBLE TO:</b>	<b>Advanced Clinical Practitioner Lead / Clinical Director</b>
<b>ACCOUNTABLE TO:</b>	<b>ACP Lead / Medical Director</b>
<b>HOURS:</b>	<b>37.5 HOURS PER WEEK</b>

### **Trainee Advanced Clinical Practitioner (ACP)**

The trainee advanced clinical practitioner role is a 3-year training programme which the post holder will study at post-graduate level to gain a master's degree in advanced clinical Practice at an approved Higher Education Institute (HEI). In order to achieve qualification as an ACP, you must successfully achieve the completion of an end-point assessment.

Alongside academic studies, the trainee ACP is required to successfully complete a portfolio of advanced practice core competencies reflecting advanced clinical knowledge and skills. These competencies may be provided by the trust or national competencies depending on the area in which you work. The trainee ACP will be allocated a medical consultant as clinical supervisor and a qualified ACP mentor in order to assist with their professional development and achievement of competencies.

Part of the training standard is a minimum of **30** hours per week is required for clinical contract.

Directed study time of **7.5** hours per week will be allocated. This study time is also to be used to maintain compliance with mandatory training and clinical supervision.

## **Job Purpose**

The Advanced Clinical Practitioner will use specialist knowledge and skills to provide healthcare independently to patients. The ACP is accountable for the total episode of care for patients with undifferentiated and undiagnosed needs.

The post holder will act as a role model, delivering advanced practice and promoting clinical effectiveness in care. He/she will be required to work autonomously in delivering independent assessment, clinical examination, diagnosis, clinical decision making and planning of care and treatment, diagnosis, prescribing, health promotion and safe discharge of patients.

The post holder will work closely with all members of the multidisciplinary team and will play an integral role in the operational/strategic development of the service.

The post holder will promote and facilitate evidence based practice, clinical audit and research within the Trust.

The job holder will work as an autonomous practitioner within a defined clinical area, delivering all aspects of management and care to a wide range of patients with varying needs.

In pursuing these duties the post holder will ensure compliance with the NHS Constitution (details of which can be found at the following websites [www.nhsemployers.org](http://www.nhsemployers.org) or [www.dh.gov.uk/nhsconstitution](http://www.dh.gov.uk/nhsconstitution)).

Non-clinical time will be allocated (7.5 hours per week). This time must be used to fulfil continuous professional development, mandatory training, clinical supervision and other essential meetings.

## **KEY AREAS OF WORK**

### **Clinical practice – Under Supervision**

Practice to become an autonomous professional in a self-directed manner, with confidence, authority and expertise, undertaking a comprehensive range of clinical procedures.

Under supervision take responsibility for a patient caseload, ensuring an accurate plan of care which reflects the assessment undertaken and incorporates the issues and recommendations made.

Work within the frequently challenging clinical environments with high levels of physical and mental effort.

Assess individuals, families and populations holistically using a range of different assessment methods.

Have a health promotion and prevention approach and comprehensively assess patients for risk factors and early signs of illness.

Work towards interpreting and analyse highly complex clinical and non-clinical facts to form accurate diagnoses, prognoses for a wide range of conditions, to recommend / deliver the best course of intervention including the development of comprehensive packages of care.

Initiate pharmacological intervention, using non-medical prescribing or patient group directives and administer medications as prescribed by others in accordance with the Trust policies

Work towards requesting radiological and pathological investigations and make clinical decisions based upon the results.

Provide specialist advice and support to patients, their families and other healthcare professionals following assessment, diagnosis and treatment.

Plan, manage and complete episodes of care, working in partnership with others and delegating and referring as appropriate to optimise health outcomes and resource use, as well as providing direct support to patients and clients.

Use professional judgement in managing complex and unpredictable care events and capture any learning from these experiences to improve patient care and service delivery.

Organise complex activities or programmes for patients, drawing on an appropriate range of multi-disciplinary and inter-professional resources in practice.

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Support and where necessary, work in collaboration with nursing, medical and AHP team members, demonstrating expert clinical practice to the ward team.

Be included on medical rotas as required by service needs and the clinical role.

Maintain a high standard of patient focused care in accordance with Trust guidelines and policies.

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

Appropriately define the boundaries of own practice.

Discharge patients safely within their sphere of competence, seeking consultant supervision where appropriate.

Take consent from patients for certain procedures within their scope of practice.

### **Advanced Clinical Practice**

The ACP will maintain an advanced practice competency portfolio in line with Health Education England (HEE) multi-professional framework capabilities which includes local trust competencies, and / or HEE Advanced Practice Curriculum Framework or Royal College competencies (RCEM / FICM).

### **Advanced Practice Skills**

The ACP will work in accordance with the principles / guidance set out in the Extended and Advancing Practice policy undertaking skills that is within their scope of their professional practice and enhances service delivery.

The ACP will be expected to undertake advanced practice skills as part of their clinical specialty role and competency will be assessed and signed off by the ACP Lead and / or clinical supervisor. Competency of advanced practice skills will be reviewed annually through an up-to date competency portfolio and locally held register.

## **Leadership and Collaborative Practice**

Identify and implement systems to demonstrate and promote the contribution and impact of advanced level practice to the healthcare team and the wider health and social care sector.

Provide consultancy services to own area and to other professions on therapeutic interventions, practice and service development.

Be resilient and determined and demonstrate leadership in contexts that may be unfamiliar, complex and unpredictable.

Engage stakeholders and use high-level negotiating and influencing skills to develop and improve practice.

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

Develop practice and roles that are appropriate to patient and service need through understanding the implications of epidemiological, demographic, social, political and professional trends and developments.

Contribute positively to the leadership within the care group acting as an effective role model.

## **Improving Quality and Developing Practice**

Work within the NMC/HPC Code of Professional Conduct and Guidelines, Trust policies and guidelines, COSHH, the Mental Health Act and other instruments of statutory legislation to ensure safe and effective professional working practices for self and others.

Be involved proactively in developing strategies and undertaking activities that monitor and improve the quality of healthcare and the effectiveness of their own and others' practice.

Strive constantly to improve practice and health outcomes so that they are consistent with or better than national and international standards through initiating, facilitating and leading change at individual team, organisational and system levels.

Continually evaluate and audit own practice and that of others at individual and systems levels, selecting and applying valid and reliable approaches and methods which are appropriate to needs and context, and acting on the findings.

Responsible for the generation and collation of reports on own practice and that of the team on service delivery and local and national targets. Support monthly reporting to the Directorate Management and Clinical Governance Teams.

Continually assess and monitor risk in own and others' practice and challenge others about wider risk factors.

Contribute to and at times lead the development of multidisciplinary research and clinical audit in acute and urgent care

Critically appraise and synthesise the outcomes of relevant research, evaluations and audits and apply the information when seeking 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 within urgent and acute care.

Alert appropriate individuals to gaps in evidence and/or practice knowledge and support and conduct research that is likely to enhance practice.

Use financial acumen in patient/client, team, organisation and system level decision making and demonstrate appropriate strategies to enhance quality, productivity and value.

## **Developing Self and Others**

Actively seek and participate in peer review of own practice.

Together with the ACP Lead, ACP team, Senior Matrons and Deputy Director of Nursing be responsible for the development and delivery of trainee advanced practitioners and junior members of the multidisciplinary team.

Enable patients/clients to learn by designing and co-ordinating the implementation of evidence based plans appropriate to their preferred approach to learning, motivation and developmental stage.

Develop robust governance systems by contributing to the development and implementation of evidence-based protocols, documentation processes, standards, policies and clinical guidelines through interpreting and synthesising information from a variety of sources and promoting their use in practice.

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

Involvement in the development and delivery of training and education programmes that cross traditional professional boundaries.

Advocate and contribute to the development of an organisational culture that supports continuous learning and development, evidence-based practice and succession planning.

Have high level communication skills and contribute to the wider development of those working in the area of clinical practice by publicising and disseminating work through presentations at conference and articles in the professional press.

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

## **Right Care Values**

We live our right care values through our behaviours and the way we work, and this is an integral part of everyone's role in the trust.

- Commitment to Quality of care
- Compassion
- Working Together for Patients
- Improving Lives
- Everyone Counts
- Respect and Dignity

## **General - Other Trust staff duties and responsibilities**

### **Professional Registration/Codes of Conduct**

Be aware of and comply with the relevant codes of conduct and practice set up by your professional regulatory body and maintain up to date professional registration appropriate to the post. Any breach of these codes may lead to action by the Trust independent of any taken by the regulatory or professional body.

**All posts with patient/service user contact.**

### **Safeguarding Children & Adults**

Understand and work within policies and local procedures relating to Safeguarding Children and the Protection of Vulnerable Adults.

### **Supporting Organisational Development**

The post holder is required to work with colleagues, within the Trust's Organisational Development strategy, as appropriate to post, in support of these organisational characteristics with their associated values and supporting strategies.

### **Supporting Performance Framework**

The post holder is expected to work confidently and positively within Trust's performance management framework in support of the Trust achieving short term and long term vision and goals.

### **Promotion of equality and diversity**

The post holder will work within Trust Equal Opportunities policies, promoting equality of opportunity at work, equality of access to healthcare and valuing workforce and patient diversity, at all times.

### **Improving Working Lives**

The post holder will support achievement of the Improving Working Lives agenda for all staff, including the promotion of equality and diversity, staff involvement, staff development and support for staff in work-life balance.

### **Smoking Policy**

The Trust is "Smoke free". You may not smoke in Trust owned buildings or grounds.

### **Health & Safety**

You are responsible, in respect to your area of work, for ensuring so far as is reasonably practicable and in accordance with Trust policies a healthy and safe environment for relevant clients and patients, employees and trainees, volunteers, visitors and members of the public on our premises, contractors and other people using the Trust's services, and for the provision of the information, training and supervision that is required to achieve this responsibility. This requires you to:

- comply with any health and safety regulations or trust policies or procedures that affect your area of work.

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- Raise matters of non-compliance with your manager or other advisers to reach appropriate solutions.
- Are familiar with the Trust's Health and Safety Policy and your department's Health and Safety Control Book or Manual.

### **Manual Handling**

Manoeuvre **heavy** goods and equipment and assist people to move, in accordance with manual handling regulations and good practice.

### **Equal Opportunities**

Carry out your duties in line with Trust Equality policies and procedures, including relevant legislation, to deliver and promote equity of access to healthcare and equality of opportunity at work at all times.

### **Infection Prevention and Control**

Be responsible, in respect to your area of work, for ensuring so far as reasonably practicable and in accordance with Trust policies, that all staff are aware of their individual responsibilities in regard to infection prevention and control, and for the provision of the information, training and supervision that is required to achieve this responsibility. This requires you to:

- Maintain a safe infection prevention and control environment for your self and others
- Be familiar with and comply with Trust guidelines, policies and procedures relating to Infection prevention and control
- Raise matters of non compliance with your manager or other advisers to reach appropriate solutions
- Ensure that infection prevention and control guidelines, policies and procedures are distributed to relevant staff
- Ensure procedures specific to your specialty are in place, in collaboration with the Infection Control Team
- Ensure that infection prevention and control forms part of staff appraisal

### **Information Governance**

The post holder will maintain and process all information concerning patients, staff, contractors or the business of the Trust to which the post holder has access, without divulging such information to any third party or make use of information gained in the course of employment, except where this is clearly within the remit of the post holder and the other party's responsibility. The post holder will seek advice from the Caldicott Guardian when appropriate.

### **Learning and development**

The post holder will undertake continuing professional development as appropriate and undertake mandatory training or update required for the post.

### **General duties and role development**

The post holder will undertake other duties as appropriate to the banding or grade and capability of the post holder.

This job description is a reflection of the current position and may change, in consultation with the post holder, with future developments.