

JOB DESCRIPTION

JOB DETAILS

Job Title:	Advanced Clinical Practitioner
Band:	8A
Division:	Cancer Network Services
Base:	Christie NHS Foundation Trust

ORGANISATIONAL ARRANGEMENTS

Accountable to:	Principal Operations Radiographer/Centre Manager
Other Accountabilities:	Head of Radiotherapy and Proton Services Clinical Service Manager – Radiotherapy Clinical Director Deputy Clinical Director Divisional Associate Chief Nurse

JOB PURPOSE

The Advanced Clinical Practitioner is a skilled practitioner who will have a role in the clinical assessment of patients attending the hospital, working autonomously to assess the clinical situation, assessing symptoms determining a working diagnosis and appropriate supportive management. They will oversee the management of patients on outpatient treatment pathways and those attending for radiotherapy, identifying issues and altering treatment plans in line with consultant colleagues. They will order investigations, make appropriate/timely referrals and maintain relevant clinical records. They will work alongside medical colleagues maintaining good communication and collaboration between the various multidisciplinary teams. Evidence based care will be inherent in their practice, ensuring that best practice is disseminated throughout the clinical areas.

DUTIES AND RESPONSIBILITIES



Advanced Clinical Practice

- 1.0 Plan and manage own workload and the workload of the service, in a flexible manner, ensuring that service provision meets the need of patients.
- 1.1 Recognises and appropriately responds to limitations and gaps in knowledge seeking support where necessary. Demonstrates critical self-reflection, self-awareness, emotional intelligence, and openness to change.
- 1.2 Develops and undertakes advanced clinical skills in assessing and managing patients. This includes obtaining informed consent, history taking, screening, systematic physical examination, requisition and interpretation of appropriate clinical investigations and formulation of clinical management plans.
- 1.3 Maintain and develop expertise and competence within the field of oncology to enable collaboration with senior colleagues and medical staff, and to facilitate the management of patients.
- 1.4 Use evidence-based research to support clinical decisions and management plans.
- 1.5 Prescribe within the capacity of non-medical prescribing, adhering to Trust policy and existing frameworks including first and subsequent cycles of chemotherapy (as per Medicines Practice Operational Policy April 2023, unlicensed medication and drugs used within clinical trials as qualified Independent Non-Medical Prescriber.
Prescribe appropriate blood products as per Trust policy
- 1.6 Communicate highly complex and sensitive information to patients and their significant others, this may include diagnosis, results of scans or other investigations, management options and prognosis.
- 1.7 Work collaboratively with an appropriate range of multi-agency and multi-professional resources, developing, maintaining, and evaluating links to manage risk and issues across organisations and settings.
- 1.8 Prepare accurate and concise records and reports, both verbal and written. Communicate with the patient's referring specialist, GP, and other community. and hospice-based services at regular intervals as appropriate.
- 1.9 Contribute to clinical and research governance processes, including adverse incident reporting and the investigation and the management of complaints as appropriate
- 1.10 Educate patients and their carers on issues surrounding health promotion and illness prevention. Promote and facilitate changes to lifestyle where appropriate.
1.11 Perform clinical procedures safely according to defined protocols.



- 1.12 Develop patient specific information and ensure patients receive appropriate information, advice, and support in relation to their illness and treatment. Provide an environment that encourages patient centred involvement.
- 1.13 Be an active member of relevant Trust committees and groups contributing to developing/implementing local/national strategy.
- 1.14 Act as an expert resource and provide advice and support to ward/departmental areas and the wider community.
- 1.22 Demonstrate professionalism in terms of attitude, communication, and appearance at all times.

LEADERSHIP AND MANAGEMENT

- 2.0 Contribute as appropriate to the development of strategies within the Division and wider Trust.
- 2.1 Be a visible role model for advanced clinical practice in research demonstrating a person-centered approach to service delivery and development within the Trust and externally at a National & International level.
- 2.2 Promote the role of advanced clinical practitioner locally, nationally and internationally.
- 2.3 Pro-actively initiate and develop effective relationships to empower and inspire staff members, to promote productive working and enhance patient care.
- 2.4 Provide professional, clinical and academic leadership and supervision to other professionals as appropriate within the scope of the role
- 2.5 Lead on clinical audit, including service evaluation and clinical service re-design including evaluation of own practice, demonstrating the impact of advanced practice on service function and effectiveness, (e.g. outcomes of care, experience and safety).
- 2.6 Critically apply advanced clinical expertise to provide consultancy across professional and service boundaries, such as the development of clinical protocols, standards and guidelines to enhance quality and promote sharing and adoption of best practice.
- 2.7 Actively seek feedback and involvement from patients, families and carers by engaging with Patient Participation and Involvement (PPI) groups in all aspects of patient care and research service delivery i.e., focus groups.
- 2.8 Demonstrate resilience and determination in managing situations which are complex or unpredictable.



- 2.9 Demonstrate receptiveness to challenge and preparedness to constructively challenge others, escalating concerns that affect individuals, families, carers, communities and colleagues safety and well-being when necessary.
- 2.10 Participate in innovative and research-based practice to promote excellence in patient care.
- 2.13—Maintain professional registration and practice through CPD and relevant professional bodies revalidation/renewal processes.
- 2.14 Maintain professional portfolio to demonstrate competency in line with the trust competency framework.
- 2.15 Maintain personal standards of conduct and behaviour consistent with Trust and relevant professional bodies guidelines.
- 2.16 Recognise and acts as an advocate for patients, carers and service organisation. Lead change as required and ensure resolution of conflict.

EDUCATION

- 3.0 Critically assess and identify own learning and development needs in line with service requirements. Negotiate an annual personal development plan that reflects the breadth of ongoing professional development across the four pillars of advanced clinical practice and undertake professional development accordingly.
- 3.1 Engage in self-directed learning, critically reflecting to maximise clinical skills and knowledge. Participate in the on-going advanced clinical practice training and education program both within the organisation and beyond e.g., national/ international conferences.
- 3.2 Promote and contribute to a culture of organisational learning to inspire future and existing staff.
- 3.3 Actively engage in peer review to inform own and others practice, formulating and implementing strategies to act on learning and make improvements.
- 3.4 Act as an educator, supervisor, coach and mentor, seeking to instill and develop the confidence and skill of others
- 3.5 Provide specialist training and education locally, nationally and internationally

RESEARCH



- 4.0 Engage in research activity, adhering to good research practice guidance, so that evidence-based strategies are developed and applied to enhance quality, safety, productivity and value for money.
- 4.1 Contribute to the delivery of the Trust strategic vision for academic nursing and AHP roles.
- 4.2 Disseminate best practice/research findings and quality improvement projects through appropriate media. For example, via local team and/or national/international peer reviewed publications.
- 4.3 Evaluate and audit own and others clinical practice, selecting and applying valid, reliable methods, then acting on findings.
- 4.4 Use a critical approach to identify gaps in the evidence base and its applications to practice, alerting appropriate individuals and organisations to these and how they might be addressed in a safe and pragmatic way.
- 4.5 Actively identify potential need for further research to strengthen evidence for best practice. This may involve acting as an educator, leader, innovator and contributor to research activity and/or applying for research funding.

PROFESSIONAL

- 5.0 Maintain personal standards of conduct and behaviour consistent with Trust values and regulations set within the relevant professional bodies.
- 5.1 Actively contribute to the growing knowledge base of oncology research through publications and participation in local, national and international conferences.
- 5.2 Participate in strategic review meetings with senior colleagues as appropriate.
- 5.3 Maintain clinical competence through regular peer review of evidence based practice with medical consultant supervisor or by undertaking revalidation processes. Demonstrate clinical and professional development and evidence this in a personal portfolio.
- 5.4 Be aware of the policies, procedures and philosophies of the Trust, understanding health and safety requirements and ensure that all duties and responsibilities are carried out within these guidelines.
- 5.5 Raise quality issues and report related risks within the trust to address poor standards and incidents.
- 5.6 Support equality and value diversity



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

Date Prepared:

Prepared By:

Agreed By:

Employee's Name and Signature:

Date:

Manager's Name and Signature:

Date:

Date Reviewed: 19/05/23

Reviewed By: C Rogers, Associate Chief Nurse for Networked Services



PERSON SPECIFICATION

Job Title: **Advanced Clinical Practitioner**

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u>
QUALIFICATIONS	<p>Registered Health Care Professional with clinical responsibilities e.g.,</p> <ul style="list-style-type: none"> - Registered Nurse - Pharmacist - Paramedic - Physiotherapist - Therapeutic Radiographer <p>(This list is not exhaustive)</p> <p>MSc. in Advanced Clinical (or Nursing) Practice (which includes clinical practice hours as defined by the University)</p>	<p>Advanced Life Support Course</p> <p>Teaching & Mentorship Course</p> <p>Recent evidence of continuing professional development</p> <p>Advanced Communication Skills training</p>	<p>Certificates.</p> <p>Portfolio of practice.</p> <p>NMC or other professional registration.</p>



<p>EXPERIENCE</p>	<p>Years of post registration experience with some experience at Band 6 or higher (prior to achieving MSc. in Advanced Clinical (or Nursing) Practice)</p> <p>Experience of working autonomously and as part of a team delivering clinical care to unwell patients</p> <p>Years of experience in oncology/cancer care</p>	<p>Experience of assessing and managing acute medical problems.</p>	<p>CV & Interview.</p> <p>Portfolio of practice.</p> <p>Presentation.</p>
<p>SKILLS</p>	<p>Excellent communication skills: interpersonal, written and verbal.</p> <p>Ability to assess and manage patient risk effectively and safely.</p> <p>Ability to work across professional boundaries e.g., experience of working in a multi-disciplinary team</p> <p>Good time management, organisational skills and ability to prioritise a busy/ unpredictable workload.</p> <p>Well-developed IT skills/ word processing/ data collection/ internet skills.</p>	<p>Leadership and Management skills.</p> <p>Innovative and motivated.</p> <p>Ability to think strategically in relation to long-term service development.</p> <p>Presentation skills.</p> <p>Reflective practitioner.</p>	<p>CV & interview.</p> <p>Presentation.</p> <p>Portfolio of practice.</p>



KNOWLEDGE	<p>Understanding of evidence based practice.</p> <p>Working knowledge of clinical governance.</p> <p>Ability to use research findings in clinical practice.</p> <p>Knowledge of national standards and policy that inform best practice (for example: NICE/ Department of Health guidelines).</p> <p>Appreciate the accountability associated with advanced clinical roles.</p>	<p>Evidence of involvement with research and audit.</p> <p>Experience of policy and procedure writing.</p>	<p>CV & interview.</p> <p>Presentation.</p> <p>Portfolio of practice.</p>
VALUES	<p>Ability to demonstrate the organisational values and behaviours.</p> <p>Committed to professional development.</p> <p>Confidence to adapt to an evolving and changing service.</p>	<p>Calm and conscientious nature.</p>	<p>CV & interview.</p> <p>Portfolio of practice.</p>
	<p>Committed and flexible with shift patterns and availability.</p> <p>Ability to travel across sites regularly</p>		



GENERAL STATEMENTS:

RISK MANAGEMENT

It is a standard element of the role and responsibility of all staff of the Trust that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

RECORDS MANAGEMENT/DATA PROTECTION

As an employee of the Trust, you have a legal responsibility for all records (including patient health, financial, personal and administrative) that you gather or use as part of your work within the trust. The records may be paper, electronic, microfiche, audio or videotapes, x-ray images. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

HEALTH AND SAFETY REQUIREMENTS

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust undertakings.

CONFIDENTIALITY AND INFORMATION SECURITY

As a Trust employee you are required to uphold the confidentiality of all records held by the trust, whether patient records or trust information. This duty lasts indefinitely and will continue after you leave the trust employment.

All Information which identifies individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the Data Protection Act 2018 and should be managed in accordance with this legislation.

TRUST POLICIES

The Trust operates a range of policies, e.g. Human Resources, Clinical Practice (available on the Trust intranet). All Trust employees must observe and adhere to the provisions outlined in these policies.



EQUALITY, DIVERSITY AND INCLUSION

The Christie NHS Foundation Trust is committed to advancing equality, diversity and inclusion for all our patients, other service users and staff. We want to ensure that everyone who works at the Christie or uses our services is welcomed, valued and treated with dignity and respect.

It is your responsibility to understand and work in line with the Trust's equality, diversity, inclusion and human rights policies. You should value others and treat everyone you come into contact with at work with fairness, dignity and respect at all times and uphold their human and other rights.

INFECTION CONTROL

Healthcare workers have an overriding duty of care to patients and are expected to comply fully with the best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about application of practice measures known to be effective in reducing HCAI

ENVIRONMENTAL SUSTAINABILITY

All employees of the Trust have a responsibility to ensure they have an awareness of environmental sustainability issues which affect the Trust and to contribute to the achievement of the reduction of the Trust's environmental and energy performance footprint e.g. (but not limited to) the use of energy consumed in workspaces (heat/light/paper consumed) and to recycle consumable products wherever possible using appropriate facilities.

FLU VACCINATION

All Trust staff must take part in the Trust's annual flu vaccination programme and ensure they receive the influenza vaccination on an annual basis.

