

Agenda for Change	Version 10
Author: Claire Ackerman	Date: May 2018



**University Hospitals
Plymouth**
NHS Trust

Job Description

Job Group	Multi-professional
Job Title:	Trainee Advanced Practitioner (Major Trauma)
Existing Grade:	Agenda for Change (AfC) Band 7
Care Group:	Surgery Care Group
Service Line:	Major Trauma
	Trauma & Orthopaedics and Rheumatology Summary
Department:	Major Trauma Centre
Location:	Major trauma Centre, Derriford Hospital
Appraiser:	Professional lead (e.g. Head of Nursing, AHP Lead), Head of Profession and Educational Supervisor Trauma Centre Clinical Lead Peninsula Trauma Manager
Accountable to:	Professional lead (e.g. Head of Nursing, AHP Lead), Educational Supervisor, Trauma Centre Clinical Lead, Peninsula Trauma Manager
Position Number:	
Date:	January 2024

Job Purpose:

- To successfully complete an Advanced Practice Degree MSc (Level 7) programme in line with the trust framework for advanced practice and their primary professional regulatory body, with the expectation that on successful completion the post holder will move into a qualified Advanced Practitioner (AP) role at band 8a.
- The post holder will be working towards fulfilling the expectations and core capabilities of an AP as set out in the Multi-professional framework for advanced clinical practice in England (HEE, 2017) the UHP Trust Framework for Advanced Practice and the Trust AP Job Description.
- To work towards providing clinical expertise and leadership to Major Trauma patients and staff caring for them throughout the hospital from admission to discharge. This will include completion of tertiary trauma surveys and quaternary trauma surveys, review of unwell and deteriorating patients, prescribing and de-prescribing (appropriate to stage of training) and imaging interpretation.
- To take an active role in developing and enhancing the Major Trauma service, fully utilising the 4 pillars of Advanced practice to support audit, research, clinical excellence, leadership and education.

Key Dimensions:

As part of the AP programme the post holder will be working towards the following and on successful completion will be able to:

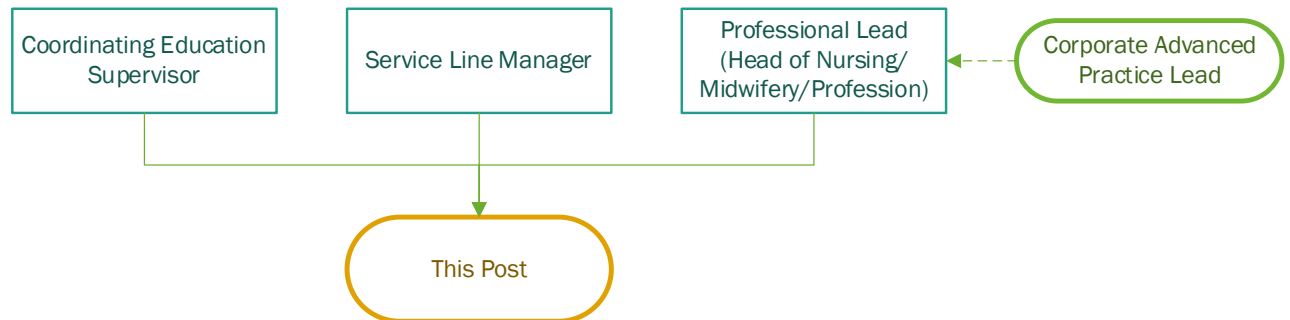
- Work in accordance with the multi-professional framework for advanced clinical practice in England (HEE, 2017) the University Hospitals Plymouth (UHP) Trust Framework for Advanced Practice.
- Utilise advanced clinical skills within an interdepartmental and / or multidisciplinary team to ensure that patients within Major Trauma receive holistic, timely and high-quality care.

Agenda for Change	Version 10
Author: Claire Ackerman	Date: May 2018

- Exercise autonomous clinical expertise, high levels of judgement, discretion and decision making in care, in accordance with their scope of practice.
- Draw on expertise on the four pillars of advanced practice to lead and influence improvements to standards of care.
- Develop a culture of organisational learning to inspire future and existing staff.
- Influence or lead on the improvement of care of major trauma patients through clinical governance, audit, quality improvement and research in collaboration with clinical and academic colleagues.
- Working collaboratively with specialties on a Trauma Admissions Unit and outlying clinical areas in the trust where Major Trauma patients may reside.
- Demonstrate compassionate leadership in daily working

Agenda for Change	Version 10
Author: Claire Ackerman	Date: May 2018

Organisational Chart



Agenda for Change	Version 10
Author: Claire Ackerman	Date: May 2018

PRIMARY DUTIES & AREAS OF RESPONSIBILITY

The post-holder will be supported to develop skills, practices and behaviours which...

Clinical Practice

1. Assess, differentially diagnose, plan, implement and evaluate individual treatment interventions for major trauma patients by virtue of expert clinical judgement and close liaison with members of the MDT and the MT coordination service.
2. Use expertise and decision-making skills to inform clinical reasoning approaches when dealing with differentiated and undifferentiated individual presentations and complex situations, synthesising information from multiple sources to make appropriate, evidence-based judgements and/or diagnoses.
3. Initiate, evaluate and modify a range of interventions which may include prescribing medicines, therapies, lifestyle advice and care.
4. Exercise professional judgement to manage risk appropriately, especially where there may be complex and unpredictable events and supporting teams to do likewise to ensure safety of individuals, families and carers.
5. Utilise complex decision-making skills to promote high quality care in unpredictable and challenging circumstances.
6. Ensure compliance with their respective code of professional conduct and work within their scope of practice.
7. Works in conjunction with the MDT to clearly define values, direction and policies impacting upon trauma care.
8. Work alongside the MT coordination and rehabilitation teams to provide exemplary care to patients who have sustained traumatic injuries.
9. Work in partnership with individuals, families and carers, using a range of assessment methods as appropriate
10. Be able to demonstrate a critical understanding of their broadened level of responsibility and autonomy. This includes being critically aware of their limits of their own competence and professional scope of practice, including when working with complexity, risk, uncertainty and incomplete information.
11. Be responsible and accountable for their decisions, actions and omissions at this level of practice.
12. Utilise professional judgement and maturity, understanding when to seek help.
13. Demonstrate critical reflection on own practice, self-awareness, emotional intelligence, and openness to change.
14. Demonstrate effective communication skills, supporting people in making decisions, planning care or seeking to make positive changes, using Health Education England's framework to promote person-centred approaches in health and care
15. Work collaboratively with an appropriate range of multi-agency and inter-professional resources, developing, maintaining and evaluating links to manage risk and issues across organisations and settings.
16. Evidence the underpinning subject-specific competencies i.e., knowledge, skills and behaviours relevant to the role setting and scope, and demonstrate application of the capabilities to these, in an approach that is appropriate to the individual role, setting and scope.
17. Act as a clinical role model/advocate for developing and delivering care that is responsive to changing requirements, informed by an understanding of local population health needs, agencies and networks.
18. Actively implement effective systems and processes for infection control management whilst working clinically and be a role model for other members of the clinical team.
19. Initiate drug therapy/medication within the parameters of agreed clinical guidelines and in accordance with the legal framework you work under to supply and prescribe medicines (if from professional group legally entitled to prescribe).
20. Attend the daily major trauma (MT) ward round and MDTs to review all new trauma patients admitted to the hospital and continue to review as part of an ACP lead ward round as appropriate to the patient need.

Agenda for Change	Version 10
Author: Claire Ackerman	Date: May 2018

21. Provide a patient-centered advocacy role to support and integrate MT with other Speciality Teams involved in MT patient care.
22. With appropriate senior support, provide support to frailty trauma teams to ensure frail patients have holistic assessment and management including falls and fracture prevention.
23. Work closely with the clinical coordinating teams to ensure Trauma Tertiary Surveys (TTS) are and Quaternary Trauma Survey's (QTS) completed, and ensure outstanding actions followed up in a timely fashion.
24. Work closely with the rehabilitation coordinating team to ensure the rehabilitation prescription contains accurate, patient-friendly information with clear plans for all injuries and any ongoing follow up details are documented
25. Work closely with the MDT and medical colleagues to ensure a timely and safe discharge or repatriation is planned, ensuring appropriate escalation in line with local and regional guidance.
26. Attend trauma calls to provide support to the MT team and to provide a continuity of care for MT patients.
27. Work collaboratively with other speciality teams to improve pathways and care delivery, for example frailty trauma.

Leadership and Management

28. Role model the trust values, demonstrating a person-centred approach to service delivery and development.
29. Lead new practice and service redesign solutions in response to feedback, evaluation and need, working across boundaries and broadening sphere of influence.
30. Critically apply advanced clinical expertise to influence clinical practice to enhance quality, reduce unwarranted variation and promote the sharing and adoption of best practice.
31. Evaluate their own practice, and participate in multi-disciplinary service and team evaluation, demonstrating the impact of advanced practice on service function and effectiveness, and quality
32. Continually develop practice in response to changing population health need, engaging in horizon scanning for future developments
33. Pro-actively initiate and develop effective relationships, fostering clarity of roles within teams, to encourage productive working.
34. Actively engage in peer review to inform own and other's practice, formulating and implementing strategies to act on learning and make improvements.
35. Actively seek feedback and involvement from individuals, families, carers, communities and colleagues in the co-production of service improvements.
36. Demonstrate team leadership, resilience and determination, managing situations that are unfamiliar, complex or unpredictable and seeking to build confidence in others.
37. 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.
38. Negotiate an individual scope of practice within legal, ethical, professional and organisational policies, governance and procedures, with a focus on managing risk and upholding safety.
39. With the support of the leadership teams, makes representation as appropriate at various meetings, providing feedback to the organisation on clinical and professional issues which have an impact on care and standards of practice within their sphere of responsibility.
40. Participate in business planning and the development of financial bids for service development.
41. Discuss patient and relatives' experiences with them in order to prevent complaints from developing and to assist the management team in investigating and responding to complaints when they arise.
42. Participates in the investigation of clinical incidents and serious incidents. Leads and facilitates others to share lessons learned adapt systems and processes accordingly.
43. Support team members from a managerial perspective including direct line manager responsibilities, such as sickness management, appraisals and conduct management.
44. Attend the weekly and monthly MT governance review meetings, mortality and morbidity and case reviews, contributing to discussion and presenting cases.
45. Develop ability to act as Point of Contact for Trauma Unit referrals, assisting TTL in complex decision making (with senior top cover available).

Agenda for Change	Version 10
Author: Claire Ackerman	Date: May 2018

46. Involvement in local and national networking and forums to improve and develop major trauma services.

Education

47. Develop a culture of organisational learning to inspire future and existing staff.
48. Act as a role model, educator, supervisor, coach, and mentor, seeking to instil and develop the confidence of others.
49. Responsively lead on driving an education agenda which facilitates the learning of the wider workforce, especially when key areas of growth are identified.
50. Engage in self-directed learning, critically reflecting to maximise clinical skills and knowledge, as well as own potential to lead and develop both care and services.
51. Critically assess and address own learning needs, negotiating a personal development plan that reflects the breadth of ongoing professional development across the four pillars of advanced clinical practice.
52. Facilitate collaboration of the wider team and support peer review processes to identify individual and team learning.
53. Identify further developmental needs for the individual and the wider team and supporting them to address these.
54. Supporting the wider team to build capacity and capability through work-based and inter- professional learning, and the application of learning to practice
55. Engage with, appraise, and respond to individuals' motivation, development stage and capacity, working collaboratively to support health literacy and empower individuals to participate in decisions about their care and to maximise their health and well-being.
56. To support all service lines in the delivery of National Major Nursing Group Competencies to ensure MT educational standards are maintained.

Research

57. Develop a 'knowledge rich enquiry culture' where research values are promoted and encouraged
58. Evaluate and audit own and others' clinical practice, selecting and applying valid, reliable methods, then acting on the findings.
59. Develop and implement robust governance systems and systematic documentation processes, keeping the need for modifications under critical review.
60. Facilitate collaborative links between clinical practice and research through proactive engagement, networking with academic, clinical and other active researchers
61. Critically appraise and synthesise the outcome of relevant research, evaluation and audit, using the results to underpin own practice and to inform that of others.
62. Take a critical approach to identify gaps in the evidence base and its application to practice, alerting appropriate individuals and organisations to these and how they might be addressed in a safe and pragmatic way.
63. Critically 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.
64. 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 seeking out and applying for research funding.
65. Disseminate best practice research findings and quality improvement projects.
66. Involvement in major trauma audit and dashboard measures including data collection, data analysis and presentation of results locally and nationally (as appropriate).

Agenda for Change	Version 10
Author: Claire Ackerman	Date: May 2018

COMMUNICATIONS & WORKING RELATIONSHIPS

67. Act as a role model demonstrating high standards of holistic care and provide clinical leadership across the Trust for this specialist area.
68. Acts as a mentor/clinical supervisor as appropriate.
69. Provides and receives highly sensitive, complex, or contentious information relating to patient care and communicates such information to patients, relatives with empathy providing reassurance as required.
70. Promote the Major Trauma Centre and Peninsula Trauma Network, acting as a champion for major trauma care in the Trust and the wider Southwest.

Key Working Relationships

- Patients and their relatives.
- Chief Nurse.
- Chief Executive.
- Corporate Lead for Advanced Practice
- Head of Education and Workforce development.
- Deputy Chief Nurses.
- Heads of Nursing /Associate Chief Nurses
- AHPs and Healthcare Scientists
- Matrons, Ward Sisters/Charge Nurses and all ward based nursing staff.
- Educational staff
- Clinical Nurse Specialists
- Consultant Practitioners
- Enhanced Clinical Practitioners
- Advanced Practitioners
- Speciality Lead AP
- MT Clinical Lead, Governance Leads-& Service Line Manager.
- Lead MT Coordinator plus MT Coordinator and Rehabilitation Teams
- MT Psychology Service
- MT Administrators and TARN Coordinators
- Medical Staff
- Patient Advice & Liaison staff (PALS).
- Complaints and Governance Coordinators.
- Human Resources staff.
- Peninsula Trauma Network management team and stakeholders

FINANCIAL/PHYSICAL RESOURCES

71. Maximise the efficient use of resources and alert budget holders where treatment regimens change.

INFORMATION RESOURCES

72. Records personally generated information always maintains patient/client records to high information governance standards.
73. Records and processes research results and disseminate effectively at appropriate levels.
74. Uses appropriate computer software in information analysis in relation to research data, i.e., be able to effectively use e CRF (electronic case report forms).
75. Ensures effective documentation in reporting of incidents using the approved channel.

Agenda for Change	Version 10
Author: Claire Ackerman	Date: May 2018

OTHER RESPONSIBILITIES

76. To take part in regular performance appraisal.
77. To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling.
78. To contribute to and work within a safe working environment.
79. The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection.
80. As an employee of the Trust it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

Portfolio of practice

There is a requirement for all clinicians to maintain a portfolio of practice evidencing their ongoing work within the four pillars of advanced practice in line with the HEE (2017) Multi-professional Framework, including clinical assurances for their speciality area.

Progression to band 8a

Progression to band 8a will be reviewed upon completion of MSc in Advanced Practice (or equivalent), 3 years of AP training, educational supervisor confirmation of clinical competence and completion of non-medical prescribing (if from a profession legally entitled to undertake training and working within an area in which independent prescribing is required).

Off-the-Job Time (SPA/OTJ)

The ratio of clinical: non-clinical time is 80:20. The 20% OTJ time allows the clinician the time to partake in activities associated with the education (including university taught sessions), research and leadership pillars. This is a professional responsibility and expectation. Provision of OTJ time comes with an expectation to be able to demonstrate output from activities and how it is associated with portfolio of practice. There will be occasions when the service or the operational pressures of the hospital require the clinician to work clinically during their OTJ session. Apprentices have protected OTJ time, and if asked to support the service clinically, this OTJ must be returned to the apprentice as time owing in lieu (TOIL).

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure and Barring Service Disclosure check.

Note

This job description is neither definitive nor exhaustive and is not intended to be totally comprehensive. It may be reviewed in the light of changing circumstances following consultation with the post holder. This job description is to be read in conjunction with all current University Hospitals Plymouth NHS Trust policies, procedures & guidelines.

The default position is for trainees to undertake the AP Apprenticeship programme. It is understood this is not suitable for all, and alternative routes exist which may be explored if felt appropriate by the recruiting and corporate teams.

THE TRUST –VISION AND VALUES

Agenda for Change	Version 10
Author: Claire Ackerman	Date: May 2018

Our vision is to provide outstanding integrated care. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:

- Put people first
- Take ownership
- Respect others
- Be positive
- Listen, learn, improve

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff's commitment to meeting the needs of our patients.

We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.

We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards.

More information is available on the trusts network page: <https://www.plymouthhospitals.nhs.uk/staff-networks>.

All Job Holders are required to...

81. Work to the Trust values - Put patients first, Take ownership, Respect others, Be positive, Listen, learn and improve.
82. Adhere to Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities etc.
83. Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
84. Attend statutory, essential and mandatory training.
85. Respect the confidentiality of all matters relating to their employment and other members of staff. All members of staff are required to comply with the requirements of the UK Data Protection Act 2018/UK General Data Protection Regulation (UK GDPR) or "Data Protection legislation.
86. Comply with the Corporate Governance structure in keeping with the principles and standards set out by the Trust.
87. Comply with the codes of professional conduct set out by the professional body of which registration is required for the post.
88. Ensure they are familiar with the Risk Management Framework, follow policies, procedures and safe systems of work, make known any hazards or risks that they identify and take all necessary actions to reduce risk.
89. Ensure the welfare and safety of children within their care. This includes staff who come into contact with children and families in the course of their work as well as those staff who have a specific role with children and families.
90. Ensure they attend Child Protection training at the appropriate level within the specified time frame.

Agenda for Change	Version 10
Author: Claire Ackerman	Date: May 2018

91. Staff must comply with Safeguarding Policies and Procedures in order to promote safeguarding and prevent abuse to vulnerable people using Trust services.
92. Maintain the prevention and control of infection and fully comply with all current Trust Infection Control policies and procedures.
93. Take responsibility for any records that they create or use in the course of their duties, in line with the Public Records Act and be aware that any records created by an employee of the NHS are public records and may be subject to both legal and professional obligations.

All Managers are responsible for...

94. Assessing risks and implementing the necessary actions to minimise these risks within their sphere of responsibility. They must also enable staff to attend the relevant statutory and essential training.
95. Managing attendance in accordance with the Trusts Attendance Management Policy.

All Heads of Departments are responsible for...

96. Ensuring all necessary risk assessments are carried out within their division, Service Line or department in liaison with relevant sources of specialist support and expertise within the Trust. They must also ensure that the risk management process is completed appropriately.

Note

This job description is neither definitive nor exhaustive and is not intended to be totally comprehensive. It may be reviewed in the light of changing circumstances following consultation with the post holder. This job description is to be read in conjunction with all current Plymouth Hospitals NHS Trust policies, procedures & guidelines.

Agenda for Change	Version 10
Author: Claire Ackerman	Date: May 2018

Agenda for Change	Version 10
Author: Claire Ackerman	Date: May 2018

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> Significant experience providing care for major trauma patients, ideally with experience working within a major trauma service. Management ability and leadership experience Excellent clinical and practical skills Experience of education and supervision Multi-disciplinary and multi-speciality working 	<ul style="list-style-type: none"> Skilled in MT patient primary, secondary and tertiary surveys. Change management skills Multi-professional supervision Appraisal skills Implementing/influencing policy and clinical guidance Recent experience in clinical audit and quality improvement Demonstrable experience in research projects Knowledge of Major Trauma Networks, National Standards for trauma care Awareness of the structure and function of the PTN Experience working within both TU and MTC environment Experience in Trauma Team Leader (TTL) followership role Experiencing of caring for major trauma patients within the in-patient environment
QUALIFICATIONS	<ul style="list-style-type: none"> Statutory Professional Registration Professional Degree Demonstrable evidence of ability to work at academic level 7 (prior level 6 or level 7 study, or if appropriate, willingness to submit academic piece for assessment). 	<ul style="list-style-type: none"> Provider/Instructor on life support courses Independent non-medical prescribing Education/Mentorship/ Supervision Course Leadership course Professional Nurse Advocate or equivalent Completion of major trauma specific courses/training including (but not limited to) ATLS, ETC, TNCC, TCAR

Agenda for Change	Version 10
Author: Claire Ackerman	Date: May 2018

APTITUDE & ABILITIES	<ul style="list-style-type: none"> • Ability to recognise and analyse complex situations and take appropriate action. • Evidence of relevant, recent study and continuing professional development • Ability to communicate effectively both in written and verbally from. • Flexible and responsive to changing environments. • Demonstrate understanding and incorporates customer care. • Ability to work with complex and diverse health informatics systems. • Ability to manage own case load working to priorities and deadlines. 	<ul style="list-style-type: none"> • Ability to co-ordinate cross-speciality care
DISPOSITION / ATTITUDE / MOTIVATION	<ul style="list-style-type: none"> • Demonstrates an enthusiastic, approachable and friendly manner. • Work within the flexible working policy. • Ability to manage work and life balance to ensure effectiveness and wellbeing. • Time management • Use own initiative, work independently and recognise when to seek help. 	
OTHER FACTORS	<ul style="list-style-type: none"> • Awareness of local and national health policy. • Knowledge of current national Major Trauma agendas. • Work as part of a 7 day rota 	