



DELIVERING  
**OUTSTANDING**  
CARE AND  
EXPERIENCE



RECRUITING,  
DEVELOPING AND  
RETAINING OUR  
**WORKFORCE**



AN ANCHOR  
IN OUR  
COMMUNITIES



WORKING TOGETHER  
WITH LOCAL HEALTH  
AND SOCIAL  
CARE PROVIDERS



DELIVERING  
LONG-TERM  
**SUSTAINABILITY**



Information pack for the post of

Advanced Clinical Practitioner

Division of Respiratory & Thoracic Medicine

November 2023



GOOD TO  
**OUTSTANDING**



**Welcome from Chief Executive Hannah Coffey**

Hello and welcome to our Trust! I am delighted that you are considering our organisation as a place to work.

This is a really exciting time for our patients and staff as we work with our local health system partners across Cambridgeshire, Peterborough and South Lincolnshire to deliver some key development projects that will shape the care we provide for future generations within the 900,000-strong catchment we serve. As well as building a new hospital at Hinchingsbrooke and redeveloping our sites at Peterborough and Stamford to better meet the needs of patients, we are investing in a Trust-wide electronic patient record system and harnessing digital technology within our diagnostic services to enhance the quality and speed of diagnosis and treatment.

It's a great time to be joining TeamNWAngliaFT where we truly value the health and wellbeing of our staff and encourage our leadership team to empower their teams to be the best they can be, to help them develop in their careers and, at the same time, ensure our patients can experience good quality care by people who are dedicated to serving their health needs.

If you are looking to develop your career in an environment that's primed for organisational change, where you can actively contribute to the quality improvements we are making for our patients and staff, then look no further for your next role.

A handwritten signature in black ink that reads "Hannah Coffey". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

**Hannah Coffey**  
**Chief Executive Officer**

## Job Description

<b>JOB TITLE</b>	Advanced Clinical Practitioner – Pleural Service
<b>GRADE</b>	8a
<b>HOURS OF WORK</b>	Core hours 8:30-16:30 7 days/ week (1:4 weekend cover)
<b>DEPARTMENT</b>	Respiratory
<b>BASE</b>	Cross site cover is required. You will be based at either Peterborough City or Hinchingsbrooke Hospital
<b>REPORTING TO</b>	Lead Nurse Pleural Service
<b>RESPONSIBLE TO</b>	Designated Clinical Supervisor – Consultant Lead Pleural Services
<b>ACCOUNTABLE TO</b>	Advanced Clinical Practitioner Lead

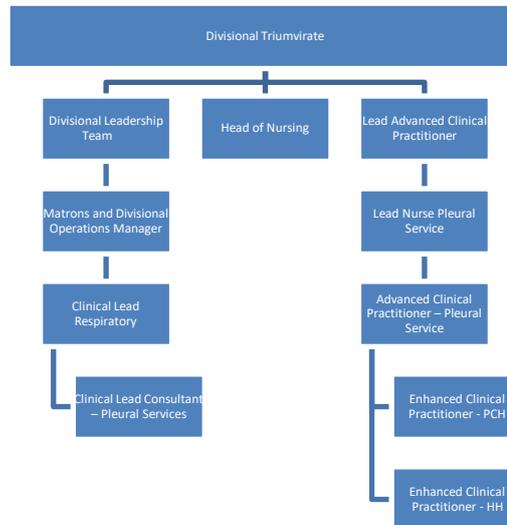
## Job Summary

To provide expert assessment, consultation and treatment including invasive pleural procedures to patients with pleural disease or requiring pleural investigations

To expedite effective and expert management of all patients with pleural based disease across the NWA Hospital sites to effect safer care, rapid symptom relief and early diagnosis with outreach to support early discharge where possible according to BTS guidance (2023) with ambulatory out-patient management.

As an ACP in a subspeciality they will be a vital resource to junior doctors providing supervision and DOPS skills learning.

## Key Working Relationships (organisational chart)



## Key Responsibilities

Working to deliver standards of practice within the following four pillars of Excellence and in line with the National Standards;

- **Clinical** – Demonstrate critical understanding of their broadened level of responsibility and autonomy and their own limits of competence and Scope of Practice.
- **Management and Leadership** – able to role model effective leadership behaviours, show resilience and manage effective governance strategies, which support the agenda for change within the Trust.
- **Education and Training** – able to identify, support and develop learning interventions for both self and MDT team members.
- **Audit and Research** – to look at areas for quality improvements to care, use audit processes and both formal and informal research methods to improve service delivery.

**Job Planning for Advanced Clinical Practitioner role** - The role holder will be required to work across these four pillars of practice, with a view to spending their time as indicated below. This will be governed by the use of Job Planning processes and will be the responsibility of the role holder to record accurately planned and actual time completed on each area of excellence.

Contracted Working Hours split:

- All required ACP University Modules undertaken will be given with 100% study Leave
- Approximately around 10% of contracted hours per month will be assigned to undertake

Clinical Governance items, i.e. RCA's, incident closing, complaint responses and clinical audits

- Approximately around 4% of contracted hours per month will be assigned to undertake and work with research projects within the speciality (if available/suitable)
- The remainder of contracted time is for clinical capabilities/skills and assessments by meeting with clinical supervisors
- Cross site cover between both sites is also likely, In addition to often following main supervisors' and mentors' rota work pattern.

### **Core Competencies**

1. Functions at an advanced level within healthcare organisation and management systems in line with their scope of practice and sphere of influence.
2. Able to deal with complex ethical and legal issues relating to patient care.
3. Selects and uses advanced communication skills to articulate and shares their decision making, while maintaining appropriate situational awareness, displaying professional behaviour and exercising professional judgement.
4. Initiates, leads and delivers effective quality improvements in patient care, focused on maintaining patient safety.
5. Able to critically appraise and undertake research, including managing data appropriately.
6. Developing within the context of advanced level practice as a learner, teaching and supervisor.

### **Generic Clinical Competencies**

1. Undertakes an advanced clinical assessment in the face of uncertainty and utilises critical thinking to inform diagnosis and decision making.
2. Leads acute intervention for patients, recognising the acutely deteriorating patient and delivering resuscitation.
3. Manages the assessment, diagnosis and plans future management of patients in an outpatient clinic, ambulatory, or community setting, including the management of long-term conditions, in the context of complexity and uncertainty.
4. Manages problems in patients in special cases and other specialities.
5. Manages a multi-professional team, including the planning and management of discharge planning in complex, dynamic situations.
6. Manages end-of-life care and applies palliative care skills in the context of complexity and uncertainty.

### **Speciality Clinical – Pleural Services**

1. The post holder will develop competence in Pleural Procedures to include:-
  - Diagnosis & therapeutic pleural aspiration
  - Seldinger Chest Drain insertion including intrapleural fibrinolytics, talc pleurodesis and pleural lavage and removal of device
  - Surgical Chest Drain insertion and removal

- Indwelling Pleural Catheter Insertion, Care, Troubleshooting, District Nurse Support and removal
  - Medical thoracoscopy assistance
  - US guided percutaneous pleural based biopsy and cervical node biopsy
2. Actively engages in acute medical service development, deliver and evaluation, including as a leader and role model. They will monitor clinical quality and the delivery of KPIs related to the service to effect ongoing service improvement. In particular they will be responsible for reducing the number of Datix Adverse Events related to pleural procedures and nursing after-care.
  3. Develops, supervises and delivers alternative patient pathways, including same-day emergency care (SDEC). Role model systems working and leadership qualities that best manage capacity and patient flow with a focus on ED and ambulatory management/early discharge of pleural conditions.
  4. Priorities and selects patients appropriately according to the severity of illness, including making decisions about escalation of care, discharge and use of virtual ward.
  5. Integrates with other specialist services – including critical care.
  6. Management the interface with community services, including complex discharge planning. Providing an expert resource and patient support across in-patient and out-patient care including support of DN teams managing IPC drainage systems.
  7. Take responsibility for procedural and clinical policy updating to inform the wider governance framework and safeguard patients.

## Career Path

The ACP Pleural Service role provides an opportunity to develop as a Thoracoscopist or Consultant Nurse role in Pleural Services proving budgeted establishment is agreed.

## Working at our Trust

### A. Our Values

Our Trust Values highlight the core principles and ideals of our Trust and underpin everything that we do. They establish the kind of people we want to be, the service we hope to provide and how we interact with our stakeholders and community.

The Values were created and selected by members of the public, patients and our staff, and highlight the principles we believe are the most important. They steer the decisions we make and guide the behaviour of our Trust family so we can accomplish our Vision.

We regularly measure ourselves against these Values, at every organisational level, so we can identify how we are living them and where we need to make improvements. The Trust board will monitor and review how the Trust performs against the values regularly, to ensure we provide the best possible patient care.



## B. Divisional Structure

Following the formation of North West Anglia Foundation Trust in April 2017, our operational functions across our hospitals merged to form five clinical divisions:

- Division of Medicine
- Division of Urgent Care and Emergency Care
- Division of Surgery
- Division of Family and Integrated Support Services
- Division of Maternity, Gynaecology and Breast Services

The clinical divisions are key to our service delivery and they are led by a triumvirate comprising a Divisional Director, Divisional Nursing Director, and Divisional Operations Director.

## C. Your responsibilities to the Trust, our patients and staff

The Trust aims to provide high standards of patient care and to ensure that our staff are supported in their roles that help us achieve this. As part of your role, you are expected to adhere to Trust policies and procedures which are designed to guide you in your work and ensure that the Trust, and you as an individual, comply with legal requirements. Non-adherence to Trust policies and procedures may be addressed through the Trust's disciplinary process.

Key policies are outlined below; you are also required to act by policies specific to your job role, which are covered at induction.

## **Equality and Diversity Policy**

No patient or member of staff should receive less favourable treatment on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation, and should not be placed at a disadvantage which cannot be shown to be justifiable. You have a responsibility to patients and staff to ensure that this is achieved.

## **Health & Safety**

You have a responsibility to consider yourself and anyone else that could be affected by the things you do or don't do, that you should have while at work. You are responsible for informing your manager of any health and safety concerns you identify by using the trust incident reporting system for any accidents, incidents or near-misses that happen to you or that you are aware of to reduce injuries or loss.

Additionally, if you have management responsibilities you must ensure the implementation of the Trust's health and safety and risk management policies, procedures, and codes of practice through your directorate or business unit management structure ensuring that communication pathways are clear and explicit at all levels of employment, to maintain the health, safety and welfare of employees or others who may be affected.

## **Data Protection**

You are to always maintain the highest standards of data protection and confidentiality, ensuring that person-identifiable data is held securely (including password protection and encryption) and that data held and entered into Trust systems is correct. You are to observe confidentiality for commercially sensitive data and to promote the highest standards of information governance by the Data Protection Act 1998, Freedom of Information Act 2000 and Trust policies and procedures.

## **Data Quality**

It is your responsibility to ensure that any data collection required is accurate, timely, complete, and stored securely in the appropriate place or system, whether as a paper or an electronic record. This includes data input onto the Trust's information systems, patient records, staff records and finance records. You are expected to submit data for quality assurance checks as required. You will be expected to undertake training required to assure the quality of data collected and to participate in any relevant audits required as part of the Trust's and external quality improvement programmes.

## **Customer Care**

You are always required to put the patient first and do your utmost to meet their requests and needs courteously and efficiently. So that you to understand the principles of customer care and the effects on you and the service that you provide, full training will be given.

## **Values**

How our staff live and work according to our values will be through our 'personal responsibility framework' - which outlines how staff are expected to behave.

## **Infection Control**

You have a responsibility to comply with Trust policies for personal and patient safety and prevention of healthcare-associated infection (HCAI); this includes a requirement for consistent compliance with hand hygiene, use of personal protective equipment and safe disposal of sharps. You will be asked about adherence to measures for reducing HCAI at the annual appraisal.

## **Smoking Policy**

You are not allowed to smoke in Trust buildings or grounds. Assistance will be provided to assist you to quit smoking through our Occupational Health service.

## **Confidentiality**

Under no circumstances, either during or after the end of your employment may you divulge any unauthorised personal identifiable information relating to the Trust. This also includes but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

## **Safeguarding the welfare of children and vulnerable adults**

You should be aware of Trust policies and procedures on safeguarding the welfare of children and vulnerable adults., and appreciate the importance of listening to children, young people, and vulnerable adults, particularly when they are expressing concerns about their own or other children's/vulnerable adult's welfare.

## **Mandatory Training**

You are required to attend mandatory training as required. if you are unable to attend a required session you should ensure that this is rectified with your line manager's support at the next available opportunity.

## **Raising issues of Concern**

If you have any concerns about practices or processes within the Trust, you should raise this with your line manager. If you do not feel able to raise concerns directly you should access the Trust's haven procedures for raising issues of concern in confidence.

# Person Specification

<b>Job Title:</b>	ACP Pleural Service
<b>Grade:</b>	8a
<b>Reports To:</b>	Lead Nurse Pleural Service

Criteria	Essential or Desirable Criteria	Assessment Method			
		A	I	T	R
<b>Education and Qualifications</b>					
• Masters Degree in Advanced Clinical Practice or equivalent	E		✓		
• Thoracic Ultrasound RCR Level 1 or equivalent e.g. Famus		D	✓		
• Non-Medical Prescribing	E		✓		
<b>Experience</b>					
• Up to date evidence of 4 Pillars of Practice	E		✓		✓
• Experience of medical management of complex disease including respiratory/pleural disease	E		✓		✓
• Teaching and education of patients and staff		D	✓		✓
<b>Knowledge</b>					
• Expert knowledge of thoracic anatomy and physiology and the pleural space	E			✓	
• Expert knowledge regarding national guidance of Pleural Disease	E			✓	
• Expert knowledge of pleural devices and their application		D		✓	
<b>Key Skills</b>					
• Pleural aspiration, chest drain insertion including IPC		D		✓	✓
• US Guided biopsy – pleura and cervical nodes		D		✓	
• Thoracoscopy assistance		D		✓	
• IPC insertion and removal		D		✓	
• Policy development and updating		D		✓	
• Thoracic Ultrasound interpretation		D		✓	
• Excellent communication skills across all departments, staff and patients	E				✓
• IT literate, able to formulate documents and reports	E			✓	
<b>Other</b>					
• Awareness and respect for colleagues, patients and relatives cultural, religious and emotional needs and beliefs	E			✓	
• Able to demonstrate behaviours consistent with the Trusts Values and Behaviours	E			✓	
• Be prepared to work across sites as and when required	E			✓	
• Professional appearance & behaviour	E			✓	
• Good previous attendance record	E				✓

Satisfactory enhanced DBS check against vulnerable groups barred lists	E		DBS
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*Assessment Criteria: A = Application, I = Interview, T = Test, R = References*

## Appendix A – 4 Pillars of Excellence Detailed

Details of how to link the pillars to the Core, Clinical and Specialist Competencies can be found in the following document. Role holders will be required to evidence these standards using an ePortfolio which will be reviewed by their Designated Clinical Supervisor.

[Advanced clinical practice in acute medicine curriculum framework.pdf](#)

### Clinical Pillars

- To deliver and participate in clinical care of patients attending Acute Medicine.
- Provide a level of advanced and comprehensive clinical assessment, based on a specialist body of knowledge.
- Direct responsibility for the management of patients within own case load and for the supervision of junior members of the multidisciplinary team.
- 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 within the boundaries of the role as a trainee.
- Order and interpret investigations, laboratory tests, and act on results as appropriate, with supervision.
- Initiate drug therapy/medication within the parameters of agreed clinical guidelines and in accordance with present legislation supply and prescribing of medicines.
- To contribute to the development and improvement of systems and processes that facilitates patient flow.
- Maintain own clinical development by keeping abreast of new treatments and technologies within emergency and unscheduled care.
- To improve the quality of the patient experience by identifying and meeting the individual clinical needs of patients.
- To rigorously review all aspects of the patient's plan of care and identify and address issues that may result in a sub-standard service.
- Contribute to the review and development of integrated care pathways and clinical guidelines to ensure a standardised approach to emergency care.
- Practice with confidence and competence within your professional guidelines and code of conduct (NMC / HCPC)
- To ensure that accurate documentation and records of patient care are kept.
- 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 other assessment areas and the Trust.
- Ability to adapt specialist clinical knowledge and skills to different clinical settings and influence service delivery and patient care.
- Actively implement effective systems and processes for infection control management and relevant audits within their clinical area.
- Utilise and demonstrate sensitive communication styles, to ensure patients are fully informed and consent to treatment.
- Communicate patients' conditions verbally and in writing to other members of the health care team and contribute to the decision making processes in patient management. Acting as an advocate for patients and colleagues.
- Ensure awareness of the sources of support and guidance e.g., Patient Liaison Service and provide information in an accurate format to all patients.
- Be able to anticipate barriers to effective communication and take action to improve communication.
- Utilise and demonstrate sensitive communication styles, to ensure patients are fully informed and

consent to treatment.

### **Management and Leadership**

choose an area of special interest within advanced clinical practice with the intention to develop and take forward in your ACP role, also taking into consideration the needs of the service.

- To develop own leadership skills within the Advanced Clinical Practitioner Team.
- Contribute in the development of a specialist service and act as a change agent and facilitate the change process whilst encouraging others to be innovative and adaptable in the approach to change.
- To contribute to evidence based policies and procedures specifically required by the team.
- To contribute to development of clinical competencies for junior staff working within the team.
- To develop and maintain effective communication with the multidisciplinary team to ensure high standards of care.
- To work collaboratively with representatives of other clinical areas, disciplines and services to provide a seamless pathway of care.
- Participate in the recruitment, selection and retention of staff.
- To be conversant with all Trust policies and procedures and ensure they are correctly implemented.
- To represent the Trust on National Acute or Emergency Care Forums related to Advanced Clinical Practice.
- Adhere to confidentiality at all times with sensitive personal data.
- Prioritise, organise and manage own workload in a manner that maintains and promotes quality.
- Participate in business planning and the development of financial bids for service development.
- Use a structured framework to manage, review and identify learning from patient's complaints, clinical incidents and near misses.

### **Education and Training**

- To help identify, plan and assist in the implementation of goals for clinical development of staff working within acute medicine and adjacent assessment areas.
- To develop and maintain a positive learning environment for the acute medicine team by providing support and ensuring developmental requirements of junior staff are addressed.
- To assist in the provision of clinical supervision and provide the opportunity to reflect and discuss areas of practice.
- To plan, implement and participate in teaching programmes for nursing, medical and allied health professional staff of all grades in the care of patients with minor and major injuries/ illnesses.
- To exhibit a personal commitment to clinical education and development and successfully complete the ACP Development Programme.
- To undertake and meet expectation of clinical portfolio competency set by Clinical Leads on obtaining clinical case reviews and clinical tickets.
- Peer review of the performance of the advanced nurse practitioner team, providing feedback as appropriate.
- Work together with the advanced nurse practitioner team to ensure they have the skills and knowledge to ensure a quality service that meets the demands of the emergency department service and patient
- To meet with clinical supervisors and senior ACP team regularly, with evidence.
- Maintain a clinical portfolio of evidence of clinical capabilities and ensure all BEST compliance of Stat/man training is achieved.
- To participate in clinical governance meetings and items.

### **Audit and Research**

- contribute/assist in the development of multidisciplinary research and clinical audit in acute medicine and adjacent emergency care areas, implementing effective and evidence based practice.
- Exhibit advanced research skills and provide support and appropriate implementation strategies for changes in clinical practice.
- Conduct audit to evaluate the advanced clinical practitioner team and any strategies that have been

implemented and disseminate results within the Trust, locally and nationally.

- Participate and contribute to any ongoing regional and national research to evaluate the effectiveness of care strategies related to the patient experience within emergency and unscheduled care.
- As an expert practitioner evaluates the quality of patient care and ensures that the results of evaluation are used to sustain or improve quality of patient care
- Format and process data in relation to rapid assessment team activity and provide qualitative and quantitative information for other directorates and the Trust management team.
- Ensure the results of audit and research conducted by the team are disseminated at local, regional and national level.
- To share best practice; through publications and attendance/presentation opportunities at conference level. Develop research skills and provide support and appropriate implementation strategies for changes in clinical practice.
- Participate and contribute to any on-going regional and national research to evaluate the effectiveness of care strategies related to the patient experience within acute medicine and unscheduled care.
- To share best practice; through publications and attendance/presentation opportunities at conference level.