

Community Advanced Practitioner JOB DESCRIPTION

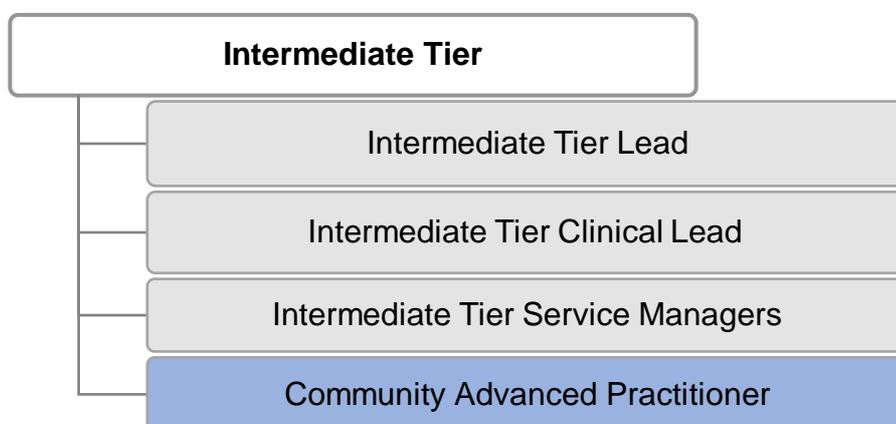
Job Title:	Community Advanced Practitioner
AfC Band:	8a
Directorate/Service:	Bury Community/Intermediate Care
Accountable To:	Intermediate Tier Service Managers/Clinical Lead
Responsible To:	Intermediate Tier Lead
Base Location:	Bury Community Venues
On-Call Requirement:	Yes
AfC Job Code:	Add Job Code

Values

Three values are at the heart of our organisation: **Care, Appreciate** and **Inspire**.

Our values and behaviours define what's important to us as we work alongside each other and with our patients and service users. They also shape what it feels like to work at the NCA and will be central to your development and performance conversations. Together, we will create a culture where care, appreciation and inspiration thrive.

Structure Chart



Job Summary

The post holder will be an autonomous practitioner who will be expected to take an active role in the advanced assessment, management and treatment of patients over 18 years of age.

The primary role for this post is within Rapid Community Response service but could involve rotation across the Bury Urgent Care system. The post holder will be expected to work flexibly across the whole Intermediate Tier.

The autonomous practitioner will provide comprehensive healthcare sensitive to the needs of the Bury population, including advanced clinical assessments, taking history, diagnosing, planning treatment, prescribing and evaluation of care. Working as part of a multidisciplinary team and across the primary, secondary and social care interfaces in Bury, be responsible for co-ordinating and meeting the health care needs of people at risk of hospitalisation or requiring a more intensive level of care in the intermediate care environment.

As an Advanced Practitioner you will be part of an exciting community-based workforce providing specialised input as an independent and interdependent practitioner developing and leading relationships across Bury Intermediate Care and Rapid Community Response, preventing unnecessary acute hospital admissions, enabling individuals to remain in their own homes for longer and prevent premature admissions into long term care facilities. You will assist individuals and their carers to proactively manage and anticipate their future health needs, support self-care, develop appropriate plans, and work collaboratively with the wider multidisciplinary team including, partner organisations such as NWAS, GP/ primary care, pharmacy services and wider Intermediate Tier service members.

The post holder will lead in developing, delivering and evaluating high quality patient centred services in conjunction with the associated clinical teams to ensure this is incorporated within the Intermediate Tier and Bury ICP objectives.

Key Role and Responsibilities

Clinical Practice

1. Work as an autonomous clinician across all areas to develop and provide expert clinical advice, support and care to Rapid Community Response service and, Intermediate Care services.
2. Develop and use advanced clinical skills to analyse and interpret history of illness, presenting symptoms and physical findings to enable diagnosis, planning and treatment of patients.
3. Proactively monitor chronic medical conditions and recognise the early symptoms of disease exacerbation and acute illness based on an understanding of disease, the disease process, and current evidence and practice standards.
4. Interpret history of illness, presenting symptoms and physical findings to enable diagnosis, planning and treatment of patients.
5. Empower patients and their families/Carers through appropriate support and education.
6. Evaluate the outcomes of interventions.

7. Prioritise and co-ordinates the multiple health care needs of the patient, co-ordinating and facilitating referrals to other team members within acute and primary care settings.
8. Facilitate the integration of patient goals for health and social care into care plans and plan for future health needs.
9. Undertake diagnostic assessments, health screening and therapeutic interventions and will recommend further investigations and refer to other agencies as appropriate.
10. Advocate high quality care for older people, act as a champion for older people by representing/supporting the older person's interests at team meetings, during hospital care, home care and when interfacing with statutory and non-statutory service providers.
11. Empower patients and their families through appropriate support and education.
12. Facilitate the integration of patient goals for health and social care into current care plans and future health needs. To influence, support and take an active role in Public Health/ Self-care of the individual and community.
13. All staff who come into contact with children, young people and adults who may be parents or carers have a responsibility to ensure they are trained and competent to be alert to potential indicators of abuse or neglect in children and know how to act on their concerns in line with Pennine Acute Trust, Bury Council and Safeguarding and Children Board procedures.
14. Collect, collate, evaluate and report clinical information, maintain accurate patient records related to assessment and care planning.
15. Develop clinical protocols and guidelines within own area of practice to ensure quality of care at all times.
16. Review medication/act as a resource to other colleagues for medication advice and support. Discuss side effects and where appropriate prescribe relevant medication and liaise with pharmacy and medical staff.
17. To regularly evaluate practice to ensure continuous improvement.
18. Act as lead specialist and a resource to all staff in the delivery of clinical care to patients.
19. Act as an advocate for the patient negotiating and consulting with other clinicians and associated staff to ensure high quality care.
20. Work with clinicians and management in examining episodes of care delivery, critical incidents and individual care plans to improve and develop services.
21. Work across professional boundaries providing expert clinical knowledge whilst developing new and transferable skills.
22. To support best practice end of life planning (last twelve months) including advance care planning for patients identified according to best practice end of life care.
23. To work with patients and carers to develop care plans which include chronic disease management, encourage self-care and reduce avoidable hospital admissions.
24. Be responsible for implementation, monitoring and training of infection control policies and procedures.
25. Responsible for audits as required by the trust
26. Responsible for monitoring equipment register

Leadership

1. Contribute to the leadership and management of a multi-professional team of staff within the Rapid Community Response service and Intermediate Tier.
2. Deputise for the line manager in their absence.
3. Negotiate with/influence clinicians and managers across various commissioning agencies.

4. Effectively communicate complex and sensitive information at all levels of the organisation to a variety of health care professionals and patients across organisations using the highest level of interpersonal and communication skills to maximise understanding.
5. Provide highly specialist, expert, clinical knowledge to clinical colleagues and professional, community and policy-making organisations.
6. Present specialist, expert, clinical knowledge at large national gatherings on progress and service improvement initiatives.
7. Provide leadership and co-ordination across professional boundaries working closely with other clinicians within the same area of practice.
8. Provide effective clinical leadership within the Rapid Community Response service and Intermediate Tier to empower and inspire the multi-disciplinary staff to develop their potential and ensure the delivery of a quality service to patients/clients in line with Service objectives and vision.
9. Act as an ambassador and role model supporting the aims and vision of Bury ICP.
10. Act as a resource to all staff in delivery of clinical care to patients.
11. Act as an advocate for the patient negotiating and consulting with other clinicians and associated staff to ensure high quality care.

Communications and Relationships

Communication

1. To contribute to the development of a learning environment
2. To communicate with a wide range of people to explore complex issues and to make complex decisions
3. To effectively communicate complex and sensitive information.
4. To agree the arrangements for communication with the patient/family/carer, and to document these in accordance with Trust policy and the patients right to confidentiality
5. To competently receive sensitive information concerning patient's medical condition and provide information using persuasive, reassuring skills as required. e.g. Breaking bad news/special needs/dealing with anxious relatives.
6. To ensure that essential information on the patients' condition and progress is recorded by self and team members appropriately according to NMC guidelines.

Leadership

1. To identify the wider benefits, and influence and prioritise the development of knowledge, ideas and work practice in self and others.
2. To inspire others and encourage them to seek advice and solutions to problems.
3. To challenge others to take an active part in developing knowledge, ideas and work practice to create a supportive culture.
4. To challenge tradition and take calculated risks following risk assessment, accepting joint responsibility for any arising problems and tensions and using these to inform future practice.
5. Participate in the Senior Manager on-call rota for the Intermediate Tier; taking responsibility for the out of hours management.

Planning and Organisational Skills

1. To prioritise workload of themselves and others, assess performance and provide clear constructive feedback to team members
2. To monitor progress of work recognising changing priorities and implement corrective actions within own limits and informing the relevant people.
3. To support teams with roster planning as appropriate.
4. To plan, manage and organise the teams/dept. adjusting plans/rosters to cover emergencies (i.e. rostering short term cover) in the absence of their line manager.

Physical Skills

1. Up to date and UK compliant driving qualifications are required for community posts

Responsibility for Patient Care

1. To undertake nursing interventions consistent with evidence-based practice, transferring and applying knowledge and skills to meet patient's needs
2. To evaluate the effectiveness and make necessary modifications of any nursing interventions
3. To analyse and rigorously review all aspects of the patient care plan interpreting information and using knowledge and judgement to recommend new course of action where necessary
4. To monitor the effectiveness of care delivery and re-negotiate the programmes of care, where indicated, to meet the patients need
5. To obtain people's informed consent and discuss the implications of the whole assessment process
6. To discuss and agree short, medium, or long-term goals, prioritise care and develop plans with the patient, family carer and health care team
7. To utilise highly developed physical skills where appropriate to support teams.
8. To refer people to other practitioners when needs and risks are beyond one's own scope of practice or require longer term support
9. To liaise with the multidisciplinary team, co-ordinating and participating in case discussions as required
10. To support patients/carers encouraging them to promote their own health and wellbeing and to express their interests and concerns.
11. To provide support and care for the patient and his/her family respecting their need for privacy and dignity-
12. To maintain accurate and legible patients notes (written and electronic) in accordance with Trust and National professional policies and guidelines

Responsibility for Policy/Service Development

1. To adhere to Trust and Bury Council policies and procedures relating to own workplace to contribute to service development
2. To evaluate current policies and procedures and identify the impact they have within their clinical environment
3. To identify outcomes of evaluation and offer constructive views on how the service should change as a result
4. To implement and propose changes to policies/practices in own area
5. To evaluate with others the effectiveness of any changes and how these have improved services.

Responsibilities for Financial and Physical Resources

1. To ensure efficient and effective use of material resources/supplies within the ward/unit
2. To act as authorised signatory for financial payments to authorise overtime for nursing and support staff
3. To ensure patients valuables and belongings are documented and managed according to Trust/Council policy
4. To monitor, control and store resources/supplies according to the requirements and specifications of the clinical environment
5. To identify any problems with resource use/availability and make recommendations for corrective action
6. To maintain accurate records of resource use

Responsibilities for Human Resources

a) Personal and people development

1. To assess, identify and evaluate own knowledge and practice needs in relation to knowledge and skills required to meet the demands of the job
2. To understand their own role and scope, identify own development needs and take responsibility for their continuing professional development and performance whilst maintaining a personal development plan
3. To make effective use of appropriate learning opportunities for themselves and others and apply learning to practice
4. To undertake annual mandatory training updates and other relevant courses in line with Trust and local policies
5. To act as a role model and support professional development of all students and junior staff
6. To act as a mentor and assessor to assigned learners and to teach and support them through their competency assessments as required.

b) Management of people

1. Responsible for day-to-day supervision, allocation and co-ordination of clinically based teams making the best use of their abilities
2. To lead teams within the Intermediate Tier whilst assuming responsibility and control of wards/units' management in the absence of the Intermediate Tier Service Managers / Clinical Lead
3. To participate in the appraisal process for themselves and others
4. To identify, report and address poor performance issues
5. To diffuse challenging behaviour, ensuring that the situation is managed in a sensitive way
6. To participate in the recruitment and selection process
7. To participate in the identification of future workforce requirements
8. To implement disciplinary and grievance procedures if required

Responsibility for Information Resources

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. Misuse of or failure to properly safeguard confidential data will be regarded as a disciplinary offence.

Responsibilities for Research and Development
Quality

1. To ensure own actions promote quality and identify and manage any risks
2. To lead in setting and maintaining optimal standards of care on the ward/dept.
3. To keep up to date and act consistently with quality standards and guidelines within their own clinical area and associated areas
4. To evaluate the quality of their own and others work, and where necessary make the appropriate improvements
5. To have an understanding of the quality agenda and how standards of care can be maintained
6. To monitor the quality of work in own area, raise quality issues and related risks and bring to the attention of others
7. To lead others in understanding how their practice should change to improve quality

Audit

1. To lead in audit/benchmarking within the clinical area supporting the introduction of a change in practice if indicated
2. To contribute effectively to evaluation studies (e.g. patient satisfaction surveys)
3. To re-evaluate following any change to ensure that improvements have been made

Freedom to Act

1. As a registered, accountable and autonomous nurse to act in the best interests of your patients at all times and take personal responsibility for your actions and decisions.
2. To be responsible for patient assessment, planning of care, giving and supervising safe and compassionate care, and evaluating the effectiveness of care.
3. As an NMC registrant facilitate learning and development of others
4. You will demonstrate strong leadership qualities and be open, transparent and trustworthy
5. As a Trust employee act with integrity and uphold the values and beliefs of the Trust and the NMC Code of Conduct.

Partnership Working

The requirement to interact with others in order to achieve the objectives or purpose of the post. This will range from co-operating with other team members to multi agency working. Clinicians and managers responsibilities regarding SHIFT will be incorporated here.

Equality and Diversity

The post holder will treat all colleagues, service users and members of the public with respect and dignity regardless of their gender, age, race, colour, religious beliefs, religion, nationality, ethnic origin, social background, sexual orientation, marital status, disability, criminal background and Trade Union status. The Trust has Policy for Equality and it is the responsibility of all staff to ensure that this is implemented.

Making Every Contact Count

The post holder is in the ideal position to offer support and advice on how to improve health and wellbeing.

The post holder should use their interactions with the public to provide additional advice on health and wellbeing and life style such as smoking cessation.

The post holder will be given training to support them to signpost people to other services which may improve their health and wellbeing.

Health & Safety

In accordance with the Health and Safety at Work Act 1974 and other supplementary legislation, you are required to take reasonable care to avoid injury during the course of work and co-operate with Trust and others in meeting statutory regulations. You are also required to attend statutory training as required to fulfil your duties

To comply with safety instructions and Trust policies and procedures.

To use in a proper safe manner the equipment and facilities provided.

To refrain from wilful misuse of, or interference with, anything provided in the interest of health and safety and any action, which might endanger yourself and others.

To report as soon as practicable any hazards and defects to your senior manager.

To report as soon as practicable accidents and untoward incidents and to ensure that accident forms are completed.

All people (including consultants) who manage others

You are accountable for the effective deployment of activities that ensure that your department/ward/clinical team is reducing hospital acquired infection. You will ensure that you and your staff comply with the Trust's policies on infection, prevention and control. You will ensure that you and your staff receive the training required to maintain competence to execute the Trusts policies on infection, prevention and control. You have a responsibility to bring deficiencies in the deployment of such policies to the attention of your line manager.

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.

Code of Conduct

Professional staff that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Staff who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and polices are all time.

PERSON SPECIFICATION

Job Title:	Community Advanced Practitioner
AfC Band:	8a

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • MSC in Advanced Practice • Relevant professional health degree • Evidence of recent CPD • NMP V300 	<ul style="list-style-type: none"> • Communication/ counselling skills training • ALS/APLS • Manchester Triage trained • Mentorship qualification
Professional Registration	<ul style="list-style-type: none"> • Current registration with NMC, HPC 	
Knowledge, Training & Experience	<ul style="list-style-type: none"> • Substantial post registration experience. • Extensive experience within a specialty of emergency care/(inc. paramedic) community/ pre-hospital care at a senior level. • Proven experience of working as an independent practitioner • In-depth knowledge of recent NHS legislation, relevant to community. • Experience of leading, planning and completing audit / research. • Experience of teaching and mentoring of staff across the multi-disciplinary team. • Evidence of applying research in practice. 	<ul style="list-style-type: none"> • Experience in the management of long-term conditions e.g. dementia, COPD, CHD etc. • Understanding of frailty and end of life processes. • Experience of completing frailty assessments • Experience of working within a community setting
Skills & Abilities	<ul style="list-style-type: none"> • Communication skills including presentation skills • Leadership skills with ability to engage and deliver change through negotiation and partnership working 	<ul style="list-style-type: none"> • Evidence of recognised knowledge/skills in service improvement. • Full UK driving license with willingness to use own car for work purposes

	<ul style="list-style-type: none"> • Management skills with team building abilities • IT skills • Ability to manage complexity and develop and sustain partnership working with both individuals and across organisations • Can demonstrate experience of chronic disease management • Caseload management • Able to work as an autonomous practitioner. • Ability to cope under pressure • Able to prioritise workload, achieving a balance between clinical and other aspects of role • Advanced clinical skills • Able to demonstrate care which reflects evidence based practice. • Self-motivated and innovative • Assertive and Confident • Enthusiastic • Empathetic and Supportive • Flexible to meet the needs of 7-day community services if required. • Ability to travel to different geographical locations across the Trust footprint in line with service needs Able to deal with occasional unpleasant working conditions • Work Health Assessment may be required. • Attendance in line with Trust Sickness and Absence Policy. • DBS check required. 	
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Living our Values

All colleagues are expected to demonstrate the NCA values and underpinning behaviours as you carry out your role.

Values	Behaviours (I will...)
CARE We listen and treat each other with kindness.	Provide the highest standard of care, with compassion and kindness.
	Communicate clearly, actively listen and be person centred.
	Seek to understand and empathise.
	Collaborate to deliver services that are safe and give confidence in our care.
APPRECIATE We value and respect each other's contribution.	Recognise and openly acknowledge how we all make a difference.
	Value and respect others and share in celebrating our successes.
	Treat people fairly, notice, champion and positively appreciate diversity.
	Provide constructive feedback to support growth and development.
INSPIRE We speak up and find ways to be even better.	Have a voice and act with integrity and honesty.
	Make time to learn, share and find new ways of working.
	Be positive, be open to change and empower others.
	Work with my team and other teams to agree and deliver best outcomes.

Appendix

The below details all the standard Trust requirements which must be incorporated within the role.

Infection Prevention
Employees will adhere to all Trust Infection Control policies and procedures which are relevant to the post and undertake any appropriate mandatory training. All colleagues will ensure that advice is sought from the infection control team as required and appropriate action is taken to minimise cross infection.
Safeguarding
The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.
Health and Safety
Employees must act in accordance with the Health & Safety at Work Act 1974, and subsequent legislation, under which they must take reasonable care to avoid injury to themselves and to others who may be affected by their work activities. Employees are required to co-operate with the Trust in meeting statutory requirements. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of colleagues, patients, and the general public.
Confidentiality and Data Protection
Employees are required to uphold the confidentiality of all records held by the Trust, whether patient records or Trust information. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.
Equality and Diversity
<p>All colleagues are required to understand the equality and diversity commitments and statutory obligations under the Equality Act 2010. You must act in ways that support Equality, Diversity, and Inclusion (EDI) and recognise the importance of people's rights in accordance with legislation, policies, frameworks, procedures, and good practice.</p> <p>Colleagues must recognise and report any behaviour that undermines equality under Trust policy and further EDI activity by:</p> <ul style="list-style-type: none"> • eliminating discrimination, harassment and victimisation

- advancing equality of opportunity between people who share a protected characteristic and those who don't
- fostering good relations between people who share a relevant protected characteristic and those who don't
- understanding the impact of policies, services and practice on people with different protected characteristics

Code of Conduct

Colleagues that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Colleagues who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

Leadership and Development

We believe our colleagues play a vital role in delivering excellence, and that everyone has the ability to demonstrate leadership and make a difference. As a member of our team, we expect you to live the NCA values: Care, Appreciate and Inspire through your daily habits, to improve outcomes for patients, customers and service users across the system. In return we provide a range of development opportunities that help you to realise your potential and reach your professional best.

As you join us, you are required to attend our Corporate Induction, complete the Trust's mandatory training and participate in the NCA Accelerated Leader Development Programme if you are in a leadership or management role. Your annual My Time appraisal conversation helps to continually review your contribution and ongoing priorities through your Personal Development Plan, informed through a wide choice of development available to you.

Flexibility

This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.