



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
Trainee Advanced Clinical Practitioner (ACP)
Division of
Urgent and Emergency Care

April 2024



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.

Hannah Coffey
Chief Executive Officer

Job Description

JOB TITLE	Trainee Advanced Clinical Practitioner (ACP)
GRADE	Band 7
DEPARTMENT	Urgent and Emergency Care (UEC) Division
BASE	Hinchingbrooke Hospital
RESPONSIBLE TO	Consultant Clinical Supervisor
ACCOUNTABLE TO	Clinical Lead

Job Summary

Working a minimum of 30 hours per week the post holder will be developing their clinical practise under the supervision of an experienced multidisciplinary team as a Trainee Advanced Clinical Practitioner (tACP) within the Consultant and GP supported UTC. The post holder will develop through academic study and under supervision of a senior clinicians, their knowledge and skills in the safe assessment, treatment, referral and discharge of patients within an agreed scope of practice to provide patient-centred quality care within their designated area of work.

Key Results area:

Working towards delivery of advanced standards of practice within the following key areas of practice and in line with the National Standards;

- 1. Clinical** – demonstrate critical understanding of their broadened level of responsibility and autonomy and their own limits of competence and Scope of Practice.

2. **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.
3. **Education and Training** – able to identify, support and develop learning interventions for both self and team members.
4. **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
5. **Additional areas:**
 - Financial – ensure considered cost appraisal when requesting or referring for investigations, ordering stores or equipment, booking training/courses or when involved in service development and recruitment activities.
 - Resource Management – ensures appropriate use and distribution of clinical and non-clinical resources. Support the development of junior staff across a multidisciplinary team.
 - Health and Safety – plays their part in maintaining a safe working environment, undertake mandatory training and actioning/reporting any concerns.
 - Risk Management – ensure dynamic risk assessments are carried out and if required report, mitigate, minimise risk to staff and service users.
 - Patient contact – in line with the Trust values and Standards of Care of professional body.
 - Prescribing responsibility – must ensure Prescribing within the Professional, legal and clinical boundaries whilst ensuring adherence to the Trusts Non-Medical Prescribing policy.

- Scope of Practice – must maintain a professional registration with one of the recognised professions for role and ensure they are working within their professional and Trust guidelines and Standards.

Job Planning for trainee 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 in cooperation with the Lead for Advanced Practice and roster coordinator to record accurately planned and actual time completed on each area.

Contracted Working Hours split:

80% of contracted hours will be spent clinically focused on direct patient care.

The remaining 20% of contracted hours will be allocated to supporting professional activities (SPA) split between:

- Education and Training – maintaining own continued professional development (CPD), attending university modules, undertaking additional training for role, mandatory training/compliance and providing training and education to other staff within Directorate.
- Regular meetings with Consultant Supervisor and Lead for Advanced Practice to monitor and manage performance and development.

In certain circumstances tACP's may be eligible to undertake the Health Education England (HEE) ePortfolio (supported) route to represent the appropriate level of knowledge has been achieved to attain ACP status without having to complete a Masters Degree in Advanced Clinical Practice.

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 Competencies:

The post holder will be working towards evidencing the HEE UEC Emergency Practitioner framework - Advanced Practitioner core competencies (see link below or attached documents).

[Urgent and emergency care | Health Education England \(hee.nhs.uk\)](http://hee.nhs.uk)

Further competencies (and training) may include but not limited to:

- Catheterisation training (male and female)
- ECG competency sign off (internal ED training and test)
- Ionising Radiation (Medical Exposure) Regulations training
- Immediate Life Support course
- Paediatric Immediate Life Support course
- Advanced Life Support course (or equivalent)
- Advanced Paediatric Life Support course (or equivalent)
- Diploma in Urgent Medical Care exam
- Hospital Major Incident Medical Management and Support course
- Wound Management

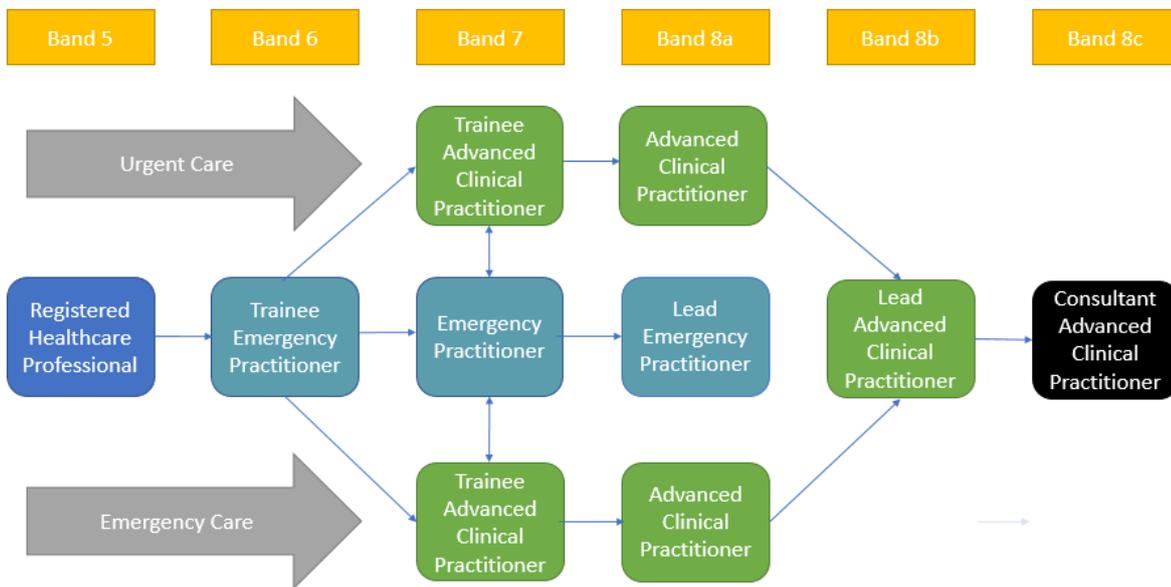
Progression from Trainee to Qualified ACP:

Progression to qualified ACP will consist of several factors but MUST include:

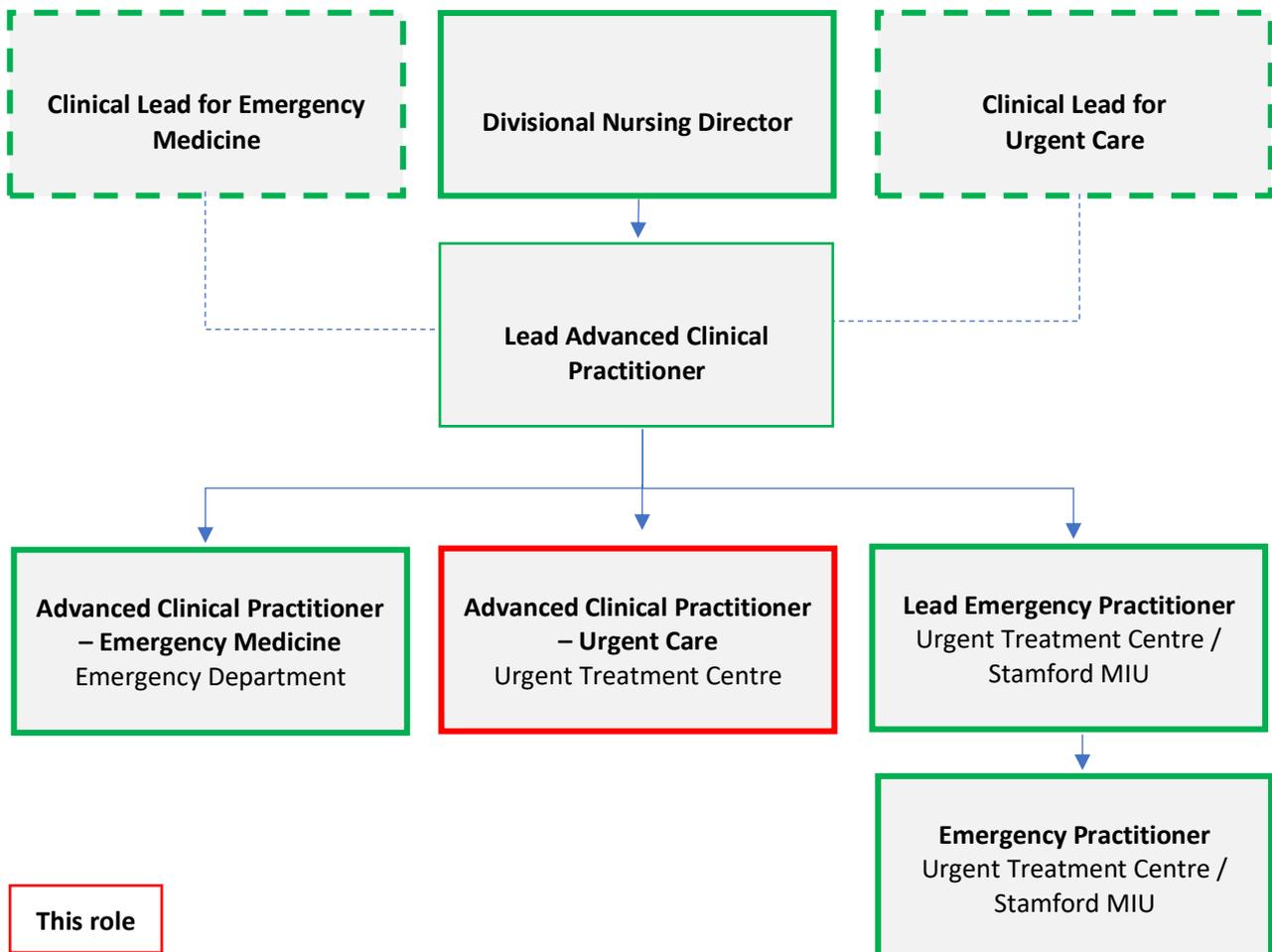
- Completion of a MSc in Advanced Clinical Practice or the HEE ACP e-portfolio or (in very rare and specific cases) internal 'signoff' based on Accreditation of Prior Experiential Learning (APEL).
- Completion of the local UC-ACP competency portfolio.
- Independent Prescriber (V300), Advanced Life Support (ALS), Advanced Paediatric Life Support (APLS).

- Completion of Work Place Bases Assessments (WBPA's) including 2x final Acute Care Assessment Tool (ACAT) and 1x Extended Supervised Learning Event (ELSE).

Career Pathway:



Organisational Structure:



This role

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.