

Job Description

1. JOB DETAILS

Job title:	Advanced Clinical Practitioner (ACP) – Hospital at Night Team Leader – Band 8a
Managerial:	Business Manager
Accountable to:	Clinical Lead Consultant, Hospital at Night
Location:	Cumberland Infirmary Carlisle

2. JOB SUMMARY

All staff are expected to work to the Trust Values:



Kindness – Kindness and compassion cost nothing, yet accomplish a great deal.



Respect - We are respectful to everyone and are open, honest and fair – respect behaviours.



Ambition – We set goals to achieve the best for our patients, teams, organisations and our partners.



Collaboration – We are stronger and better working together with and for our patients.

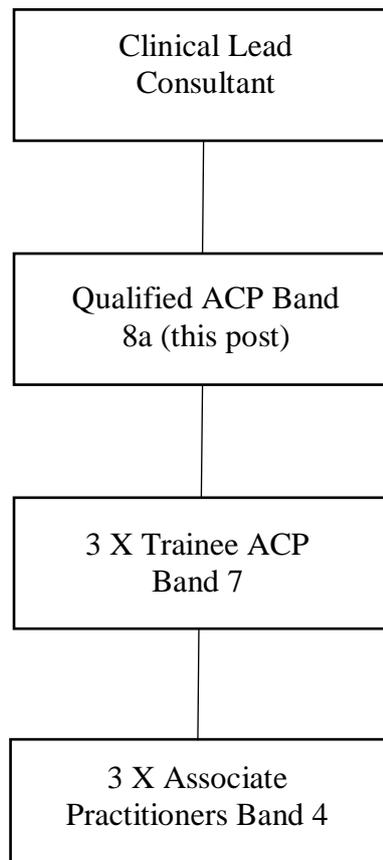
An experienced healthcare practitioner with advanced clinical assessment capabilities and proven leadership skills who will lead the Hospital at Night (H@N) team. The role encompasses autonomously undertaking assessment of undifferentiated patients using a range of different assessment and management methods. They will demonstrate safe, critical decision-making in the clinical decision-making process and will work collaboratively with medicine consultants/senior clinicians and multi-disciplinary team to meet the needs of patients. They will undertake quality improvement and/or research to improve the service. They will have an educational role with the trainee ACPs and wider clinical team.

3. ROLE OF DEPARTMENT

JOB PURPOSE

- To work independently at an advanced clinical level in the direct delivery of high quality care making critical clinical decisions based on advanced clinical skills assessment.
- To provide clinical leadership and support within both the medical and nursing teams and to support the Trust lead ACP in developing the Trust's ACP service to improve the patient experience.
- To support Consultants with day to day clinical activity which includes assessment and treatment of patients on medicine wards
- To support junior medical staff, sharing clinical workload and allowing junior doctors to achieve training and development requirements.
- To provide in-patient areas with consistent high quality clinical care.
- To support Trust Management teams with on-going clinical care provision and assist with effective patient flow through the Trust.
- They will work in conjunction with other ACP's on a 365 day senior rota basis which includes unsociable hours and weekends.

4. ORGANISATIONAL CHART



5. KEY WORKING RELATIONSHIPS

Members of the multi-disciplinary team - consulting with on a daily basis:

- Consultants and other medical staff
- Ward based nursing and care staff
- Allied Health Professionals
- Clerical and support staff
- Pharmacist and pharmacy technicians
- Radiology and laboratory services

Additional acute based personnel - consulting with on a variable basis:

- Specialist consultants
- Specialist nurses
- Other departments i.e. Oncology, radiology services, pathology services, cardiology, medical physics services
- Business Manager, Matron, Bed Management and Discharge Coordinator

Health care services external to the acute Trust - consulting with on a variable basis:

- Community team, GP's, District Nurse, primary care NP's
- Psychiatry services, drug and alcohol services
- Intermediate care team

6. DUTIES AND RESPONSIBILITIES OF THE POST

DIMENSIONS

The ACP is a senior clinician with clinical care being their prime responsibility. All ACPs should be proficient to practice all Trust core competencies and as such be capable of working in all clinical areas within the wards to the standards set within the competency framework. There will, however, be variation in level of skill above this standard dependent upon specialist area of practice. The ACP will be expected to support the setting and delivery of high quality, evidence-based care. This post does not have direct budgetary responsibilities, but together with Ward Managers and Matron will influence the resource issues of the wards. The ACP post will support Trust and National targets at all times.

KEY RESULT AREAS/Deliverables/Key Activities

- ♦ Assess, differentially diagnose, plan, implement and evaluate individual treatment/interventions and care packages for patients, resulting in safe and appropriate management, referral or discharge. Works with the MDT in expediting safe and timely discharges.
- ♦ Prescribes independently and review medication for therapeutic effectiveness, appropriate to patient needs and in accordance with evidence-based practice, national and practice protocols, and within scope of practice to optimise treatment.
- ♦ Prescribing of medication as an Independent Non-Medical Prescriber in line with the current Non-Medical prescribers Policy of the Trust
- ♦ ECG reporting and interpretation.
- ♦ Keep up to date with Policy and procedures surrounding Non-Medical prescribing at a Trust and national level
- ♦ Prioritises own and medical team's workload and ensures effective time-management strategies are embedded within the culture of the team.

- ◆ Works effectively with others to clearly define values, direction and policies impacting upon care delivery.
- ◆ Maintain effective communication within the ward environment ensuring active participation with senior nursing and medical team members and provide effective communication between the roles. Communicate with external stakeholders such as other wards and agencies e.g. GPs, Community Matrons, and Intermediate Care to support continuing quality care both on admission and at discharge.
- ◆ Communicate with and support patients and relatives who are receiving 'bad news' and engage other team members to provide appropriate support.
- ◆ Act as an advocate for patients and colleagues at all times.
- ◆ In partnership with other clinical teams, collaborate in improving the quality of health care responding to local and national policies and initiatives as appropriate, and assessing the impact.
- ◆ Take responsibility for own learning and performance.
- ◆ Act as an effective role model for junior medical staff and other members of the MDT.
- ◆ Work in partnership with the Director, Deputy Director of Nursing & Medical Director to develop and implement the Trust's workforce strategy.
- ◆ Support Consultants, Matrons and ward managers in the monitoring and evaluation of standards of care.

DECISION MAKING

- ◆ The ACP will be expected to work independently by making independent clinical decisions relating to diagnosis, management and prescribing (where legally permitted).
- ◆ Decisions relating to discharge will be agreed by the ACP's medical supervisor or consultant rostered for that particular shift after a period of assessment/review or practice. It is acknowledged that the ACP role is that of an independent not dependent practitioner.
- ◆ The ACP may be required to manage a group of patients independently for a period of time in each week but would have access to senior medical support at all times.

7. WORK SETTING AND REVIEW

Accountable for own professional actions where expected results are defined but post holder decides how they are best achieved.

8. INDIVIDUAL RESPONSIBILITIES

The post holder is expected to

- adhere to Trust policies and procedures and relevant legislation including the requirements of the any professional bodies
- attend mandatory training as identified by the Trust
- adhere to Trust infection prevention policies, procedures, audits in line with the Health Act 2006, to actively reduce Health Care Associated Infections

9. CONFIDENTIALITY
The post holder must maintain the confidentiality of information about patients' staff and Trust business in accordance with the General Data Protection Regulations (GDPR), Data Protection Act 2018 and Caldicott principles.
10. HEALTH AND SAFETY
Employees must be aware of the responsibilities placed upon them under the Health & Safety at work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.
11. RISK MANAGEMENT
All staff have a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly and when requested to co-operate with any investigations undertaken.
12. EQUALITY AND DIVERSITY
All employees of the Trust have responsibility to: <ul style="list-style-type: none"> ▪ Act in ways that support equality and value diversity. ▪ Treat everyone with whom they come into contact with dignity and respect. ▪ Act in ways that are in accordance with Trust's Single Equality Scheme, Equality and Diversity policy, and Dignity in the Workplace policy.
13. SAFEGUARDING
All employees have a duty for safeguarding and promoting the welfare of children and adults at risk. Staff must be familiar with the trusts Safeguarding Policy and the process for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding children and adult training depending on their role in the Trust. Staff are expected to access supervision and support from their line managers and/or the locality based safeguarding team when managing complex cases where applicable to their role.
14. INFORMATION GOVERNANCE
The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively. It is important that the post holder processes personal identifiable information only in accordance with the Trust Data Protection Act notification to the Information Commissioner. The post holder must check with the Data Protection Officer before creating new systems to process person identifiable information to ensure that this is carried out within the scope of the Data Protection Act 2018 notification. The post holder must manage the records they create or hold during the course of their employment with the Trust in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality

policies, procedures and guidelines e.g. Data Protection Act 2018, Freedom of Information Act 2000, General Data Protection Regulations, Caldicott Guidelines NHS Confidentiality Code of Conduct 2003, and professional codes of conduct on confidentiality.

The post holder must maintain the confidentiality of information about service user staff and organisational business in accordance with the new Data Protection Act 2018 and Caldicott principles.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore is responsible for implementing and maintaining data quality. The post holder, when making entries into records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that information recorded within records either on paper, in an electronic format or both paper and electronic is accurate, complete and relevant.

15. GREEN STATEMENT

Across the North East and North Cumbria we are working together to deliver our ambition to be the greenest region in England by 2030. There is an expectation for all staff to support this by familiarising yourself with the Trust's sustainability initiatives such as waste and recycling, going paperless, videoconferencing, sustainable transport and others.

We encourage you to think about what you can do as an individual and within your team to contribute in to embedding carbon reduction into the everyday running of our organisation.

PERSON SPECIFICATION

POST TITLE: **Advanced Clinical Practitioner 8a**

Factor	Essential	Desirable
Education, Training and Qualifications CPD Requirements	<ul style="list-style-type: none"> • Current registration with a professional body e.g. NMC, HCPC or GPhC • Educated to Master's degree level in advanced Practice • Independent Non Medical Prescriber or ability to undertake training • Portfolio demonstrates continual professional development • ILS provider 	ALS provider/ instructor
Knowledge	<ul style="list-style-type: none"> • Experience in acute care setting • Proven Leadership skills • Professional knowledge acquired through degree/diploma supplemented by significant post-registration experience and specialist knowledge of the clinical area applied for • Evidence of management skills gained through theory and / or practice • IT literate • Experience of mentoring and developing staff • Current Professional registration • Evidence of management skills gained through theoretical knowledge or experience 	
Experience	<ul style="list-style-type: none"> • Broad clinical experience • Experience managing critically ill or unwell patients • Evidence of providing training and supporting staff in their professional development • Proven track record of planning and implementing service change 	
Skills and Ability	<ul style="list-style-type: none"> • Ability to problem solve, analyse, compare and interpret complex information before making a decision • Prioritise clinical workload and assess associated risks, taking appropriate action • Demonstrate good organisational skills • Demonstrate excellent interpersonal skills • Demonstrate effective team 	

	<p>management</p> <ul style="list-style-type: none">• Ability to present information to individuals and groups as required using appropriate resources• Ability to demonstrate the compassionate values and behaviours needed for dignified care	
--	---	--