

Job Description

1. Job Details	
Job title:	Advanced Clinical Practitioner - Oncology
Current Job grade:	Band 7 (trainee) – Band 8a (upon completion of MSc)
Reports to (Title):	Head of Service / Clinical Lead
CMT:	
Department/Ward:	Oncology -
Location/Site:	Boston

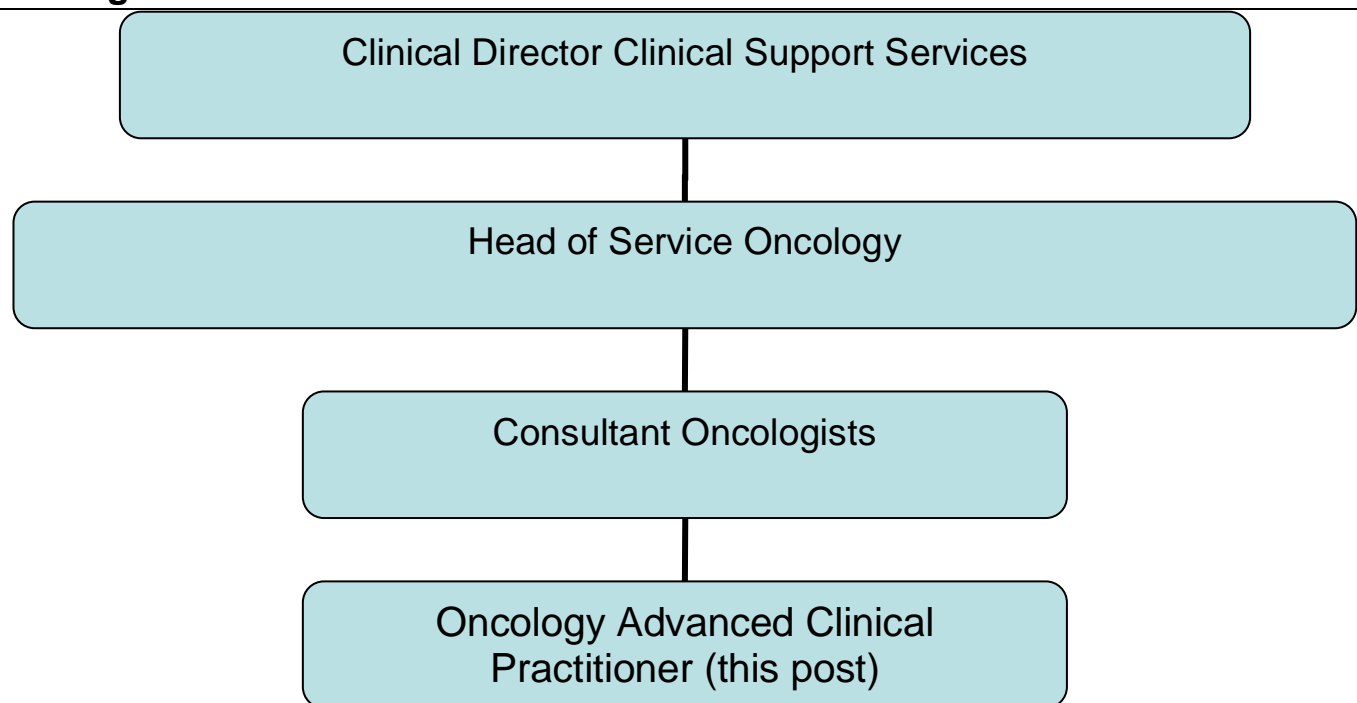
2. Job Purpose
<p>The post holder will be based at Pilgrim Hospital, but will be expected to practice across all sites within the ULHT.</p> <p>The Advanced Clinical Practitioner (ACP) will use specialist knowledge and skills to provide healthcare autonomously to patients within their sphere of practice. The ACP is accountable for independent clinical assessment, diagnosis and treatment of patients with undiagnosed and undifferentiated conditions as well as patients with known and chronic conditions. In addition to this the ACP is also responsible for appropriately referring patients to relevant specialities for any necessary inpatient or outpatient investigations.</p> <p>The post holder will be a Registered Healthcare Professional and hold an MSc in Advanced Clinical Practice or equivalent at MSc level to be agreed as part of the application process. They will be an independent Non-Medical Prescriber. They will practice at an advanced level demonstrating in depth knowledge and competence in all aspects of haematology, encompassing enhanced assessment, critical thinking and clinical management skills that are evidence based and deliver high quality patient centred care.</p> <p>ACPs will contribute to the either the tier 1 (SHO-F2, ST1-3) or tier 2 (middle grade/ST4) rotas, the work pattern of each individual being determined by both their level of experience and competence. There will be opportunity as experience is gained to progress from tier 1 to tier 2.</p> <p>The post holder will have a Trust-wide responsibility to promote clinical excellence in the care of patients referred to or managed by the Oncology Department by providing clinical advice and support to nursing staff and other health care professionals. They will provide expert professional and independent clinical care which enables the coordination of a multi professional seamless service for haematology patients.</p> <p>The role will include developing audit and research projects within their sphere/ area of practice, and participating in up-dating and implementing departmental policies, protocols and</p>

guidelines, in line with national guidance and contemporary evidence.

The ACP will have protected time to maintain and further develop their professional competence. They will have annual appraisal from medical and non-medical supervisors. The ACP will also provide ongoing supervision and support, participating in the induction and training of nursing and medical staff. As a senior member of the Multi-disciplinary team, the ACP will also play a pivotal role in the operational development of the service. They will initiate, manage and drive change, innovating changes in practice for the benefit of patient care in line with current trust and local programmes. Approximately 20% of the post holder's time will be used for these purposes.

The ACP will undertake the role in accordance with Trust and Departmental guidelines but have freedom to act within broad policies and protocols, in accordance with professional responsibilities and boundaries.

3. Organisation Chart



4. Duties

1. Practice

- Use highly developed clinical knowledge to independently assess, diagnose, plan, implement and evaluate treatments and interventions for in-patients presenting with an undifferentiated diagnosis referred by other sub-specialties and Oncology out-patients/in-patients with known diagnoses.
- Undertake physical examination as indicated by the patient's condition; autonomously analysing complex clinical signs and investigation results to consider differential diagnoses and diagnose conditions, initiating treatment as required.
- Perform clinical procedures appropriate to the history and physical examination of the patient, including further invasive testing and treatments requiring highly developed skills and precision, including (but not limited to) catheterisation, cannulation, peripheral arterial blood gas sampling.
- Request investigations such as blood, urine and other laboratory tests,

electrocardiographs (ECGs), ultrasound scans, X-Rays and computed tomography (CT) scans in accordance with IR(ME)R regulations and as local policy allows.

- Analyse multiple sources of data including patient history, physical examination and investigation findings when making diagnoses, clinical judgements and evaluating care provided; presenting this information to speciality /senior medical staff for advice when scope of practice is exceeded.
- Autonomously formulate appropriate management plans for patients, formulate clinical decisions and often complex treatment plans to manage acute illness and acute episodes of chronic illness including referral, admission or discharge.
- Continuously reevaluate findings and clinical response to treatment and establish an appropriate ongoing management plan accordingly.
- Prioritise health problems and intervene appropriately in complex, urgent and emergency situations, including initiation and leadership of resuscitation.
- Manage regularly clinical events involving patients often requiring unpredictable and high levels of physical effort according to the patient's dependency and clinical need.
- Provide clinical cover to the Oncology ward according to patient and staffing needs.
- Prescribe and review medication including chemotherapy (as an independent prescriber) for therapeutic effectiveness appropriate to patient need and in accordance with best/evidence based practice and national and local protocols and within the role's scope of practice and legal framework.
- Integrate both pharmacological and non-pharmacological treatment in patient care/management plans.
- Assess patients with mental health needs using local policy and guidelines and refer to appropriate services.
- Communicate effectively with patients, carers, colleagues and others using appropriate communication styles. Anticipate barriers to communication and ensure patients and significant others are kept fully informed and consent to treatment.
- Act as a resource for staff, advising on local, national and Trust policy, procedures and guidelines ensuring patient safety and clinical governance.

2. Management

- Work in partnership with the existing senior multi-disciplinary teams, driving departmental development and change.
- Manage conflicting views and liaise between groups where there may be conflict.
- To highlight and address areas of witnessed poor practice and manage the situation appropriately.
- Manages staff performance, training and supervision of trainee ACPs including annual appraisals.
- Support staff development in order to maximise potential, encouraging everyone to learn from each other and from external good practice.
- To support patients, carers and staff during difficult situations arising in the clinical area e.g. breaking bad news or following an unexpected event
- Produce accurate and complete documentation and patient records consistent with legislation, policies and procedures.
- Possess excellent time management and personal organisation skills.
- To be an available knowledge resource in how to initiate and manage the impact of change
- Develop and contribute local guidelines, interpreting and adapting national

protocols and standards to enhance patient care and safety.

- To be aware of budgetary constraints within the department and manage resources appropriately and encourage others to do likewise.
- Ensure appropriate representation and participation in departmental meetings as appropriate for role.
- To actively contribute and provide leadership with service development plans within the directorate.

3. Education and Research

- Take responsibility for own learning and performance including participating in clinical supervision and maintaining awareness of relevant research evidence.
- Develop health promotion and education in conjunction with other health care professionals ensuring that all patient care within the multi-disciplinary team is based on research and best practice.
- Act as a constant source of clinical and theoretical knowledge for all grades and disciplines of staff as well as patients and their significant others, providing support and clinical advice in specialist areas, based on evidenced based research.
- Possess proficient typing, IT and computer skills. Use audio/visual equipment to record and impart information and research.
- Prepare and deliver presentations and participate in workshops on a local, regional and national level, to ensure the communication of good practice.
- Work with the MDT to further develop appropriate clinical pathways and care approaches. To disseminate learning and good practice gained to other team members.
- Design, coordinate and undertake collaborative audit, research and development into Oncology and related practices.
- Planning, delivering and implementing programmes of education and training for trainee ACP's, nurses, medical and other disciplines and continue to be involved in their ongoing support.
- Undertake/ participate in research/ audit and publish findings.
- To support Trust research and development plans

4. Professional Responsibility

- Recognise and work within own competence and professional code of conduct
- To ensure that one's own practice is kept updated, using an acceptable model of clinical supervision.
- Take every opportunity to expand own practice in line with the Professional codes for the discipline. Identify personal career development pathway as part of formal appraisal system.
- Through supervision and mentorship identify personal learning needs, participate in personal continuing education and other activities to promote own personal growth.
- To develop clinical knowledge and professional skills through relevant training.
- To adhere to occupational health guidelines at all times.
- To be able to work on own initiative – independently and as a team.
- To be able to read and interpret extensive policy documentation; sometimes of a clinical nature requiring periods of intense concentration.

- 5.
- **Communication**
 - To communicate with enthusiasm and conviction; motivating, inspiring and encouraging.
 - To utilise and demonstrate sensitive communication styles to ensure patients are fully informed and consent to treatment.
 - To communicate effectively with patients and carers recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating.
 - To anticipate barriers to communication.
 - To communicate effectively often about complex, sensitive and potentially distressing information with patients with carers.
 - Create a trusting partnership with patients and/or relatives in order to communicate and explain complex medical issues including new diagnoses and agree a management /treatment plan.
 - To ensure awareness of sources of support and guidance such as PALS and provide information in an acceptable format to all patients recognising and referring any difficulties and referring where appropriate.
 - To be responsible for the delivery of a detailed, accurate and potentially complex clinical handover to other specialities and General Practitioner's. To produce detailed and accurate written information within the medical notes regarding all clinical assessments, investigations completed and requested and treatments administered
 - To maintain confidentiality as required by professional, local and national policy, but acknowledge situations where there can be a breach of confidentiality.
 - To be able to recognise and defuse potentially aggressive and violent individuals/situations in line with local policy and legal frameworks

6. **GENERAL DUTIES**

In addition to the key job responsibilities detailed in this job description all employees at United Lincolnshire Hospitals NHS Trust are expected to comply with the general duties detailed below:

Infection Control

To maintain a clean, safe environment, ensuring adherence to the Trust's standards of cleanliness, hygiene and infection control.

For senior/clinical managers the following statement must also be included

The post holder is accountable for minimising the risks of infections and for the implementation of the Code of Practice for the Prevention and Control of Healthcare Associated Infections as outlined in the Health Act 2006. This includes receiving assurance of risk and embedding evidence based practice into daily routines of all staff.

Safeguarding children, young people and vulnerable adults

United Lincolnshire Hospitals NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

Information Governance

All staff have an individual responsibility for creating accurate records of their work and for making entries into and managing all NHS records effectively in line with the Health Record Keeping Policy and other Health Records and Corporate Records Management policies and procedures in order to meet the Trust's legal, regulatory and accountability requirements.

Health and Safety

Take reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions.

Co-operate fully in discharging the Trust policies and procedures with regard to health and safety matters.

Immediately report to their manager any shortcomings in health and safety procedures and practice.

Report any accidents or dangerous incidents to their immediate manager and safety representative as early as possible and submit a completed accident/incident form.

Use protective clothing and equipment where provided.

Whilst the aim of the Trust is to promote a co-operative and constructive view of health and safety concerns in the organisation, all staff must be aware that a wilful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

Governance

Actively participate in governance activities to ensure that the highest standards of care and business conduct are achieved.

General Policies Procedures and Practices

To comply with all Trust policies, procedures and practices and to be responsible for keeping up to date with any changes to these.

5. Physical and Mental Skills

Highly developed skills requiring dexterity and accuracy for administration of IV medications.

6. Responsibilities of the Post Holder

United Lincolnshire Hospitals Trust is committed to safeguarding and promoting the welfare of children, young people and adults, both as service users and visitors to Trust premises. All staff have a responsibility to safeguard and promote the welfare of children and adults. The post holder, in conjunction with their line manager, will be responsible for ensuring they undertake the appropriate level of training relevant to their individual role and responsibilities and that they are aware of and work within the safeguarding policies of the Trust.

The post holder is expected to treat patients, service users and carers with courtesy, care and compassion at all times, treating each person as an individual by offering a personalised service. Trust staff will adopt behaviours and attitudes which promote, supports and respects privacy and dignity in accordance with the Trust Dignity policies and dignity in care pledges. Staff are expected to challenge poor practice in relation to dignity and treat each other with respect.

United Lincolnshire Hospitals Trust is committed to providing consistently excellent and safe patient-centred care for the people of Lincolnshire, through highly skilled, committed and compassionate staff working together. We do this by putting our patients at the centre of all that we do and providing the best quality care with passion and pride. We have a set of values that inform every action we take and every decision we make. They are the foundation of what United Lincolnshire Hospitals NHS Trust stands for, and encompass a desire in all of us to provide the highest quality of care to patients and each other.

All staff are required to advocate, champion and demonstrate the below values and behaviours

Patient centred	I am fully committed to providing the very highest standards of care to our patients
Safety	I do everything I can to keep my patients and my colleagues safe
	I keep my environment clean and tidy
	I recognise when something is going wrong and I have the courage to do something about it
Compassion	I show a genuine concern for my patients and my colleagues
	I communicate well with others, listening and showing an interest in what they have to say
	I am positive, approachable and friendly
Respect	I treat my patients and my colleagues with dignity and respect
	I work openly and honestly as part of an effective team
	I keep my promises and do what I say I will, when I said I will, or I will provide an explanation if I can't
Excellence	I will always go the extra mile and improve things for my patients and my colleagues
	I am competent to carry out my role and committed to my personal and professional development
	I will share good ideas and best practice and encourage my team members to do so too

7. Freedom to Act

The post holder will act as an independent clinician under the guidance of their appropriate head of service / clinical supervisor. They will be responsible for holding complex patient follow up clinics.

8. Physical, Mental and Emotional Effort Required

Manoeuvres patients during interventions, ward examinations etc.

Frequent exposure to distressing and emotional situations, particularly in delivery of distressing prognosis related news patients and their families.

Requires concentration for patient care with frequent interruption whilst working

9. Outline of Working Conditions

The post holder must be able to:

- work within unpleasant clinical working conditions (for example exposure to body fluids)
- concentrate in an intense and sometimes noisy environment for prolonged periods with potential interruptions
- cope with potentially violent and threatening situations

- cope with frequent exposure to distressing and emotional circumstances
- fulfil Trust health and safety policies and procedures when performing risk associated procedures including dealing with hazardous substances

JOB REVISION

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Person Specification

Post of ACP - Oncology

Criteria	Essential	Desirable	Stage Measured at A – application I – Interview T – Test
Commitment to Trust Values and Behaviours	Must be able to demonstrate behaviours consistent with the Trust's behavioural standards		I
Training & Qualifications	Current Professional registration within area of practice Post registration qualification or training relevant to speciality MSc In advanced clinical practice Registered Independent Non-Medical Prescriber ALS Provider Evidence of teaching, supervision & assessment skills First degree	Mentor/assessor qualification Instructor on ALS	A, I
Experience	Substantial post registration relevant experience	Management and leadership experience Completed portfolio of supervised practice in oncology	A, I
Communication and relationship skills	Able to present and receive complex information to a multi-professional team Demonstrate negotiating and influencing skills Able to work independently and within a team Assertiveness skills and the ability to deal with interpersonal conflict Ability to adapt communication to a wide variety of patient abilities/needs Accept constructive feedback and teaching from a variety of sources.	Evidence of multidisciplinary teaching	A, I
Analytical and Judgement skills	Ability to respond to, priorities and analyses complex health conditions	Active change initiator	A, I

	<p>and ensure effective interventions are actioned in a timely manner.</p> <p>Deal effectively with clinical issues within defined procedures and guidelines</p> <p>Able to work with undifferentiated and undiagnosed healthcare problems.</p> <p>Participation in research or audit projects</p> <p>Active involvement in departmental operational development</p>		
Planning and organisation skills	<p>Willingness to adapt to departmental and patient need.</p> <p>Self-motivated</p> <p>Efficient time and deadline management</p> <p>Ability to schedule academic workload and work commitments</p> <p>Able to identify learning opportunities</p> <p>Able to organise own learning and development</p> <p>Ability to provide education, complete research and audit</p>		A, I
Physical skills	<p>Able to undertake required clinical duties/procedures'</p> <p>Ability to manoeuvre patients and perform clinical examinations as required</p> <p>Ability to undertake computer and other equipment skills.</p>		A, I
Other requirements specific to the role (e.g. be able to drive or work shifts	<p>Demonstrate flexibility in working patterns and practices</p> <p>Ability to support, colleagues, patients and relatives in sometimes distressing circumstances</p>		A, I

Job Description Agreement

I declare that I have read the Job Description and Person Specification and confirm that this is an accurate and fair description of the role.

Signature

Date

Job Holder:

Line Manager: