

Advanced Clinical Practitioner Job Description

JOB TITLE:	Advanced Clinical Practitioner
ORGANISATION:	(Insert relevant organisation here)
GRADE:	8a
HOURS:	37.5hr/ week full time (or part time negotiable)
REPORTS TO:	(Insert relevant job title here)
ACCOUNTABLE TO:	(Insert relevant job title here)

ABOUT THE ORGANISATION: ORGANISATIONAL VALUES AND BEHAVIOURS – to be inserted below here:

JOB SUMMARY

The post holder will be based at **(insert organisation/ specialty name)**.

The Advanced Clinical Practitioner (ACP) will use specialist knowledge and skills to provide healthcare autonomously to patients in **(insert organisation/ specialty name)**. The ACP is accountable for independent clinical assessment, diagnosis, and treatment of patients with undiagnosed and undifferentiated conditions. In addition to this the ACP is also responsible for appropriately referring patients to relevant colleagues or specialities for any necessary follow-up, inpatient or outpatient review and/or investigations.

The post holder will be a registered healthcare professional and hold an MSc in Advanced Clinical Practice or equivalent at MSc level. If relevant to the post, they will be an independent Non-Medical Prescriber registered with their relevant professional body. They will practice at an advanced level demonstrating in depth knowledge and competence in all aspects of **acute, community, primary, social care** medicine, encompassing advanced assessment, critical thinking and clinical management skills that are evidence based and deliver high quality patient centred care.

Insert here any necessary narrative regarding contribution to relevant rota.

The post holder will have an organisational wide responsibility to promote clinical excellence in the care of patients presenting to **(insert organisation/ specialty name)** 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 **acute, community, primary care** patients.

The role will include developing audit and research projects within **(insert organisation/ specialty name)** and participating in up-dating and implementing **departmental/practice** policies, protocols and 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/PDR from medical, Allied Health Professional (AHP) or nursing supervisors. The ACP will also provide ongoing supervision and support, participating in the induction and training of AHP, nursing and medical staff. As a senior member of the multi-professional team, the ACP will also play a pivotal role in the operational development of **(insert organisation/ specialty name)**. They will initiate, manage, and drive change within the **(insert organisation/ specialty name)**, innovating changes in practice for the benefit of patient care in line with national and local programmes. Protected time will be allocated to the post-holder for these purposes **(insert more specific detail if needed)**.

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

KEY JOB RESPONSIBILITIES

Practice

- Use highly developed clinical knowledge to independently assess, diagnose, plan, implement and evaluate treatments and interventions for patients presenting to **(insert organisation/ specialty name)**, frequently with complex undifferentiated or undefined presentations.
- Undertakes 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.
- Performs clinical procedures appropriate to the history and physical examination of patients, including further invasive testing and treatments requiring highly developed skills and precision, **including (but not limited to) catheterisation, cannulation, peripheral arterial blood gas sampling (delete or alter list accordingly)**.
- Requests 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.
- Analyses 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 (alter as required)** for advice when scope of practice is exceeded.

- Autonomously formulates appropriate management plans for patients, formulates clinical decisions and often complex treatment plans to manage acute illness and acute episodes of chronic illness including referral, admission, or discharge from service.
- Continuously reevaluates findings and clinical response to treatment and establishes an appropriate ongoing management plan accordingly.
- Prioritises health problems and intervenes appropriately in complex, urgent and emergency situations, including initiation and leadership of resuscitation.
- Manages clinical events involving patients, often requiring unpredictable and high levels of mental and/or physical effort according to the patient's dependency and clinical need.
- Provides clinical cover to the **(insert organisation/ specialty name)** according to patient and staffing needs.
- Prescribes and reviews medication (as an independent prescriber, if relevant) 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. Integrates both pharmacological and non-pharmacological treatment in patient care/management plans
- Assesses patients with mental health needs using local policy and guidelines and refers to the appropriate services.
- Communicates effectively with patients, carers, colleagues, and others using appropriate communication styles. Anticipates barriers to communication and ensures patients and significant others are kept fully informed and consent to treatment.
- Acts as a resource for staff, advising on local, national, and organisational policy, procedures and guidelines ensuring patient safety and clinical governance.

Leadership/ Management

- Works in partnership with the existing senior medical, nursing and AHP teams in driving development and change.
- Manages conflicting views and liaises between groups where there may be conflict.
- Highlights and addresses areas of witnessed poor practice and manages the situation appropriately.
- Manages staff performance, training, and supervision of other staff including annual appraisals

- Supports staff development to maximise potential, encouraging everyone to learn from each other and from external good practice.
- Supports patients, carers and staff during difficult situations that arise e.g. breaking bad news or following an unexpected event.
- Produces accurate and complete documentation and patient records consistent with legislation, policies, and procedures.
- Possesses excellent time management and personal organisation skills.
- Acts as a knowledge resource in how to initiate and manage the impact of change.
- Develops and contributes to local guidelines, interpreting and adapting national protocols and standards to enhance patient care and safety.
- Maintains awareness of budgetary constraints within the organisation, manages resources appropriately and encourages others to do likewise.
- Ensures appropriate representation and participation in organisational meetings as appropriate for the role.
- Actively contributes and provides leadership with service development plans within the **(insert relevant clinical area)**.

Education and Research

- Takes responsibility for their own learning and performance including the participation in clinical supervision and maintaining an awareness of relevant research evidence.
- Develops health promotion and education in conjunction with other health care professionals ensuring that all patient care within the multi-professional team is based on research and best practice.
- Acts 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.
- Possesses proficient typing, IT and computer skills. Uses audio/visual equipment to record and impart information and research.
- Prepares and delivers presentations and participates in workshops on a local, regional and national level, to ensure the communication of good practice.

- Works with the multi-professional team to further develop appropriate clinical pathways and care approaches. Disseminates their own learning and good practice to other team members.
- Designs, coordinates, and undertakes collaborative audit, research, and development into **(insert organisation/ specialty name)** and related practices.
- Plans, delivers, and implements programmes of education and training for trainee ACP's, nurses, medical and other disciplines and continues to be involved in their ongoing support.
- Supports organisational and system research and development plans.

Professional Responsibility

- Recognises and works within own competence and professional code of conduct as regulated by the NMC or equivalent professional body.
- Ensures that their own practice is kept updated, using an acceptable model of clinical supervision.
- Takes every opportunity to expand individual practice in line with the principles contained within the Nursing and Midwifery Council's (NMC) document "The Code" (2015) (or equivalent professional body). Identifies personal career development pathway as part of formal appraisal system.
- Ensures that all elements contained within the NMC's document "The Code" (2015)/ or equivalent professional code are adhered to, in particular those relating to professional accountability.
- Through supervision and mentorship identifies personal learning needs and participates in personal continuing education and other activities to promote their own personal growth.
- Develops clinical knowledge and professional skills through relevant training and study.
- Always adheres to occupational health guidelines.
- Ensures the ability to be able to work on their own initiative both independently and within a team.
- Maintains the ability to read and interpret extensive policy documentation; sometimes of a clinical nature requiring periods of intense concentration.

Communication

- Communicates with enthusiasm and conviction; in a style that, when relevant, motivates, inspires, and encourages.
- Utilises and demonstrates sensitive communication styles to ensure service-users are fully informed and consent to treatment.
- Communicates effectively with patients, families, and carers; sometimes recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background, and preferred ways of communicating.
- Anticipates potential barriers to communication.
- Communicates effectively; often about complex, sensitive and potentially distressing information with patients, family and/or carers.
- Creates a trusting partnership with patients and/or relatives/carers to communicate and explain complex medical issues (including new diagnoses) and agree a management /treatment plan.
- Ensures awareness of sources of support and guidance, such as Patient Advisory Liaison Services, and provides information in an acceptable format to all patients recognising and referring any difficulties and referring where appropriate.
- Communicates clearly and effectively with colleagues; often receiving or giving complicated plans or information of a sensitive nature.
- Maintains the responsibility for the delivery of a detailed, accurate and potentially complex clinical handover to healthcare colleagues including **specialists and General Practitioner's (alter as appropriate)**. Produces detailed and accurate written information within the patient record regarding all clinical assessments, investigations completed and requested, and treatments administered.
- Maintains confidentiality as required by professional, local, and national policy. Acknowledges situations where there can be a breach of confidentiality.
- Recognises and defuses potentially aggressive and violent individuals/situations in line with local policy and legal frameworks.

ORGANISATIONAL INFORMATION e.g.General duties, infection control, etc (to be inserted below here):