

## Advanced Clinical Practitioner (ACP)

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**Department:** Health and Community Services

**Reports to:** Head of Care Group

**JE Reference:** HCS1002

**Grade:** 12

### Job purpose

The Advanced Clinical Practitioner practices independently and in collaboration with the multi-disciplinary team as an expert Advanced Practitioner who is responsible and accountable for the management of a complex patient caseload within a specialty.

Lead in providing clinical assessment and diagnosis for the delivery of effective treatment for patients presenting with undifferentiated and undiagnosed primary/urgent health care problems.

### Job specific outcomes

1. Diagnose and perform appropriate treatment according to local and national protocols, as an independent autonomous practitioner (historically performed by a doctor). Identify abnormal test results from pathology, perform biopsies, image capture, complete pathology requests and prescribe treatment. Perform diagnostic and therapeutic interventions to agreed competency level, as agreed by the clinical lead.
2. Prescribe complex medicines management regimes including the administration of intravenous medicine within agreed protocols to patients undergoing clinical management regimes based on clinical assessment and diagnostic reasoning. As a Non-Medical Independent Prescriber, utilise highly developed specialist knowledge and skills ensuring that safe prescribing and administration of drugs occurs in accordance with current professional regulatory frameworks (e.g. NMC & HCPC) and Organisational Policy.
3. Use highly developed specialised knowledge to take Informed Consent from patients by informing them of the benefits, risks, complications and effects of the intended management regime or procedure, and any alternative treatments. Perform a comprehensive patient-focused holistic health history and physical examination. Critically analyse and interpret history, presenting symptoms, physical findings and diagnostic information to develop the differential diagnosis within the Specialist area.
4. Lead highly complex clinical situations, recognising and initiating treatment in patients experiencing deterioration in clinical condition (physical & psychological) such as an adverse event, major haemorrhage, respiratory/cardiac arrest and acute mental health crisis.

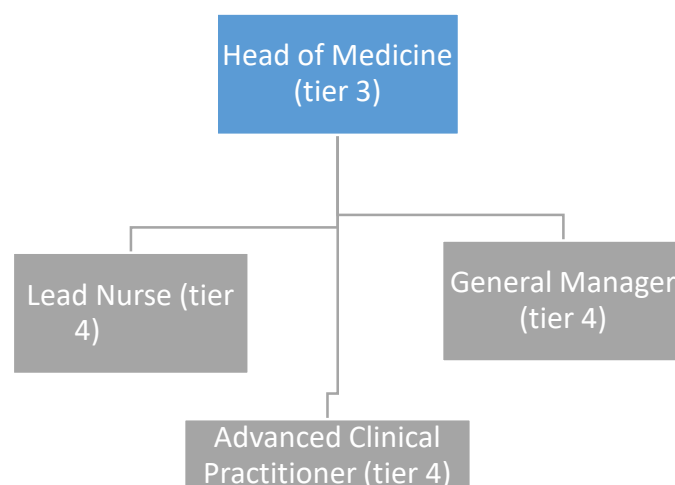
5. Communicate highly complex and highly sensitive information to patients at the appropriate level of understanding about issues surrounding their medical condition, whilst maintaining patient confidentiality. Ensure that they understand the rationale for the proposed treatment, its consequences and any alternatives. As far as is possible, ensure that the patient understands the information given to them, overcoming any communication barriers such as deafness, learning difficulties, language skills, and demonstrate excellent levels of verbal and non-verbal communication skills. Utilise sensitive communication styles to provide reassurance, counselling and support to patients and relatives, especially when breaking bad news.
6. Communicate and liaise with primary care colleagues regarding patient care, management and monitoring, ensuring clarity of information to ensure that patient care is continued seamlessly between secondary and primary care.
7. Work collaboratively with other professionals and agencies in relation to patients' on-going care needs, liaising with a wide remit of agencies, multi-disciplinary teams in both local and UK hospitals and the community. Possess a wide knowledge of the services offered and have the authority to admit and discharge patients and refer to other health care providers as appropriate – Consultants, Clinical Nurse Specialists, Radiologists, GPs.
8. Provide a nurse-led service for patients giving advice, support, counselling and prescribing for complex patients with acute, chronic and life-limiting disease. Determining, leading on the development of complex, individualised evidence-based care pathways. This will include the whole patient journey and will be undertaken in consultation with the multi-professional team and likewise, where relevant, primary and secondary care providers. This may include the admission rights for patients requiring secondary care services. Similarly, the role will necessitate leadership in complex discharge planning and assurance around seamless quality care delivery in the patients preferred place of care. This role will also be pivotal in developing public health initiatives to promote patient safety and high standard patient care outcome.
9. Responsible for receiving and disseminating highly complex information to all grades of staff, relating to patient care management. This includes in-patients as well as out-patients and day-case patients, and therefore the post holder must be highly visible in the clinical area, acting as a role model delivering high standards of patient-centred care.
10. Develop and maintain professional networks, actively seeking opportunities to promote, publicise and disseminate the ACP role and integrated working. Provide clinical leadership, expert practice and advanced knowledge, integrating research evidence into practice and contributing to/leading on research in their clinical field. Act as a resource and teach on under and post graduate educational programmes relevant to the role.
11. Challenge colleagues in specific aspects of practice contributing to the support and development of others through collaborative working, planning and delivering interventions that meet the learning and development needs of the wider team.

## Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

## Organisation chart



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Regulated Health Care Professional with current registration</p> <p>Master's degree in advanced clinical practice; the curricula must include the 4 pillars of advanced practice</p> <p>Nationally accredited Independent Prescriber qualification with relevant regulator</p> <p>Minimum 5 years' experience at senior level</p> <p>Intermediate Life Support (ILS)</p>	<p>Supervision/leadership/mentoring training or qualification</p> <p>Advanced Life Support (ALS)</p> <p>Recognised Teaching and assessing Course</p> <p>Speciality specific qualifications e.g. Sick child, Chronic disease.</p>
<p><b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge <b>required</b> to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Knowledge of local and national healthcare agendas/strategy and policies and how they relate to the specific service.</p> <p>Understand the legal, ethical and professional responsibilities and accountability with regards to advanced level, autonomous practice.</p> <p>Significant post registration experience where autonomous working at advanced level has been acquired in the speciality areas or a relate areas where advanced skills could be transferrable.</p> <p>Understand the impact of advanced practice roles on service delivery and their contribution to the multi-professional team.</p> <p>Knowledge and understanding of clinical and human factors in</p>	<p>Ability to undertake ethically compliant research</p>

	<p>the delivery of safe healthcare practice</p> <p>Highly developed advanced clinical knowledge and skills, underpinned by theory and experience.</p> <p>In depth service specific knowledge which underpins advanced level practice.</p> <p>Candidates must display expert level knowledge of the Governance and Risk frameworks required to underpin the delivery of safe patient care.</p> <p>Experience of leading evidenced based service improvement and innovation through service/practice development initiatives, audit or research.</p>	
<p><b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Ability to engage with people and motivate and support them to work to high standards.</p> <p>Calm under pressure, able to use initiative and make decisions.</p> <p>Excellent interpersonal /communication skills with a variety of media and at all levels. This includes the ability to communicate in difficult and challenging environments.</p> <p>Thorough and up to date knowledge of best practice, and the application of this practice</p> <p>Understanding and application of Regulated Code of Practice and requirements of it for the practice and behaviour of staff and self,</p> <p>Keyboard skills, skills required for professional practice</p>	

	Holder of full driving licence	
<p><b>General Skills/Attributes</b> <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Competent IT and keyboard skills</p> <p>High level reasoning skills and ability to problem solve.</p> <p>Organised with effective time management; adaptable and self-motivated.</p> <p>Ability to present effectively both verbally and in writing</p> <p>Ability to plan and organise complex programmes that may require urgent responses</p> <p>A strong team player who can professionally lead and role model.</p>	
<p><b>Experience</b> <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Significant post qualification working experience in order to have developed consolidated practice to lead the staff teams.</p> <p>Experience of working in an autonomous practitioner role at a Senior level with relevant clinical and management experience</p> <p>Experience of developing business cases/business planning</p> <p>Experience of implementing, managing and achieving changes in clinical practice</p> <p>Demonstrable experience of developing staff and teams</p> <p>Experience of designing and delivering training to colleagues at all levels</p>	<p>Clinical supervision/coaching skills</p> <p>Experience of work using telephone triage</p>

<p><b>Criteria relating to Safeguarding</b> <i>Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.</i></p>	<p>Applied knowledge, training and experience of safeguarding.</p>	
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<p><b>Core Accountabilities, Attributes and Behaviour Indicators</b></p>
<p>Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 4 core accountabilities attributes and behaviour indicators.</p>

**This next section is for Job Evaluation purposes only (Please remove everything below this point when using the JD elsewhere e.g. for recruitment / consultation purposes)**

## Additional job information

### Specific to the role

The following sections are included to ensure that a complete picture of the job can be gained for job evaluation purposes. The requirements of the job are summed up in the preceding sections; nothing in the following sections should sit at odds with the earlier information to word count for each element should be no more than 100 words. The Additional job information section will be removed once the job has been evaluated.

<p><b>Communication and Relationships</b></p>
<p>The post holder will receive highly complex, sensitive or contentious information to individuals - patients, families and staff. Needs to be able to display empathy especially at times of distress and will be required to impart same information to others in an appropriate way.</p> <p>The post holder needs to be able to effectively counsel and support colleagues at times of difficulty, distress or challenge in order to ensure continued delivery of safe services.</p> <p>Communicate effectively with key stakeholders this will require the post holder to have highly competent skills in negotiation, motivation, persuasion skills, presentation skills, and listening skills.</p> <p>Communicate with clinical professional colleagues, politicians, the media, professional bodies, Jersey Care Commission and staff side organisations.</p>

Positive working relationships are key to developing new services, managing existing services and safeguarding those in our care and requires key influencing skills.

Provides the professional advice and support to others in relation to professional and practice matters, ethical issues.

Ability to communicate with all levels of staff from Board to ward level using appropriate language

### ***Analytical Skills***

Specific analysis and interpretation of service metrics and outcomes requiring specialist technical knowledge throughout every aspect of the patient journey through their care journey, to define efficiency and effectiveness of service areas.

Understand the complexities of clinical areas, multiple agency involvement alongside service user preferences.

Utilises highly developed knowledge of current nursing and professional issues to rapidly grasp the complexity of situations to determine underlying causes and identify appropriate solutions these may be multifaceted and there needs to be an ability to change if the situation alters.

The post holder will be required to present solutions in a rational and logical manner and may need to decide the cause of action autonomously.

Situations maybe complex and sensitive, involve political agendas and may attract media attention, for example serious incidents requiring immediate action and decision making. Involvement in safeguarding cases, investigations and serious case reviews, representing maternity services, ability to participate in an objective and impartial way, drawing on evidence and practice from elsewhere.

The post holder will be required to investigate and analyse data relating to disciplinary investigations, complaints, serious incidents, safeguarding concerns making sure that appropriate action is taken and act where standards have been breached as appropriate to local policy.

Analysis of detailed reports, writing business cases, strategy, reading and answering emails

### ***Planning & Organisation***

Planning skills required to align service provision with staff resource, considering large variability in patterns of working, such as rotas.

Ability to adapt or direct resource as required to fulfil service needs which are liable to constant fluctuation with service pressures.

Lead regular operational meetings to ensure service delivery to all areas of care group and reduce areas of clinical and non-clinical risk, responding appropriately to changing organisational demands and priorities.



Ability to be responsive to changing organisational demands and priorities.

The post holder will be required to identify areas for improvements for the Care Group and produce high quality reports and business cases to support initiatives.

The post holder will be required to develop short, medium and long term plans for the Care Group.

The elements of the role will include, planning organising and prioritising own and team workloads and deal well with uncertainty and interruptions which may disrupt their work plan and priorities due to the urgent requirement to respond.

Delegate appropriately to competent colleagues, retaining overall responsibility for completion of the task

### ***Physical Skills***

Standard keyboard usage.

Able to demonstrate safe use and cleaning of medical equipment.

May be required to travel to different sites around the island.

### ***Policy and Service Development***

Develops and implements policies in order to support organisation change and service delivery.

Developing and delivering patient engagement strategies in support of developing service improvements.

Ensure that clinical services are appropriately aligned with good practice.

Support the shaping and development of services within the care group through the delivery of a competent, flexible, motivated workforce.

Participate in driving and facilitating transformational change across HCS

Will demonstrate a thorough knowledge of the guidelines of relevant regulatory Code, set by the regulatory body. The post holder is required to work within the Code.

### ***Financial and Physical Resources***

Effective budgetary management amongst the delegated budget holders to ensure that service provision is financially sustainable.

Promotes a culture of sustainability, cost effectiveness, value for money and budgetary control.

Operates within and ensures compliance with financial directions and other relevant standing orders.

Employs flexible and innovative use of resources to deliver improved outcomes.  
Leads effectively and manages any identified or allocated cost saving schemes and contributes to the overall HCS savings programme.

### ***People Management***

Manages staff in accordance with HR policies and procedures and will support staff to select and appoint with the necessary skills, and values.

Co-ordinate staff development and use the appraisal, performance review and revalidation to continually improve performance.

Ensure all team members are registered with the appropriate regulatory bodies including Jersey local registration and able to maintain their registration through appropriate revalidation.

Ensure that mandatory and statutory training is in place for staff in matters relating to infection prevention and control and that compliance is monitored.

Ensure that team mandatory and statutory requirements are met

### ***Information Resources***

Responsible for maintaining own work records and records personally generated information.

Will be required to act as an investigator and oversee actions and improvements relating to infection prevention and control, relevant FOI requests, States Questions, Subject Access Requests.

Be competent in the use of healthcare software packages, and the information contained.

Be compliant with information governance.

### ***Freedom to Act***

Works autonomously under self-direction to ensure services are delivered to the professional standards expected to ensure patient safety

Work independently to deliver to agreed timeframes.

Make balanced judgements based on all of the facts and information available.

Autonomously plan and organise a wide range of tasks, activities, clinical and non-clinical

Responsible for maintaining own work records and records personally generated information.

<b>Physical Effort</b>
Is required to be highly visible in clinical areas – this includes, bending, lifting, leaning, moving beds, sitting, standing for long periods of time

<b>Mental Effort and Concentration</b>
Ability to concentrate when being frequently and unpredictably interrupted by clinical staff with requests/problems
Ability to concentrate on occasions for prolonged periods when working on detailed documents.
Be adaptable and cope with unpredictable changes to workload, remaining calm and approachable.

<b>Emotional Effort</b>
Must be able to deal with distressed relatives and patients on a daily basis.
Ability to deal with sometimes stressed staff working with critically ill patients.
Investigation of serious clinical incidents.
Dealing with sensitive patient information.
Communicating life changing events using specialist and complex information.

<b>Working Conditions</b>
Exposure unpleasant substances / non-household waste occasionally during ward visits.
Patient body fluids, vomit occasionally during ward visits.
Visits to homes of those who have used services or staff – these could be angry, distressed, aggressive, upset.
May be requested to support the service in the event of major incident.

<b>Any other information</b>
<i>Include any information that you believe is important to ensure that we have a sound understanding of the role that is not included anywhere else in the form.</i>

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<b>Date of Evaluation</b>	xxx
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<b>Post Number</b>	xxx
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<b>Post Band</b>	xxx
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