

Job Description

JOB TITLE	Divisional lead Advanced Clinical Practitioner
GRADE	Band 8b
REPORTS TO	Associate Director of Advanced Practice
ACCOUNTABLE TO	Divisional Director
DEPARTMENT	Generic JD for Divisional Lead ACPs working in UHDB
DIVISION	Generic JD for Divisional ACPs working in UHDB

JOB PURPOSE:

To provide divisional representation and leadership for Advanced Clinical Practitioners working within UHDB. The post holder will be accountable to the Associate Director for Advanced Practice supporting them within the division in development and leadership of Advanced Clinical Practice.

The post holder will:

Establish credible working relationships at divisional level and work alongside the Trust divisional leadership teams to guide and support workforce transformation, contributing to the development and integration of the ACP workforce.

Provide clinical leadership and support across the multidisciplinary team, to ensure the delivery of safe and effective care to all patients within UHDB.

To provide supervision, guidance and motivation to the ACP team for whom they have divisional responsibility and facilitate service development within the division.

To support the Associate Director of Advanced Practice in strategic development of the ACP service across UHDB.

To provide consistent high quality care for patients accessing UHDB services.

Ensure that frameworks for guidance, clinical governance, competency assessment and continuing education are implemented and adhered to for both trainee and trained ACPs within their area of responsibility.

Promote and coordinate the research, audit and quality improvement agenda for advanced practice within the division, ensuring that all ACPs for whom they have responsibility are engaged and active participants.

Contribute to the development of competencies and knowledge for the trainee ACP, with responsibility for implementing cross divisional panel review of clinical portfolios at annual review of competency in practice (ARCP) for all ACPs in training

Provide clinical leadership and support for advanced level clinical practice within medical, AHP, nursing and midwifery teams.

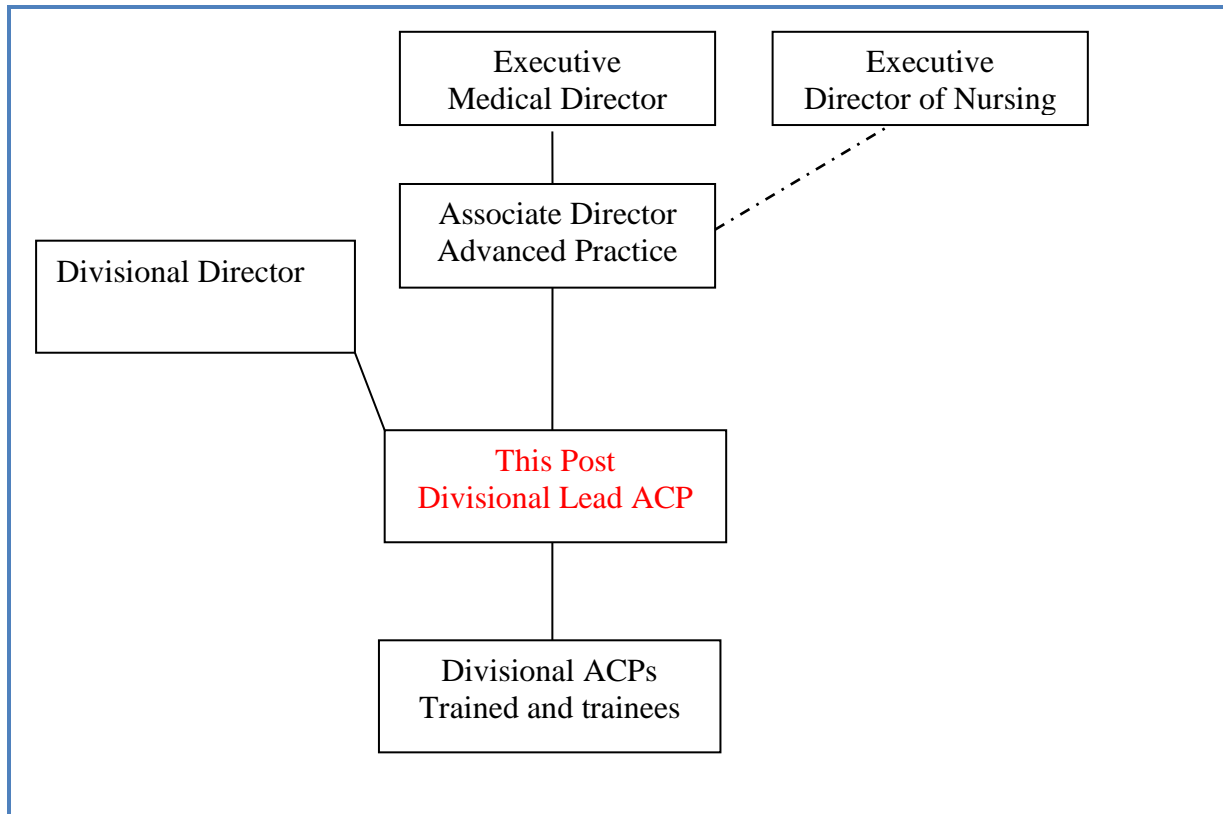
Deputise and represent the Associate Director of Advanced Practice where delegated responsibility to do so.

The post holder will practice clinically as a senior clinician and work within their area of clinical expertise practicing independently seeing undifferentiated patients with undiagnosed problems with minimal or no supervision.

It is expected that the post holder will deliver a minimum of 60% of their role clinically but will be negotiable with their division

The post holder will work flexibly across all internal and external sites as required.

ORGANISATIONAL CHART



DIMENSIONS

The Divisional Lead ACP is a senior clinician whom in addition to their clinical ACP role will oversee the development and ongoing supervision of a team of ACPs, supporting senior leadership teams within the business unit.

At divisional level they will:

Provide professional expertise relating to advanced practice within the division.

Identify challenges that may accompany implementation of advanced practice roles and direct or influence the necessary changes to overcome them.

Identify resources and effectively communicate with staff to secure appropriate utilisation of available resource.

Provide support and guidance to the divisions in developing plans for their non- medical workforce.

Ensure that clinical governance structures supporting the training, education and governance of advanced practice roles are embedded within divisional plans and those working at an advanced level.

Work collaboratively with other divisional ACP leads and Associate Director of Advanced Practice to facilitate standardisation and strategic development of advanced practice roles throughout UHDB.

Maintain effective communication with ACP teams to clearly define values, direction and policies impacting upon practice.

Qualified to work clinically as Advanced Clinical Practitioner according to UHDB definition and framework, providing highly specialised clinical care to patients. The following is consistent with a qualified ACP at UHDB:

To work both autonomously and alongside consultant colleagues at an advanced clinical level ensuring the delivery of high quality care, making critical decisions to diagnose conditions through clinical assessment and ordering and interpreting of diagnostic tests.

To autonomously manage the routine care of patients, using skills beyond the scope of allied health professionals and nursing. This will include maintaining records as an autonomous practitioner.

To deliver advanced assessment and use of treatments normally outside the scope of allied health and nursing practice, for patients who may have diverse presentations and complex physical and psychological needs.

To work collaboratively across all disciplines across the acute and community settings including community services.

To undertake and coordinate evidence based audit and research projects to ensure best practice and aid service development. Disseminate the findings both locally and nationally. Lead the implementation of specific changes to practice or service protocols.

This post does not have direct budgetary responsibilities, The post holder will support Trust and National targets at all times with clinical care being their prime responsibility.

The Advanced Clinical Practitioner will be expected to complete a clinical portfolio mapped to the appropriate curriculum with sign off achieved at panel submission for completion of training

The Advanced Clinical Practitioner will evolve the role, proposing and negotiating extensions of practice beyond traditional scope and boundaries to meet the needs of service users in line with the Trust's Strategic Approach and Business Plan.

The Advanced Clinical Practitioner will exercise a high degree of personal and professional autonomy, making critical judgements and decisions to meet the expectations and demands of this role in conjunction with the Multidisciplinary Team (MDT). The practitioner will provide professional clinical support, teaching and advice to nursing staff, junior medical staff and other members of the MDT and be an integral part of the hospital team.

KEY RELATIONSHIPS

Internal

Divisional Lead ACPs
Associate Director of Advanced Practice
Divisional Directors
Divisional HRBP
Divisional Nurse Directors
Divisional General Managers
Educational and Clinical Supervisors
Consultants
Divisional Matron
NMP lead

External

HEI Programme leads.

KEY RESULT AREAS: (Max 10)

- Works as a senior leader within the division informs and contributes to the implementation of advanced practice education and roles, ensuring alignment with Trust vision, frameworks and policies.
- Works collaboratively with the Associate Director of Advanced Practice and divisional leaders to deliver an ACP workforce that meets specific service needs.
- Works as a senior clinical leader within the ACP leadership team.
- Commits to working and engaging constructively with internal stakeholders, including attendance at The Faculty of Advanced Practice when requested.
- Informs the development and effective implementation of guidance, clinical governance, competency assessment and continuing education for both trainee and trained ACPs.
- Contributes to the evaluation of advanced practice roles in relation to local and national benchmarks.
- Establishes credible working relationships within the division and works alongside the divisional and ACP senior leadership team to support the delivery of the Trusts strategic vision and goals.
- Informs the development and integration of an ACP workforce that meets the divisional service needs.
- Contributes to the progressive improvement in the recruitment, education and retention of the ACP workforce across all UHDB sites.
- Ensures positive promotion of the ACP role, motivating and inspiring those ACPs for whom they have divisional responsibility.

Person Specification

Communication and relationship skills (include internal/external contacts)

Identify the skills required to communicate, establish and maintain relationships and gain the cooperation of others. Take account of the skills required to motivate, negotiate, persuade, make presentations, train others, empathise, communicate unpleasant news sensitively and provide counselling and reassurance, including where there are barriers to understanding and the difficulties involved in exercising these skills.

Able to effectively communicate highly complex, sensitive or contentious information by virtue of a critical understanding of emotional intelligence, body language, health literacy and numeracy, and other communication methods such as using interpreters and electronic devices.

Able to draw on these advanced interpersonal skills to regularly deliver unwelcome or bad news, manage conflict and/or overcome barriers to acceptance.

Able to draw upon well-developed facilitation, negotiation and conflict management skills when carrying out service improvement, driving forward new developments and liaising with industry partners.

Demonstrate excellent written and oral communication skills in terms of clear and concise entries within the medical records, dictated letters to patients, General Practitioners and other members of the MDT.

Able to present information to a wide audience using a variety of methods tailored to the audience type. This will include presenting at local, national and international events.

Demonstrate highly developed interpersonal and communication skills and the ability to influence, collaborate and interact effectively with a range of internal stakeholders.

Knowledge, training and experience

Describe all the forms of knowledge required to fulfil the job responsibilities satisfactorily. These include theoretical and practical knowledge; professional, specialist or technical knowledge; and knowledge of the policies, practices and procedures associated with the job. Take into account the educational level normally expected as well as the equivalent level of knowledge gained without undertaking a formal course of study; and the practical experience required to fulfil the job responsibilities satisfactorily.

HCPC or NMC registration.

Substantial broad experience as an ACP, relevant to area of practice.

Evidence of managing or leading a team.

Educated to Masters Degree in relevant healthcare subject.

Independent prescriber (if legally permitted profession) or evidence of therapeutics knowledge through academia and clinical portfolio.

Leadership qualification or equivalent experience.

Experience of managing individuals and teams with multiple levels of competency and varying professional background

Experience of operational management in an acute hospital environment.

Education, teaching or coaching qualification

Active involvement in audit, research and quality improvement.

Knowledge of national and local issues relevant to speciality area of work and advanced practice.

Analytical and judgemental skills

Describe the analytical and judgemental skills required to fulfil the job responsibilities satisfactorily. Take into account the requirement for analytical skills to diagnose a problem or illness and the understanding of complex situations or information; the judgemental skills to formulate solutions and how to recommend or decide on the best course of action/treatment.

Able to work as an independent practitioner.

Portfolio evidence demonstrating ongoing postgraduate learning including both clinical and senior leadership role.

Able to formulate a diagnosis, differential diagnoses, initiate appropriate treatment and evaluate effectiveness.

Able to independently manage own caseload, prioritising work and using critical judgement to draw on consultant and MDT support, as required.

Able to use all subjective, clinical and diagnostic information to decide upon the most appropriate treatment for the patient, and is able to articulate the risks and benefits of intervention versus conservative management.

Able to present and receive complex information from the MDT.

Able to design, execute and evaluate audits.

Able to make quick decisions and offer immediate verbal advice for requests for second opinions in complex cases from other members of the MDT.

Able to analyse highly complex facts or situations which require analysis, interpretation and comparison of a range of options, communicating these to other ACPs, senior leaders, HRBPs, staff side representatives, patients and carers.

Planning and organisational skills

Identify the planning and organisational skills required to fulfil the job responsibilities satisfactorily.

Take into account of the skills required for activities such as planning or organising clinical or non-clinical services, departments, rotas, meetings, conferences and for strategic planning, including the complexity and degree of uncertainty involved in these activities.

Able to act as a senior member of the team by proactively managing own and team caseload by liaising with relevant team members to anticipate service gaps and demands and make necessary adjustments to ensure a safe and high quality service.

Able to plan and implement strategies which may impact across the Trust and wider healthcare community.

Organise relevant teaching for all members of the MDT.

Must have a proven ability to motivate others to deliver complex initiatives, managing conflicting priorities.

Physical skills

Identify the physical skills required to fulfil the job duties.

Take into account hand-eye coordination, sensory skills (sight, hearing, touch, taste, and smell), dexterity, manipulation, requirements for speed and accuracy, keyboard and driving skills.

Able to use a high degree of dexterity, manipulation and hand eye coordination when carrying out advanced clinical assessment techniques to complete a comprehensive assessment of the patient.

Well-developed keyboard skills to facilitate ordering of investigations and viewing test results and imaging.

Willing to be adaptable and flexible to meet service requirements.

Willing to develop and maintain competence in the variety of skills as appropriate to the area of practice.

Responsibilities for patient / client care

Describe the responsibilities for patient/client care, treatment and therapy.

Take into account the nature of the responsibility and the level of the jobholder's involvement in the provision of care or treatment to patients/clients, include the degree to which the responsibility is shared with others and the responsibility to maintain records of care/treatment/advice/tests

Able to manage an independent caseload of patients, taking sole responsibility for clinical decisions and using critical judgement to draw on consultant and MDT support, as required.

Able to develop highly specialised programmes of care and is responsible for ensuring high standards of care are delivered at all

times, for all patients.

Able to identify, manage and advise on the ongoing care of patients.

Responsible for ensuring timely and effective communication with patients, General Practitioners and other members of the MDT.

Able to present the patient with evidence based information regarding their condition and risks and benefits of various treatment interventions, including those that carry potential life threatening complications, such as surgery. This will be done in the context of a highly developed knowledge of health literacy and numeracy.

Able to act as an advocate for the patient.

Responsibilities for policy and service development

Describe the responsibilities of the job for development and implementation of policy and/or services.

Take into account the nature of the responsibility and the extent and level of the jobholder's contribution to the relevant decision making process, for instance, making recommendations to decision makers, also whether the relevant policies or services relate to a function, department, division, directorate, the whole trust or employing organisation, or wider than this; and the degree to which the responsibility is shared with others.

Contributes to the development of the overall ACP service, in addition to leading in the development of the speciality service within which they work.

Helps develop protocols for specialist area which may impact upon other disciplines.

Adheres to Trust policies and procedures, working within the ACP frameworks.

Supports the development of new policies as work and role develops within Trust policy.

Supports or initiates the development of new ways of working that reflect local targets, tariff and changes to healthcare policy.

Act as an articulate advocate for advanced level practice, being able to promote and protect the service and its interests.

Contributes to the development, implementation and monitoring of policies, guidelines, protocol and procedures related to ACP to ensure minimisation of risk and enhance patient safety and care.

Aware of national policy and standards, and contributes to adapting and implementing policy and guidelines in accordance to these

Works with the divisions, and senior ACP leadership team in regards to formulating, supporting and developing ACP policy.

Responsibilities for financial and physical resources

Describe the responsibilities of the job for financial resources (including cash, vouchers, cheques, debits and credits, invoice payment, budgets, revenues, income generation); and physical assets (including clinical, office and other equipment; tools and instruments; vehicles, plant and machinery; premises, fittings and fixtures; personal possessions of patients/clients or others; goods, produce, stocks and supplies).

Understands personal responsibility for effective management of resources and ensures the safe use of specialised equipment.

Supports senior managers in ensuring MDT understand responsible use of resources and safe use of equipment.

Supports in advising and ensuring appropriate, cost effective equipment available for use in the specialist area.

Provides regular written and oral reports on the progress of the divisional ACP team to Associate Director of Advanced Practice

Responsibilities for human resources

Describe the nature of the responsibility for management, supervision, coordination, teaching, training and development of employees, students/trainees and others in an equivalent position.

Including work planning and allocation; checking and evaluating work; undertaking clinical supervision; identifying training needs; developing and/or implementing training programmes; teaching staff, students or trainees; and continuing professional development (CPD), also include the responsibility for such personnel functions as recruitment, discipline, appraisal and career development and the long term development of human resources.

Assists with recruitment, selection and management of trainee ACPs.

Supports the delivery of training to the MDT relevant to area of practice, including to junior medical staff and medical students.

Contribute to 360 degree appraisals for consultants.

Contribute to appraisal of all junior medical staff.

Acts as a clinical and or educational supervisor to junior members of the MDT.

Acts as expert resource in terms of disciplinary processes.

Provide leadership in the investigation and response to incidents and complaints, especially where external agencies or other healthcare providers are involved.

Responsibilities for information resources

Identify specific responsibilities of the job for information resources (e.g. computerised; paper based, microfiche) and information systems (both hardware and software eg medical records).

Include the nature of the responsibility (security; processing and generating information; creation, updating and maintenance of information databases or systems) and the degree to which it is shared with others.

Produce contemporaneous, accurate and complete patient records, both written and typed in accordance with Trust and regulatory body requirements, to ensure safe patient care and facilitate communication with all members of the MDT.

Understands data protection and Caldicott issues.

Presents clinical data and information, as required.

In collaboration with Associate Director of Advanced Practice maintains databases that support demonstration of ACP outcomes to benefit UHDB and the healthcare system.

Responsibilities for research and development

Describe the responsibilities of the job for informal and formal clinical or non-clinical research and development (R&D) activities underpinned by appropriate methodology and documentation, including formal testing or evaluation of drugs, or clinical or non-clinical equipment.

Take into account the nature of the responsibility (initiation, implementation, oversight of research and development activities), whether it is an integral part of the work or research for personal development purposes, and the degree to which it is shared with others.

Ensures audit and research findings are utilised to inform delivery of care.

Conduct and or participates in research studies.

Oversee, support and develop the divisional ACPs involvement in collaborative audit, quality improvement, research and development that facilitates delivery of quality care at UHDB, providing written reports to demonstrate involvement.

Disseminates research findings in peer review journals and at conferences.

Freedom to act

Describe the extent to which the jobholder is required to be accountable for their own actions and those of others, to use own initiative and act independently; and the discretion given to the jobholder to take action.

Take into account of any restrictions on the jobholder's freedom to act imposed by, for example, supervisory control; instructions, procedures, practices and policies; professional, technical or occupational codes of practice or other ethical guidelines; the nature or system in which the job operates; the position of the job within the organisation; and the existence of any statutory responsibility for service provision

Works as an independent practitioner with own caseload taking sole responsibility for clinical decisions and using critical judgement to draw on consultant and MDT support, as required.

Supports inter and intra professional working.

Works within Trust policy and clinical guidelines relating to advanced clinical practice and professional registration.

Uses initiative within established procedures and needs to establish how policies should be interpreted, taking responsibility for own actions.

Acts as the patient's advocate at all times.

Physical effort

Describe the nature, level, frequency and duration of the physical effort (sustained effort at a similar level or sudden explosive effort) required for the job. It takes account of any circumstances that may affect the degree of effort required, such as working in an awkward position or confined space.

Physically able to perform the advanced clinical role in terms of patient moving and handling during clinical examination, performing clinical procedures such as ascitic drains, assisting in theatres and standing at computer terminal to request investigations and view imaging.

Physically able to attend emergency calls within the Trust / Trust grounds.

Mental effort

Describe the nature, level, frequency and duration of the mental effort required for the job (e.g. concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines).

Frequent requirement for prolonged concentration for patient care and to responding to an unpredictable work pattern with frequent interruptions from patients and staff.

Able to respond to unpredictable working patterns / requests according to service requirements.

Emotional effort

Describe the nature, level, frequency and duration demands of the emotional effort required to undertake clinical or non-clinical duties that are generally considered to be distressing and/or emotionally demanding.

Exposed to regular emotional situations such as the breaking of bad news to patients and families

Displays exemplary standards of professional and personal behaviour and integrity at all times.

Required to support all members of the MDT.

Will be required to deal with people with challenging behaviour.

Will be required to contribute and support disciplinary review of any ACP within their division.

Working conditions

Describe the nature, level, frequency and duration of demands arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise, and fumes) and hazards, which are unavoidable (even with the strictest health and safety controls), such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Universal precautions apply.

Regular exposure to body fluids, smell, foul linen and clothing.

Understands trigger of aggressive behaviour and is able to manage exposure to verbal aggression and threatening behaviour

This job description outlines the duties as currently required but may be amended by mutual agreement to reflect future transformation and integration of the Trust.

Signed: (Member of staff)		Date	23/8/20
Signed: (Line Manager)		Date	

University Hospitals of Derby and Burton NHS Foundation Trust was formed on 1 July 2018, bringing together five hospital sites in Derby and Burton.



Our VISION is to deliver exceptional care together.



Our CARE values are central to everything we do. They are about delivering Compassionate care, with an Approachable attitude, showing Respect, and striving at all times to deliver Excellence in everything we do.



Our PRIDE objectives are about putting patients first, making sure we get it right first time, investing our resources wisely, developing our people and ensuring value through partnerships.

Our aim is to bring together the expertise of our

12,300 staff to provide the highest quality care to patients within Derbyshire and South East Staffordshire. All our employees are expected to demonstrate the following behaviours: Compassion, Approachable, Respect, Excellence – the C.A.R.E. values.

Equality, Inclusion and Diversity

University Hospitals of Derby and Burton NHS Foundation Trusts is fully committed to promoting inclusion, equality, diversity and human rights in employment and delivery of its services. The Trust is committed to providing an environment where all employees, patients, carers and visitors experience equality of opportunity by means of understanding and appreciating the value of diversity.

The Trust works to eliminate all forms of discrimination in line with the Equality Act 2010, and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

The Trust actively encourages its employees to challenge discrimination and promote equality of opportunity for all.

Employees of the Trust are required to comply with its policies and values around equality, inclusion, diversity and human rights. Failure to do so will be treated as misconduct under the Trusts' Disciplinary Policy and Procedure, which may result in dismissal."

Freedom to Speak up

The Trust is committed to listening to our staff and learning lessons. There are a variety of ways in which concerns can be raised in person, by phone or in writing (including email). We also have a Freedom to Speak Up Guardian who works with Trust leadership teams to create a culture where staff are able to speak up in order to protect patient safety and empower workers. Full details can be found on the Trust Intranet

Data Protection

Organisations are required to comply with the General Data Protection Regulation; the UK Data Protection Act 2018; all other data protection legislation and other local policies and procedures regarding the handling of information. All employees retain the right to request information held about them.

Confidentiality

The Trust requires all staff to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence.

Infection Control

The prevention and management of infection is a key priority for the Trust. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at mandatory training and ongoing continuing professional development
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Health and Safety at Work Act

All staff must not wilfully endanger themselves or others whilst at work. Safe practices and precautions must be adhered to.

Smoke free Trust

The smoke free policy applies to staff, patients, resident's visitors and contractors.

Research:

"The Trust comprises research-active hospitals with a developing culture of research and innovation across the whole organisation. All clinicians are expected to engage in research, development & innovation.

Engagement of clinical staff in research covers a spectrum of involvement, ranging from having an awareness of the studies and trials taking place in their areas, to assisting with the identification of research participants, to research-experienced individuals who win research funding and assume the role of Chief Investigator for multi-centre trials and studies".