

Job Description

JOB TITLE:	Advanced Clinical Practitioner
DIRECTORATE:	Emergency Department
GRADE:	8a
HOURS:	37.5
REPORTS TO:	Matron & Head of Service
ACCOUNTABLE TO:	Head of Service

JOB SUMMARY

The post holder will be based at Nottingham University Hospital NHS Trust Queens Medical Centre campus within the Emergency Department

The Advanced Clinical Practitioner (ACP) will use specialist knowledge and skills to provide healthcare autonomously to patients in the Emergency Department. 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 specialities for any necessary inpatient or outpatient investigations as well as facilitating safe patient discharge.

The post holder will be a 1st level registered nurse and hold an MSc in Advanced Clinical Practice or equivalent at MSc level. They will be an independent Non-Medical Prescriber registered with the NMC. They will practice at an advanced level demonstrating in depth knowledge and competence in all aspects of emergency medicine, encompassing advanced clinical assessment, critical thinking and clinical management skills that are evidence based and deliver high quality patient centred care.

ACPs will contribute to either the tier 1 (SHO-F2, ST1-3) or tier 2 (middle grade/SPR/ST4-7) 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.

The post holder will have a Trust-wide responsibility to promote clinical excellence in the care of patients presenting to the Emergency 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 emergency medical patients.

The role will include developing audit and research projects within the emergency department, and participating in up-dating and implementing departmental policies, protocols and guidelines, in line with national guidance and contemporary evidence.

The ACP will work alongside the departmental education team in the planning, delivery and evaluation of departmental inter-professional teaching curriculums.

The ACP will have protected time to maintain and further develop their professional competence. They will have annual appraisal/PDR from medical and nursing 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 team, the ACP will also play a pivotal role in the operational development of the Emergency Department. They will initiate, manage and drive change within the department, 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.

VALUES AND BEHAVIOURS

NUH has a set of values and behaviours to improve the experience for our patients and our staff (We are here for you). This means that in undertaking this role the post holder is expected at all times to behave in a way that demonstrates commitment to the delivery of thoughtful patient care and continuous improvement as detailed in the table below.

Thoughtful Patient Care	Continuous Improvement
Caring and helpful <ul style="list-style-type: none"> • Polite, respect individuals, thoughtful, welcoming • Helpful, kind, supportive, don't wait to be asked • Listening, informing, communicating 	Accountable and reliable <ul style="list-style-type: none"> • Reliable and happy to be measured • Appreciative of the contribution of others • Effective and supportive team-working
Safe and vigilant <ul style="list-style-type: none"> • Clean hands and hospital so patients <i>are</i> safe • Professional, ensure patients <i>feel</i> safe • Honest, will speak up if needed to <i>stay</i> safe 	Best use of time & resources <ul style="list-style-type: none"> • Simplify processes, to find more time to care • Eliminate waste, investing for patients • Making best use of every pound we spend
Clinically excellent <ul style="list-style-type: none"> • Best outcomes through evidence-led clinical care • Compassionate, gentle, see whole person • Value patients' time to minimise waiting 	Innovation for patients <ul style="list-style-type: none"> • Empowerment to act on patient feedback • Improvement led by research and evidence • Teaching the next generation

KEY JOB RESPONSIBILITIES

Practice

- Use highly developed clinical knowledge to independently assess, diagnose, plan, implement and evaluate treatments and interventions for patients presenting to the Emergency Department, frequently with complex undifferentiated or undefined presentations.
- 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.
- 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.
- 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 reevaluates findings and clinical response to treatment and establishes 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 Emergency Department according to patient and staffing needs.
- Prescribe and review medication (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.

Management

- Work in partnership with the existing senior medical and nursing 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.

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. To 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 emergency medicine 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.
- To support Trust research and development plans

Professional Responsibility

- To recognise and work within own competence and professional code of conduct as regulated by the NMC.
- To ensure that one's own practice is kept updated, using an acceptable model of clinical supervision.
- To take every opportunity to expand one's practice in line with the principles contained within the Nursing and Midwifery Council's (NMC) document "The Code" (2015). Identify personal career development pathway as part of formal appraisal system.
- To ensure that all elements contained within the NMC's document "The Code" (2015) are adhered to, in particular, those relating to professional accountability.
- Through supervision and mentorship to identify personal learning needs, participate in personal continuing education and other activities to promote one's 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.

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.
- Creates 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

GENERAL DUTIES

In addition to the key job responsibilities detailed in this job description all employees at Nottingham University 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

Nottingham University Hospitals 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.

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.

Service Review

A strategic review of all Trust services is taking place, as a result of which some services, or parts of some services, may transfer from one campus to the other. This will be decided in accordance with the most appropriate way to provide the best healthcare for patients in the future and all staff will be fully consulted on about the impact of any such decisions.

The Nottingham NHS Treatment Centre

The new Nottingham NHS Treatment Centre opened on the QMC campus in late July 2008. The Nottingham NHS Treatment Centre is run and managed by Nations Healthcare - an Independent Sector Provider. A range of outpatient, day case and diagnostic services are transferring into the Treatment Centre from Nottingham University Hospitals NHS Trust in a phased way over a period of several months. As a result of this, the work that you do may be affected in one of several ways:

1. Your work may not be affected at all.
2. You may be required to undertake work on behalf of the Treatment Centre.
3. You may be required to undertake some of your existing work in the Treatment Centre.
4. You may be seconded to work in the Treatment Centre.

Staff seconded to do all or some of their work in the Treatment Centre will remain the employees of Nottingham University Hospitals Trust and throughout the period of their secondment.

Job description reviewed

Date