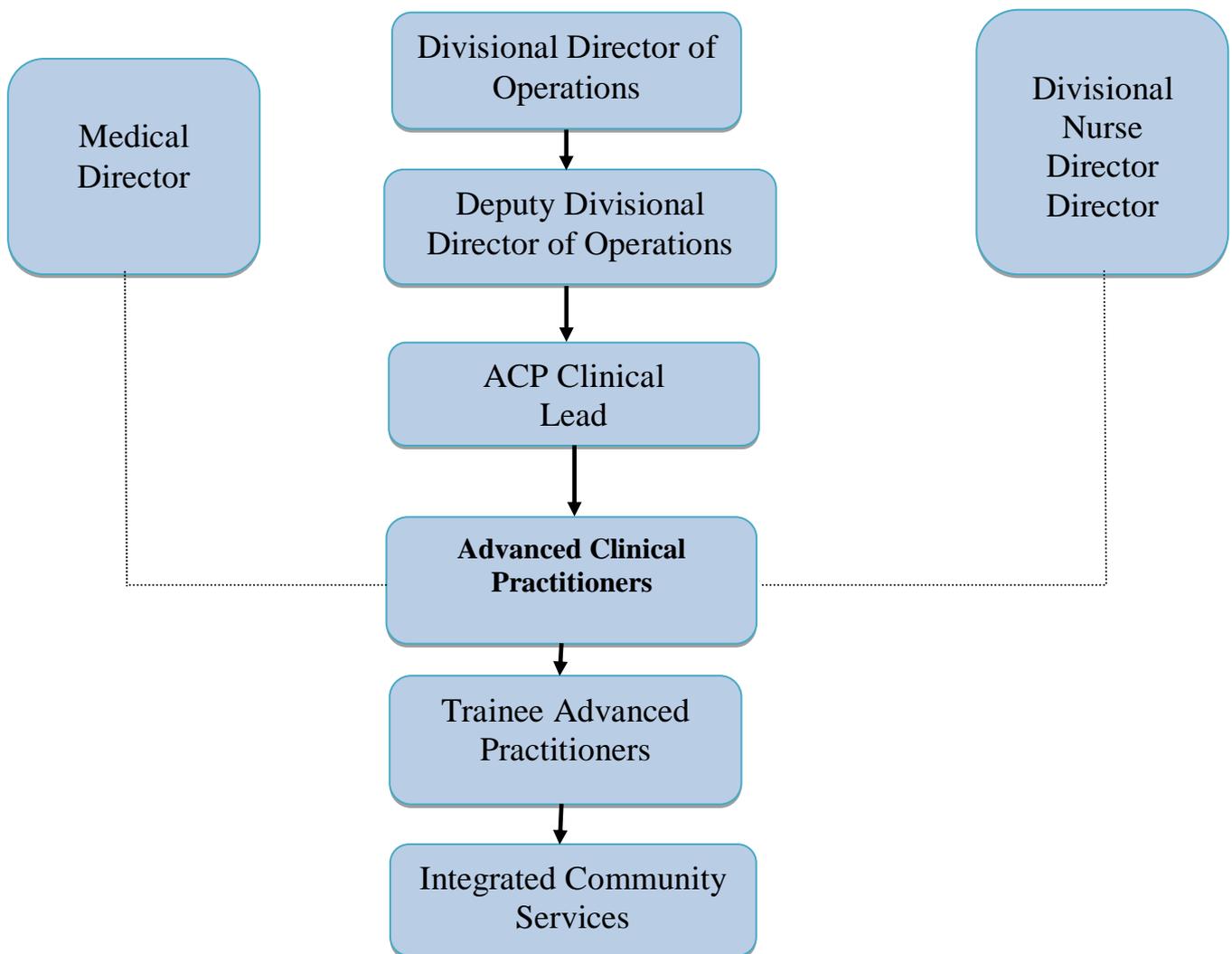




JOB DESCRIPTION

JOB TITLE: Advanced Clinical Practitioner
GRADE: 8A
Hours of Work: 37.5
Division: **Integrated Community Services Division**
Base: Castle Hill
Managerially Accountable to: **Clinical Manager**

ORGANISATION CHART:



Our Values

- **Vision**
*We have a plan that will deliver excellent health and care for future generations, working with partners to ensure our services are sustainable.
We make decisions that are best for long term health and social care outcomes for our communities*
- **Openness**
*We communicate clearly to our patients, families and our staff with transparency and honesty
We encourage feedback from everyone to help drive innovation and Improvements*
- **Integrity**
*We demonstrate fairness, respect and empathy in our interactions with people
We take responsibility for our actions, speaking out and learning from our mistakes*
- **Compassion**
*We take a person-centred approach in all our interactions with patients, families and our staff
We provide compassionate care and demonstrate understanding to everyone*
- **Excellence**
*We put quality and safety at the heart of all our services and processes
We continuously improve our standards of healthcare with the patient in mind*

Key Relationships:

Director of Nursing, Deputy Director of Nursing, Deputy Director of Governance, Assistant Director of Nursing, Clinical Manager, Divisional Director of Operations, Divisional Nurse Director, Operational Business Managers, Clinical Leads, Divisional Governance Lead, Team Leaders, Allied Health Professionals.

JOB PURPOSE:

The post holder will work within the ICSD, working within patient's own home and care home settings. The post holder will work as part of a multi-disciplinary team providing assessment, treatment and interventions to prevent avoidable admissions. This is achieved by working alongside GP practices and key stakeholders within Bolton and ensuring that practices are fully engaged with the multi-disciplinary/admission avoidance approach to care.

The ACP should be highly visible and accessible within the division. They should be an exemplary role model for health care professionals, leading by example, empowering staff to deliver improved patient safety and enhance the patient experience. They will adhere to professional standards of care and promote a professional image of health care that inspires



confidence in service users, family members and carers and the healthcare community as a whole.

As senior Health Care Professional within the division, it is your responsibility to provide effective leadership to a defined clinical/ community area in conjunction with department managers to ensure that nursing standards are monitored and maintained.

To Lead and encourage practice development initiatives, encouraging innovation and development and ensuring that teams participate in patient safety and quality improvement programmes.

The ACP will be responsible for focusing on quality, innovation, productivity and prevention and work closely with the Divisional Nurse Director, AAT Clinical Lead and Operational Business Manager to maintain efforts to continuously improve safety, clinical quality, effectiveness and efficiency. The role will provide strong managerial and professional support to both the Divisional management and corporate nursing team.

The ACP will support the implementation of the Trust Quality and Safety strategy and contribute to the developments in line with safety, quality and improvement in relation to NHS Safety Thermometer, Harm Free Care, Patient Experience and Open and Honest Care (Transparency) for their designated areas.

- The ACP is defined as a first level nurse/allied health professional
- The ACP will provide care at an advanced level within community and care setting to those patients with chronic and acute conditions using advanced clinical knowledge that is evidence based
- The ACP will function as part of the ICSD and will demonstrate competence in advanced assessment, management and treatment
- Provide expert advice and ensure the needs of the patient are met by leading, challenging and changing practice within the community and care home setting
- Work collaboratively with other health care professionals in primary and secondary care to ensure a high quality easily accessible service
- Provide a community wide lead in the development of the role of the advanced Practitioner and the service provided
- To accept new and follow up referrals
- To proactively support and maintain patients within the community and care home setting
- To facilitate discharge of patients back to their place of residence as appropriate
- To undertake clinical audit and research
- Recognises and acts as an advocate for patients, carers, service and the organisation
- Contribute to the implementation and delivery of a Virtual Ward model of care and be able to use wearable technologies alongside advanced clinical assessment and decision making to provide high quality care in a patient's own home.
- Lead change as required and ensure resolution of conflict

Main duties and responsibilities

The priority outcomes



- A reduction in A&E attendances
- Reduction in emergency admissions
- A high level of patient and professional satisfaction
- A reduction in readmissions
- Promotion of self-management and self-care
- Reduction in delayed discharges
- The maintenance of independence
- Improved communication between professionals, patients and carers

The post holder will

- Work as an advanced practitioner making independent clinical judgement/decisions based on patient's clinical needs
- Act as a lead for the development of advanced and specialist practice
- Undertake independent comprehensive assessment and management of patients to incorporate physiological and pharmacological considerations, making multifaceted complex clinical decisions regarding patient management and clinical outcomes
- Demonstrate a high level of competence in clinical, diagnostic and examination skills
- Deliver a proactive model of service delivery for the management of patients and carers within the community and care home setting with complex care needs
- Utilise Virtual Ward technology alongside clinical judgement to provide care out of the hospital setting.
- Provide counselling and advocacy for patients with acute and chronic conditions
- Undertake research and service development
- Establish close liaison and communication between all stakeholders across health and social care, community, primary care and third sector disciplines involved in the care of patients and their families and work in partnership with other practitioners
- Monitor and evaluate the role of the ACP in liaison with appropriate managers and GPs and demonstrate and respond to changing needs
- Develop and sustain close working relationships, partnerships and networks and draw upon multi-agency/inter professional resources where appropriate in order to improve health

Communication and Relationship Skills

- Required to provide and receive confidential, sensitive and complex information across a multi-agency workforce particularly within community and bed based settings, adhering to guidance outlined within Information Governance standards and adapting communication style to overcome any difficulties.
- Communicate effectively with a wide range of people including patients, relatives and carers, nursing colleagues, allied health profession colleagues, medical colleagues, managers, academic colleagues and relevant stakeholders at all levels.
- Provide and prepare divisional written reports and verbal briefings to relevant Committees.
- Participate in local /regional groups and working parties as appropriate to the role.

- Promote an environment that allows staff to be trained and supported in admitting errors culture, encouraging incident reporting, sharing thematic analysis from incidents and learning fully from mistakes (duty of candour).
- To work closely with other professionals and managers charged with responsibility for Trust wide matters with major risk management implications including Health and Safety, Staff Welfare, Complaints, Legal Claims, Training and Development and Clinical Governance.
- Ensure the Trust incident reporting and risk management policy is effectively implemented and systems are in place to identify actions and lessons learned.
- Promote an open, honest transparent culture across clinical areas of responsibility
- Work as a key member of the speciality leadership team, developing and strengthening the relationships between Operational Business Managers, Clinical Leads and Matrons

Analytical and Judgmental Skills

- Conduct regular observations of care through being highly visible, undertaking regular audit of standards (e.g. BOSCA, KPI's, CQC) and challenging practice against standards.
- Responsible for ensuring clinical practice is compliant with national standards e.g. NHSLA, CQC, CNST, NICE guidelines etc. and fully support the work of the Division.
- Possess and display strong interpersonal, analytical and innovative skills to develop appropriate action plans to address complex problems e.g. poor performance, risk management, quality of care issues.
- Regularly lead and support audit programmes such as KPI's, BOSCA and others relevant to scope of activity.
- To manage and lead the Infection Control agenda for their designated area with specific responsibility for undertaking Root Cause Analysis (RCA) of infections.
- Participate in investigating incidents, support teams in the completion and presentation of RCA's to harm free care panel.
- Use analysis from the BOSCA Programme to negotiate and agree with ward/clinical manager's action plans to identify improvement requirements with effective divisional monitoring in place to ensure milestones and goals are achieved within agreed timescales or reported through exception.

Planning and Organisational Skills

- In conjunction with the Professional and Governance Leads, lead and develop clinical governance initiatives for area of responsibility, ensuring a process of quality improvement and driving up Professional standards.
- To support the design the development of short, medium and long term business plans as requested, achieving quality and safety outcomes relating to clinical practice, reducing mortality and harm free care.
- To monitor demand and capacity through periods of staff shortages, maternity cover etc. ensuring safe working practices at all times
- Constantly review service provision and ensure agreed changes are managed to agreed timescales
- To undertake staffing reviews with the Divisional Nurse Director in line with national guidance to ensure effective and efficient use of the workforce.

Professional Responsibilities

- The ACP in conjunction with the Professional/Clinical Lead and Operational Business Manager is responsible for the implementation, monitoring and evaluation of the Risk Management and Clinical Governance strategies within their area.
- Keep up to date with developments in the role of the advanced practitioner through personal and professional development, in service training and education, professional conferences, courses and seminars as appropriate
- Keep accurate records and complete reports as necessary
- Maintain high standards of professional standards of care and expertise
- Be involved in the production of written protocols, clinical guidelines, standards and documentation systems for own use and use by others
- Be proactive in accessing clinical supervision
- Be involved in relevant professional groups to ensure up to date knowledge of role development
- Acquire new skills and apply to practice
- Adhere to code of professional conduct
- Delivery of Key Performance Indicators (KPIs) on care assessment, care delivery and workforce.
- You are expected to comply with relevant Trust codes of conduct and accountability as well as those of the Nursing & Midwifery Council
- Staff are expected to participate and support in the KPI and BoSCA process

Responsibilities for Finance

- The Matron is responsible for ensuring that their area delivers agreed activity within budget.

- The Matron will support ward/department managers with budget settings for agreed staffing establishments, levels and skill mix to ensure safe and effective care delivery. He/she will review budgets to ensure that appropriate control mechanisms are integrated across their area.
- Support ward/clinical manager to review and agree bank and agency requirements so they are cost-effective
- To support the delivery of divisional cost improvement plans and quality impact assessments across all service areas

Responsibilities for HR

- Provide clinical leadership on clinical practice development projects utilising evidence based practice.
- Provide clinical leadership to nursing and support staff identifying and managing challenging behaviours; identifying and addressing training needs required to realise the wider benefits. Influence, shape and prioritise the development of knowledge, ideas and work practice in self and others.
- Take decisions based upon knowledge in respect of patient care and be accountable for those decisions. The ACP will ensure all staff are professionally managed, receive adequate supervision and training to enable them to become competent within the area of responsibility.
- Act as a change agent and role model in the clinical environment using persuasive, motivational, engaging, negotiating and influencing skills to bring about change in practice and Trust-wide integrated governance strategies.
- Be involved in the recruitment and retention of staff at Band 7 and below and identify and develop talented staff.
- Contribute to workforce planning.
- Take part in, and ensure all staff have annual appraisal and Personal Development Reviews (PDRs) in line with personal and organisational objectives.

Responsibility for Information Resources

- Write reports, record observations and maintain care plans, including electronic data storage; and other appropriate records, accurately, legibly and concisely.
- Use Information Technology, to improve and inform practice.

Research and Development

- Work collaboratively with Senior Staff across Divisions in developing systems and processes that support delivery and implementation of safe, reliable and personal care.
- Participate and promote research/evidence based practice, audit and benchmark clinical outcomes to inform and lead clinical practice and set clinical standards.
- Develop learning environments that support pre-registration students of all professions, ensuring effective supervision (i.e. mentors) in place to support assessment. Use feedback from students in training to improve on placement experience and nursing care.
- Ensure own compliance and compliance of others with regard to mandatory training, local induction procedure and PREP requirements, maintaining records of training and development undertaken.
- All managers are required to take responsibility for their own and their staff's development. All employees have a duty to attend all mandatory training sessions as required by the Trust

Freedom to Act

- Be responsible for workload recognising changing priorities and implement corrective actions within own limits and informing the relevant people. Act autonomously across designated business areas.
- Maintain and establish effective cross boundary Professional relationships.
- To lead and facilitate senior clinicians and managers in discussions regarding complex and sensitive issues around service delivery and patient care with the frequent need to maintain these relationships in highly emotional circumstances i.e. when managing patients or managing complex change that affects a significant number of employees/ multi-agency working may not be our employees.
- To work collaboratively in areas of inter-professional and cross boundary working. This will be within divisions, Trust-wide and on occasions multi-agency working across local authority/social care, education, CCG's and regionally.
- Provide expert advice to the Divisional Nurse Director on all professional matters co-opting the appropriate professionals as required. In the absence of the Divisional Nurse Director, make decisions on a daily basis.

LEGAL & PROFESSIONAL RESPONSIBILITIES

- Adhere to Trust and departmental policies and procedures.



- Maintain a safe environment for yourself and others, taking reasonable care to avoid injury. Co-operate with the Trust to meet statutory requirements.
- Maintain registration, and nursing competencies, and comply with NMC code of Professional Conduct, and related documents.
- Sustain and improve own professional development by personal study, work based learning activities, and by using opportunities provided by the Trust.
- Keep up-to-date with legal matters that may arise during the course of duty.

Health, Safety and Security:

- All employees have a duty to report any accidents, complaints, defects in equipment, near misses and untoward incidents, following Trust procedure.
- To ensure that Health and Safety legislation is complied with at all times, including COSHH, Workplace Risk Assessment and Control of Infection.
- Maintain Covid 19 vaccination status in accordance with relevant legislation, unless medically exempt - Health and Social Act 2008 (amendment Coronavirus) regulations 2021

Confidentiality:

- Working within the trust you may gain knowledge of confidential matters which may include personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Data Quality

- All employees are reminded about the importance of Data Quality and staff should make themselves aware of both departmental and corporate objectives for Data Quality.
- Data Quality forms part of the appraisal and objective setting process for staff responsible for data entry and data production; staff should ensure that they adhere to policies and procedures at all times. Failure to do so may result in disciplinary action being taken.

Codes of Conduct and Accountability:

- You are expected to comply with relevant Bolton NHS Foundation Trust codes of conduct and accountability.

Infection Prevention and Control:



- You must comply with all relevant policies, procedures and training on infection prevention and control.

Safeguarding Children and Vulnerable Adults:

- You must comply with all relevant policies, procedures and training on safeguarding and promoting the welfare of children and vulnerable adults.

Valuing Diversity and Promoting Equality:

- You must comply with all relevant policies, procedures and training on valuing diversity and promoting equality.

Training:

- Managers are required to take responsibility for their own and their staff's development.
- All employees have a duty to attend all mandatory training sessions as required by the Trust.

Any other general requirements as appropriate to the post and location

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the postholder.

Date Prepared:

Prepared By: Duncan Mayoh Clinical Lead

Agreed By:

Employee's Name and Signature:

Date:

Manager's Name and Signature:

Date:



Bolton
NHS Foundation Trust

Our Bolton NHS FT Values

