

All staff uphold and promote our Trust vision and values

Our Vision

We put our patients, their families and carers at the centre of our simple vision:



Our Values

Innovative	<i>We seek new ideas and adopt best practice to improve our services</i>
Caring	<i>We show kindness and consideration for others</i>
Agile	<i>We deal with new situations quickly</i>

JOB DESCRIPTION

Job title:	Trainee Advanced Clinical Practitioner
Band:	7
Location / Work Base:	In-Patient Units
Business Unit / Department:	Unplanned Care
Reporting to:	Clinical Lead In-Patient Units with dotted line to In-Patient Unit Lead Doctor

Please Note: this Job Description has been mapped to include capabilities & outcomes identified by the National Framework for Advanced Clinical Practitioners, as well as those of University of Hertfordshire ACP programme (identified by an UoH code at the end of the statement). It has also been sectioned into the four pillars of Advanced Clinical Practice: Clinical Practice; Leadership and Management; Education; Research.

JOB PURPOSE SUMMARY:

During the training period of this post, the post holder will increasingly learn to apply advanced clinical expertise, levels of judgement, discretion and decision making within the in-patient units; this will involve placements across all 3 Hertfordshire Community Trust in-patient units, as well as other relevant healthcare environments.

During the time as a Trainee Advanced Clinical Practitioner the post-holder will work under decreasing supervision & with increasing independence to act as an autonomous practitioner,

exercising expert clinical practice in assessment, diagnosis, prescribing and development of medical treatment plans for patients with complex presentations and multi pathologies.

The post holder will increasingly learn, with decreasing supervision required, to be an expert resource, provide a visible clinical profile, have both advisory and clinical input into patient care within the in-patient units; this includes provision of expert professional advice to patients, carers and colleagues, and ensuring the maintenance of clinical excellence.

The post-holder will work collaboratively with the multi-disciplinary team including medical and allied health staff to (with supervision) manage medical conditions and to plan and implement treatment for illnesses.

As a Trainee Advanced Clinical Practitioner, this post-holder will provide learning to other staff and students within the clinical area.

Key Working Relationships

- Clinical Lead: In-Patient Units
- Advanced Clinical Practitioners
- HCT In-patient Units' Medical Lead
- HCT In-Patient Units medical, nursing, allied health professional & non-clinical staff
- Clinical Quality Lead: In-Patient Units
- Unplanned Care Service Manager

MAIN DUTIES and RESPONSIBILITIES:

Clinical Practice

- Work under supervision to learn to provide autonomous expert clinical practice in clinical clerking of the patient on arrival to the unit including assessment, diagnosis and development of medical treatment plans, for a range of patients with acute, non-acute, and chronic medical conditions. This will include analysis of symptoms, initiation of interventions i.e. IV cannulation and ordering of diagnostic tests and x-rays as required, then interpret and adjust treatment regimens as appropriate.
- Work under supervision to learn to recognise the rapidly deteriorating patient and provide clinical interventions and prescribe the medical management plan according to clinical needs. Makes clinical decisions on transfer of acutely unwell patients, and liaises with receiving medical team.
- Collaborate with Doctors/Consultant and work under supervision to learn to plan and implement treatment for complex and multi-pathology illnesses, including managing a community inpatient caseload on a daily basis, undertaking independent ward rounds adjusting care as required.

- Work under supervision to learn to adopt an integrated approach to meeting individual patients' needs across services through collaboration with multidisciplinary teams both internally and externally.
- Work under supervision to learn to use advanced practice to provide advisory and clinical input to the management of patients during Doctor/Consultant ward rounds; provide expert leadership and advice at multidisciplinary meetings and case conferences with multidisciplinary team.
- Work under supervision to learn to initiate the process of diagnosis and differential diagnosis for patients suspected to have a chronic disease, e.g. diabetes, COPD, asthma, IHD and refers to other clinical staff/consultants as appropriate.
- Work under supervision to learn to prescribe medication as an independent supplementary prescriber, including rewriting medication charts, and prescribing take home medication on discharge.
- Work under supervision to learn to communicate sensitive, complex information to patients and relatives/carers during all stages of their clinical management, including investigation results and medical prognosis.
- Produce accurate, contemporaneous and complete records of patient consultations consistent with legislation and HCT's policies and procedures.
- Work under supervision to learn to provide expert clinical advice to patients and relative/carers in relation to health and lifestyle management; provides availability for relatives with care related questions and issues
- Work under supervision to learn to independently admit and discharge patients and work with all other practitioners who have admitting rights to the unit either by phone or by receiving referrals.
- Work under supervision to learn to provide full and comprehensive discharge summaries of patients discharged from the unit detailing reason for admission, investigations, interventions, outcomes, medication and plan of care on discharge.
- Practices in compliance with their relevant codes of professional practice, and within their scope of practice.
- Negotiates an individual scope of practice within legal, ethical, professional & organisational policies, governance and procedures, with a focus on managing risk and upholding safety [UoH B3].
- Work under supervision to learn to practice with a high level of autonomy, and is responsible and accountable for decisions & omissions at this level of practice.

- Work under supervision to learn to demonstrate effective communication skills, supporting people in making decisions, planning care or seeking to make positive changes, using Health Education England's framework to promote person-centred approaches in health and care. [UoH C5]
- Work under supervision to learn to engage with, appraise and respond to individuals' motivation, development stage and capacity, working collaboratively to support health literacy and empower individuals to participate in decisions about their care and to maximise their health and well-being. [UoH C5]
- Work under supervision to learn to undertake appropriate risk assessments to ensure the safety of individuals and families and evaluate the impact on health and wellbeing facilitating and encouraging individuals to manage their own health to make informed choices. [UoH C3]
- Work under supervision to learn to use expertise in clinical reasoning to plan and manage care including complex and unpredictable episodes of care, in order to improve future care and service delivery. [UoH B2]
- Work under supervision to learn to demonstrate advanced critical thinking, independent decision-making skills, problem solving skills and professional judgement in the assessment of individuals and families in order to determine appropriate care. [UoH B1]
- Work under supervision to learn to critically evaluate contemporary, high quality evidenced-based resources and the use of existing and emerging technology to inform and integrate into advanced clinical practice. [UoH A1]
- Work under supervision to learn to act on professional judgement about when to seek help, demonstrating critical reflection on own practice, self-awareness, emotional intelligence and openness to change. [UoH C6]
- Work under supervision to learn to demonstrate excellence in assessment, communication & treatment planning for service users with mental capacity issues.
- Work under supervision to learn to demonstrate excellence in leading & participation in multi-disciplinary handovers and ward rounds, presenting case studies and leading them as required.

Leadership and Management

- Work under supervision to learn to challenge restrictive cultures and champion new ways of working to deliver enhanced patient focussed care and improve productivity amongst the workforce, in conjunction with the unit manager.

- Work under supervision to learn to communicate, motivate and inspire others to deliver excellent standards of care; lead on setting standards and promote best practice together with unit manager and clinical quality lead.
- Work under supervision to learn to effectively manage clinical complaints using comprehensive negotiating and listening skills.
- Demonstrates good time management skills.
- The post holder will work under supervision to learn to provide critical thinking and analytical skills in practice, and be able to synthesise experience and knowledge and apply this to unfamiliar situations.
- Work with the multidisciplinary team in the integration of health and social care funding to deliver more flexible and responsive care packages. This includes working under supervision to learn to contribute to the medical element for the CHC assessments.
- Work collaboratively with the Clinical Quality Lead to ensure national clinical standards are delivered within the Unit.
- Participate in the development, implementation and evaluation of the Trusts clinical policies, standards and guidelines.
- In partnership with the unit manager and quality team, work under supervision to learn to monitor clinical effectiveness, evidence based practice and clinical risk.
- Work under supervision to learn to undertake investigation of clinical complaints and serious clinical incidents, be involved in the development and implementation of action plans, as required by the Clinical Lead: In-Patient Units.
- Attend meetings across the In-Patient Units, Unplanned Care Pathway and Trust as appropriate
- Work under supervision to learn to act as an acknowledged source of expertise to assist with the development of service delivery models and clinical guidelines and to promote their application throughout the organisation.
- Work under supervision to learn to exercise professional judgement to manage risk appropriately, especially where there may be complex and unpredictable events and supporting teams to do likewise to ensure safety of individuals, families and carers. [UoH C3]
- Work under supervision to learn to demonstrate team leadership, resilience and determination, managing situations that are unfamiliar, complex or unpredictable and

seeking to build confidence in others. [UoH B2]

- Work collaboratively with an appropriate range of multi-agency and inter-professional resources, developing, maintaining and evaluating links to manage risk and issues across organisations and settings. [UoH C7]
- Work under supervision to learn to demonstrate receptiveness to challenge and preparedness to constructively challenge others, escalating concerns that affect individuals', families', carers' communities' and colleagues' safety and wellbeing when necessary. [UoH C7].
- Work under supervision to learn to act as a clinical role model / advocate for developing and delivering care that is responsive to changing requirements, informed by an understanding of local population health needs, agencies and networks. [UoH C6].
- Work under supervision to learn to provide professional leadership and supervision in situations that are complex and unpredictable, and instil confidence and clinical credibility in others. [UoH D6]
- Work under supervision to learn to actively seek feedback and involvement from individuals, families, carers, communities and colleagues in the co-production of service improvements. [UoH D6]
- Work under supervision to learn to develop and implement robust governance systems and systematic documentation processes, keeping the need for modifications under critical review. [UoH A4]
- Work under supervision to learn to proactively initiate and develop effective relationships, fostering clarity of roles within teams, to encourage productive working. [UoH D3]
- Work under supervision to learn to actively engage in peer review to inform own and other's practice, formulating and implementing strategies to act on learning and make improvements [UoH D5]
- Work under supervision to learn to critically apply advanced clinical expertise in appropriate facilitatory ways to provide consultancy across professional and service boundaries, influencing clinical practice to enhance quality, reduce unwarranted variation and promote the sharing and adoption of best practice. [UoH D5]

Education

- Work under supervision to learn to actively lead in the learning and development of staff to ensure high standards of patient care in conjunction with the unit manager and clinical

quality lead and provide support and advice to Ward Sisters in relation to complex staff training.

- Work under supervision to learn to undertake competency assessment of HCT nursing and support staff in clinical procedures, and advanced skills e.g. IV Cannulation, Phlebotomy and Male/Female Catheterisation (suprapubic).
- Work under supervision to learn to support the assessment of clinical staff and identifies capability and competency issues working in conjunction with the unit manager and clinical quality team.
- In partnership with HCT Medical Director & in-patient unit Lead Doctor, work under supervision to learn to participate in mentorship, training, teaching and guidance of temporary doctors or GP trainees allocated to the in-patient unit, as appropriate.
- Acts as an effective role model and is able to develop role model behaviour in others.
- Assumes responsibility for own learning and continual professional development in relation to the role, and is able to prioritise own personal development needs
- Critically assesses own learning needs, negotiating a personal development plan that reflects the breadth of on-going professional development across the four pillars of advanced clinical practice. [UoH D1]
- Engages in self-directed learning, critically reflecting to maximise clinical skills and knowledge, as well as own potential to lead and develop both care and services. [UoH D1]
- Facilitate collaboration of the wider team and support peer review processes to identify individual and team learning. [UoH D2]
- Identify further developmental needs for the individual and wider team, supporting them to address these. [UoH D2]
- Work under supervision to learn to continually develop practice in response to changing population health need, engaging in horizon-scanning for future developments or new treatments. [UoH B1]
- Advocate and contribute to the development of an organisational culture that supports life-long learning and development, evidence-based practice and succession planning [UoH D3]
- Role model HCT's values, demonstrating a person-centred approach to service delivery and development. [UoH D4]

- Work under supervision to learn to demonstrate the impact of advanced clinical practice within the service [UoH D4]
- Work under supervision to learn to support the wider team to build capacity & capability through work-based and interprofessional learning, and the application of learning to practice [UoH D5]

Research

- Work under supervision to learn to undertake clinical research and audit including proposing and implementing associated recommendations.
- Work under supervision to learn to promote best practice and influence and lead changes in practice and service development with Ward Manager and Clinical Quality Lead.
- Work under supervision to learn to conduct and support regular audits of effectiveness of patient care and intervention; analyse data and act accordingly.
- Facilitate collaborative links between clinical practice and research through pro-active engagement, networking with academic, clinical and other active researchers. [UoH A1]
- Work under supervision to learn to identify gaps in the evidence, initiate and lead evidence-based activity that aims to enhance advanced clinical practice and contribute to the evidence base. [UoH A2]
- Actively identify potential need for further research to strengthen evidence for best practice. This may involve working under supervision to learn to act as an educator, leader, innovator and contributor to research activity &/or seeking out and applying for research funding. [UoH A2]
- Work under supervision to learn to critically appraise and synthesise the outcomes of research, evaluation and audit, and apply this within own and others' practice, and promote the use of evidence-based standards, policies and clinical guidelines. [UoH B4].
- Work under supervision to learn to evaluate and audit own and others' clinical practice, selecting and applying valid, reliable methods, then acting on the findings [UoH C8]
- Work under supervision to learn to critically engage in research activity, adhering to good research practice guidance, so that evidence-based strategies are developed and applied to enhance quality, safety, productivity and value for money, particularly in relation to the care provided by advanced clinical practitioners. [UoH A3]
- Work under supervision to learn to identify the need for change, generate practice innovations, lead new practice and service redesign solutions and participate in peer review

of own and other's practice in response to individuals' feedback and service need. [UoH C6]

- Work under supervision to learn to lead new practice and service redesign solutions in response to feedback, evaluation and need, working across boundaries and broadening sphere of influence. [UoH D6]
- Work under supervision to learn to disseminate best practice research findings and quality improvement projects through appropriate media and fora, which may include presentations and peer review research publications. [UoH C9]

PHYSICAL SKILLS, EFFORT and WORKING CONDITIONS:

Physical skills	<ul style="list-style-type: none"> • Dexterity and accuracy required for e.g. intravenous injections, syringe pumps and infusions, insertion of catheters, removal of sutures. • Performs physical examination and clinical skills
Physical effort	<ul style="list-style-type: none"> • Occasional moderate effort for several short periods. • Moving & handling and manoeuvres patients. • Performs physical examination and clinical skills many times daily • Managing patients who are unwell which involves periods of intense physical effort during these episodes • Frequent use of computer to record & review clinical episodes, tests & medications • Daily Ward Rounds & weekly in-depth Ward Round led by Medical Lead require prolonged standing / walking in the clinical areas
Mental effort	<ul style="list-style-type: none"> • Intense concentration for significant periods & attention to detail required for patient assessment, review & documentation • Frequent interruptions for patient, staff & relative/visitor needs, resulting in unpredictable work. • Makes clinical judgements, including during periods when patients are acutely unwell, which requires significant concentration & mental effort • Sometimes required to respond instantaneously to patients' needs

	<ul style="list-style-type: none"> • Sometimes needs to manage conflicting views / reconcile differences of opinion among healthcare professionals or between HCPs and patients / visitors. • Occasional requirement to present specialist information to groups of staff.
Emotional effort	<ul style="list-style-type: none"> • Sometimes required to impart distressing news to patients & relatives • Frequently communicates very sensitive, complex condition related information to patients / relatives. • Daily requirement for empathy & reassurance • Daily requirement to communicate with patients who may be confused, agitated or distressed
Working conditions	<ul style="list-style-type: none"> • Daily exposure to highly unpleasant conditions, including sharps, body fluids, faeces, vomit, smells, foul linen & microbial hazards • Exposure to patients with infectious conditions

Supplementary Information:

Diversity and Inclusion

The Trust believes that fairness for people is fundamental to providing good care. We want to ensure that those who work with us and for us, share this core value.

We are committed to equality, diversity and inclusion for all job applicants, staff, patients and the wider community. We are continuing to develop the strength of our inclusive approach and creating a workforce which represents the diverse communities we serve is an important part of this.

Across the Herts and West Essex Integrated Care Boards (HWE ICB), we have agreed to:

- Work together to learn, celebrate and embrace diversity, end unfairness, discrimination and racism, and embed these changes into our everyday work
- Strive towards being an exemplar group of organisations for equality, diversity, inclusion, fairness and belonging
- Commit to value all people and promote a culture of zero tolerance to all kinds of harassment, bullying, discrimination and racism in the workplace
- Pro-actively champion national and local policies and initiatives to address health and workforce inequalities
- Work in partnership with other professional and health and care organisations to embed these principles Work in partnership with other professional, health and social

care organisations, trade union and voluntary sector organisations to embed these principles

You are required to demonstrate behaviours at all times which support our commitment to equality, diversity and inclusion, so that our workplaces are free from harassment and/or unlawful discrimination and where diversity is actively valued and celebrated. You are expected to be supportive of these principles and to demonstrate this in everything you do at work, regardless of your role.

Mobility / Flexibility

The normal place of work for the post is as stated above, but as a term of employment post holders may be required to work from any of the Trust's establishments.

Health and Safety at Work

In accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, staff have a duty to take responsible care to avoid injury to themselves and others by their work activities and to co-operate in meeting statutory requirements.

Infection Control

Employees must be aware that preventing healthcare acquired infections and infection control is the responsibility of all staff. Clinical procedures should be carried out in a safe manner by following best practice and infection control policies.

Data Protection and Confidentiality

Employees must maintain confidentiality when dealing with sensitive material and information and be aware of the Caldicott principles, the General Data Protection Regulations (GDPR) and the Human Rights Act. The protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the Trust and individual may be prosecuted. Disciplinary action will be taken for any breach.

No Smoking Policy

The Trust operates a smoke free policy which means that smoking is not allowed anywhere on Trust sites including buildings, car parks and entrances.

Safeguarding

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role. The expectation is that the post holder is familiar with the relevant procedures and guidelines, all of which can be found on the Trust's intranet.

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other duties and responsibilities commensurate with the grade. Any changes to this job description to take account of changing service needs will be made in discussion with the post holder.