**Generic Advanced Clinical Practitioner Job Description**

1. **JOB DETAILS**

|  |  |
| --- | --- |
| **Job Title:** | **Advanced Clinical Practitioner** |
| **Band or equivalent:** | **8a** |
| **Practice/PCN:** |  |
| **Reports to:** |  |

1. **JOB SUMMARY**

The Advanced Clinical Practitioner (ACP) will provide expert assessment, treatment, and management of a case load, using complex communication skills, judgement, discretion, and decision making. They will monitor and assist with improving standards of care, supervising, teaching, and supporting colleagues providing skilled professional leadership. Where appropriate they will act as an expert in their field and lead and/or participate in initiatives to improve standards of care for the client group and assisting to advancing the ACP role.

The Advanced Clinical Practitioner is service driven, and the role is structured around the Department of Health Guidance across the four domains of Advanced Practice, those being:

1. Expert Practice
2. Practice and service development, Research and Evaluation
3. Education and Training
4. Professional leadership and Consultancy

**JOB PURPOSE***This is a generic Job Description for Advanced Clinical Practitioners (ACPs) working within Primary Care. Specific responsibilities will vary between Primary Care Networks (PCNs)/Practices; however, all ACP posts will be expected to reflect the four pillars of Advanced Practice, Clinical Practice, Leadership, Education of self and others, and Research & Development.*

* To work to a high level of personal and professional autonomy, using specialist knowledge and skills to deliver independent assessment, clinical examination, diagnosis, clinical decision making and planning of care and treatment, health promotion and safe admission and discharge of patients.
* To act as an independent non-medical prescriber, where applicable to role/profession.
* To work collaboratively with all members of the multidisciplinary team to provide best clinical care, emotional and psychological support and education to patients and their carer’s.
* To facilitate evidence-based practice and promote and undertake research and clinical audit within the service. Design and provide clinical/practical and theory-based education and training, e.g., to nurses/AHPs, junior medical staff.
* To work with innovation and flexibility to adapt to a fast-changing specialty and play an integral role in the operational/strategic development of the service.

1. **MAIN DUTIES AND RESPONSIBILITIES:**
   1. **Clinical Expert Practice**
      1. Provide a visible presence and engage in direct clinical care and practice as appropriate.
      2. Assess diagnose, plan, implement, and evaluate treatment/interventions and care for patients.
      3. To make independent clinical decisions and initiate invasive and non-invasive treatments, care, and technological interventions as appropriate under supervision and with support of General Practice colleagues.
      4. To plan, order, interpret and act upon the results of tests and investigations.
      5. To provide evidence-based healthcare which contributes to the diagnosis, care, or treatment for patients.
      6. To demonstrate expertise in the assessment, planning, implementation, and evaluation of care for patients.
      7. To work as an expert practitioner and, upon referral, provide expert advice and/or care.
      8. To exercise a high degree of personal professional autonomy able to make critical judgements. In particular, regarding legal, ethical, and moral aspects of care for patients who are particularly vulnerable.
      9. Ensure that accurate, essential, and appropriate written and verbal information is relayed to staff, ensuring adequate facilities are in place to maintain safety in the environment, ensuring effective management of this group of patients.
      10. Liaise with relevant Secondary and Social Care organisations, establishing local networks with the appropriate patient and carer groups.
      11. Collaborate with senior clinical colleagues, develop, or introduce agreed clinical guidelines for best practice and ensure that all practice developments are evaluated.
      12. Ensure dignity, privacy, and cultural and religious beliefs are always respected.
   2. **Practice and Service Development, Research and Evaluation**
      1. Manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients.
      2. Facilitate good team spirit through leadership skills and team building.
      3. Assist in ensuring confidentiality and safe keeping of records, promoting accurate and appropriate record keeping across the multidisciplinary team.
      4. Promote safe custody, maintenance, and administration of drugs in accordance with the local policy and the law.
      5. To liaise and work with other clinical staff to share expertise and co-ordinate approaches to care.
      6. Maintain effective liaison and promote good relationships.
      7. To attend relevant meetings where appropriate ensuring continuous effective communication.
      8. Provide support and advice to all disciplines of healthcare staff, acting as an excellent role model and demonstrating advanced clinical skills and knowledge.
      9. To be a “change agent” in the introduction of any change in practice required to meet the changing needs of patients.
      10. To establish an ongoing programme of audit to evaluate practice ensuring that the data is used to develop and improve the service.
      11. Involved in and support multi-disciplinary clinical audit and research across where appropriate, implementing innovations in clinical practice and actively encourages the utilisation of research and evidence-based practice.
      12. Supports quality improvement projects and promotes the use of methodologies to promote good clinical practice.
      13. To promote Primary Care as a model of good service and educational practice, leading the way for other organisations in this field.
      14. Participate in staff appraisal and setting of personal and department objectives where appropriate.
      15. To have a personal duty of care in relation to equipment and resources used within the Practice/PCN.
   3. **Educational Responsibilities**
      1. Provide a supportive environment for all staff (including pre-registration students) which encourages learning and professional development. This will require liaison with education providers and the Training Hub.
      2. To provide educational leadership, setting the strategic priorities facing the speciality and subsequently facilitating the provision of education.
      3. To actively participate in the development and delivery of future education and training provision, which recognises the needs of patients and is in line with national priorities.
      4. Collaborate with senior colleagues and educational establishments where appropriate to ensure the needs of service are met.
      5. To assist with the development of education and training which are appropriate for practitioners working within Primary Care.
      6. To identify own education and training needs and ensure that these are addressed through the appraisal process with the line manager.
      7. Evaluate the care of patients through a process of audit and research to examine and develop evidence-based practice and clinical effectiveness.
      8. Collaborate with other health care professionals in initiating and promoting research. Support where appropriate other individuals in the conduct of research and promote dissemination and implementation of findings.
      9. Make presentations on complex subjects, both written and verbally to a wide range of groups and at meetings and conferences external to the organisation in order to share work locally, nationally, and internationally.
      10. Using computer software to input, extract and analyse data as required and to develop and create divisional/specialty reports and other reports as required in liaison with Information Services.
      11. Actively seek user involvement in developing services that are responsive to the needs of the local population.
   4. **Professional Leadership and Consultancy**
      1. Work collaboratively with secondary, community and intermediate care teams, ensuring there is seamless care across organisational boundaries.
      2. Work with clinical and leadership teams to develop new and improved processes to streamline and improve patient flow and care processes.
      3. To assist with development of new initiatives and ways of working, including nurse/AHP led services, informed by local and national Policy.
      4. To provide professional support to nursing/AHP staff within the PCN and to those staff engaged in specific service developments.
      5. To act as a positive role model to inspire those working within these services including pre-registration students, to improve and develop services that promote the best interests of patients within the PCN.
      6. As part of the wider Integrated Care Board (ICB) strategy, champion the development of ACP opportunities for research and education and raise the positive profile of the service through publications, conference presentations, professional networking, and organisational collaborations.
      7. Participates in developing professional practice nationally through membership of relevant professional associations and forums where appropriate.
      8. Share best practice and new evidence through publications and presentation at local, national, and international conferences/meetings as appropriate.
   5. **Patient and Public Liaison**
      1. Act as a credible resource when speaking with patients and relatives, providing advice and support where appropriate.
      2. Provide specialist input into relevant patient and public involvement groups where appropriate.
2. **Organisational Chart**

|  |
| --- |
| **Please include for organisation.** |