

# **Generic advanced practice job description and person specification**

East of England Faculty for Advancing  
Practice

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# Generic advanced practice job description and person specification

This job description has been developed to provide a general overview of the responsibilities that you would expect to see within an 'Advanced practitioners' job description. It is not an exhaustive list, and it can be tailored and adapted to meet the speciality requirements.

[INSERT NAME OF HOSPITALS/NHS TRUST]

## JOB DESCRIPTION

**Job title:** Advanced Practitioner

**Department:** [INSERT DEPARTMENT/SPECIALTY]

**Band:** Band 8a

**Hours of duty:** [INSERT HOURS]

**Contract type:** [INSERT TYPE]

**Responsible to:** [e.g., Consultant Medical Staff]

**Reports to:** [e.g., Consultant Medical Staff – clinical day to day function  
Advanced Practitioner Team Leader]

**Base:** [INSERT SITE]

### The post holder will:

Work towards health promotion and prevention and comprehensively assess patients for risk factors and early signs of illness

- Draw on a diverse range of knowledge in their decision-making to determine evidence-based therapeutic interventions, which will include prescribing medication where legally allowed and actively monitoring the effectiveness of therapeutic interventions.
- Plan and manage complete episodes of care, working in partnership with others, delegating and referring as appropriate to optimise health outcomes and resource use, and provide direct support to patients and clients.
- Work in partnership with patients and support them to manage and live their lives.

In addition, they will help to develop a programme of practice development for staff in (area name) who will also be caring for these patients. His or her practice should be developed to an advanced level whereby the advanced practitioner can directly or

indirectly influence all aspects of care and management of patients within their speciality, and across a population.

**The post will be structured around the 4 pillars of advanced practice, available time allocated as indicated in brackets:**

- Expert clinical practice (0.7)
- Professional Leadership and consultancy (0.1)
- Education, training, and development (0.1)
- Practice and service development, research, and evaluation (0.1)

## **Principal responsibilities**

### **Clinical**

- Uses specialist knowledge and specific training to act autonomously in assessing, planning, and implementing a comprehensive management plan within their defined scope of practice.
- Elicit a patient history appropriate to the clinical situation, which will include, presenting complaint, history of the present illness, past medical history, social history, family history, medications, allergies, review of systems, risk factors and appropriate targeted history.
- Perform a physical examination tailored to the needs of the patients and the demands of the clinical situation.
- Assess and prioritise patients undergoing treatment.
- Demonstrate continual evaluation of the patients and use expertise to recommend adjustments/amendments to treatment plans, in consultation with the patient and members of the multi-professional team.
- Make direct referrals to other members of the health care team.
- Requests bloods and radiological test as appropriate and within agreed scope
- Request and perform diagnostic tests as agreed locally and within agreed scope.
- Chase, view and Interpret results and report findings.
- Discuss and agree assessment outcomes with patients, carers, and other health care professionals to enable patients to make an informed decision regarding their treatment.
- Communicate highly complex information to patients, carers and families during the consent process prior to commencement of treatment plans and invasive procedures including explaining treatment options.
- Authorise the decision to admit patients and/or proactively initiate discharge.
- Actively supports patients and their families through communicating difficult and highly complex sensitive information using a variety of methods to ensure effective understanding in a timely manner.

- Proactively supports patients, carers, and families in coming to terms with their illness/condition.
- Provides empathy and reassurance through understanding the quality-of-life issues associated with their illness/conditions and treatment related side effects.
- Ensure that accurate, essential, and appropriate written and verbal information is conveyed to the wider MDT to ensure effective management of patients.
- Ensure dignity, privacy and cultural and religious beliefs are respected at all times.
- Adheres to professional code of conduct, works within the boundaries of their own scope of practice and always manage associated clinical risk effectively.

### **Professional leadership and Management**

- Act as a role model by demonstrating high standards of holistic care.
- Act in such a way as to be a credible, effective leader, demonstrating effective clinical leadership on a daily basis.
- Take key responsibility for supporting the wider MDT.
- Effectively manage own dairy and workload.
- Ensure that documentation is of a very high standard reflective of advanced practice, adhering to local and national guidelines.
- Identify the skills set and terms of reference required of the advanced practitioner role, ensuring they reflect the individual, holistic needs of patients undergoing care.
- Works in collaboration with the MDT to investigate clinical incidents associated with patients in their care.
- Assess and monitor risk in own and others' practice, acting on results, thereby ensuring safe delivery of care.
- Diffuse potential complaints and hostile situations with staff, patients and carers using highly developed negotiation and interprofessional skills
- Provide representation, as appropriate at various local and national meetings, providing feedback to the organisation on clinical and professional issues which have an impact on care and standards of practice within their sphere of responsibility.
- Develop formal and informal links outside the organisation, sharing good practice, innovative ideas, and promote staff and service development.
- Establish and maintain a regional and national network of contacts relevant to the service.
- Promote the service through formal and informal presentations within and outside the organisation through study days, conferences, and written papers.

### **Education and Training**

- Has obtained the theoretical knowledge; MSc in advanced practice or equivalent, in conjunction with practical experience; evidenced in a supporting

portfolio, to a level that allows the job responsibilities to be delivered at a high standard.

- Has obtained Non-Medical Prescribing if appropriate to registered profession and scope of practice.
- Identify own personal developmental and educational needs to work at an advanced level and beyond. Ensure appropriate action is taken to maintain and further develop skills.
- Maintain a professional portfolio and participate in continuing professional development.
- Maintain competencies and attend mandatory lectures and training as required by the Trust.
- Receive clinical supervision to clinically improve knowledge and the quality of care delivered to patients.
- Utilises professional knowledge and skills, underpinned by theoretical and relevant practical experience to teach, motivate, and support junior staff on a range of clinical practices.
- Participates in the delivery of specialist training and development of other healthcare workers within the Trust.
- Develop and organise study days and training sessions for self and others within the clinical team.
- Participates in the supervision and mentorship of multi-professional students and junior staff.
- Undertake clinical supervision for trainee advanced practitioners.
- Carry out training needs analysis, using the results to design, develop and deliver a teaching programme promoting practice development for those staff caring for patients within the speciality. This will include the development of links with other organisations and innovative approaches to staff development.

### **Research, service development and audit**

- Maintain up to date knowledge in the specialist field, using information to affect change in practice and ensuring effective dissemination of new knowledge.
- Participate in service development. Writes protocols, guidelines, and procedures for own remit which, impacts on other members of the multi-disciplinary team.
- Participate in the development and evaluation of protocols and guidelines and procedures using current literature and research.
- Participates in the development of patient information to improve patient care.
- Liaise with MDT, including consultants, senior nursing colleagues and management in the development of services, contribute ideas and make recommendations for service improvements.
- Implement policies informing members of the multidisciplinary team of any changes.

- In collaboration with the MDT ensure that clinical practice is patient centred and researched based, in accordance with professional practice, guidelines, and national and local benchmarks.
- Support relevant audit activity in the specialities to evaluate the effectiveness of care interventions and disseminates outcomes with any potential changes to clinical practice which improves health outcomes.
- Regularly audits own practice.
- Where appropriate participate in research projects and/or support the wider MDT with research initiatives.
- Promote and disseminate research and audit findings relevant to the service
- Continue to develop and promote the advanced practice role through professional publications and conference papers

### **Multi-disciplinary liaison**

- Ensure effective communication is maintained between members of the multidisciplinary team to ensure appropriate individuals are informed of changes in patient conditions or treatment plan.
- Be a core member of the multidisciplinary team providing specialist knowledge and advice.
- Establish and maintain excellent communication with individuals and groups exploring complex issues relating to care options and decisions.
- Promote collaborative working relationships and effective communication between all members of the team.

### **Responsibilities for Financial & Physical Resources**

- Responsible for reporting faults with equipment and removing from the clinical area until repaired
- Uses specialist equipment to assist in the monitoring, diagnosis, and treatment of patients.
- Influence decisions regarding the allocation of financial resources through consultation, service redesign, participation in meetings and audit.

### **Freedom to Act**

- Directed by national guidance as well as local protocols and guidelines, is able to analyse each clinical situation and formulate a management plan.
- Practitioners are accountable for their own professional actions within a locally agreed scope of practice.
- Responsible for ensuring accurate interpretation and dissemination of local and national policies within speciality.
- Practitioners are responsible for managing and prioritising own workload against the needs of patients and service requirements.
- Uses own initiative, acts independently, and takes appropriate action.

### **Physical Effort**

- Performs physical examination and clinical skills.
- Managing patients who are unwell and thus periods of intense physical effort are required on a regular or as per shift basis.
- Moving and handling of patients and equipment.
- Frequent use of a computer to record, review and order results / tests.

### **Mental Effort**

- Required to perform procedures in the management of unwell patients.
- Regular concentration required during clinical procedures.
- Daily concentration on patient assessment and delivery of care.
- Required to respond instantaneously to patient's needs, thus sometimes unpredictable work arises.

### **Emotional Effort**

- The practitioners is required to deliver clinical support via a range of treatments and experiences, which can be highly distressing and challenging. i.e.
  - Frequently dealing with agitated / sedated patients
  - Discuss diagnosis with patient and their relatives.
  - Provides advice and support to unwell patients/ carers who may be concerned about an aspect of their plan of care.
  - Explaining possible diagnoses for unfavourable test results.
  - Responsible for the counselling and information giving to patients and families within their care.

### **Working Conditions**

- Work involves bodily fluids, i.e., blood / faeces and sharps.
- The practitioners will have direct patient contact, delivering direct patient care in a variety of settings in accordance with the need of the patient.
- Frequent exposure to uncontained bodily fluids / foul linen during general patient care.
- Exposed to patients with infectious conditions.

### **Health and Safety**

In addition to the Trust overall responsibility for your health and safety you have a personal responsibility for your own health and safety. As such, you are required to inform your line manager of any safety issues that you identify that could affect you or others within the workplace. You must co-operate with management and colleagues at all times in achieving safer work processes and workplaces, particularly where it can impact on care.

As a Trust employee you will be trained in the correct use of any equipment provided to improve safety and health within the Trust. You will be required to use equipment when necessary and as instructed which will include checking the equipment is safe to use and to report any defects immediately to your line manager.

**PERSON SPECIFICATION**  
(To be adapted for the role as required)

Education/Qualification	Essential	Desirable	Assessment criteria
Professional Registration with either NMC, GPhC or HCPC.	X		Cert/PIN
Evidence of continuing education	X		Cert/Port
Possession of 1 <sup>st</sup> degree in a clinical field e.g., Nursing, physiotherapy at a minimum 2:2 classification	X		Cert
MSc in Advanced Practice or equivalent (i.e., registered on Centre of advancing practice directory)	X		Cert
Non-Medical Prescribing if appropriate to registered profession and scope of practice .	X		Cert
Significant post qualification experience [minimum 4 years] in a relevant clinical field.	X		Cert
Leadership/management course		X	Cert
Experience	Essential	Desirable	Assessment criteria
Significant experience of working as a registered practitioner and within a relevant specialty [4-5 years Minimum]	X		App/Ref
Evidence of recent teaching, mentorship, and supervision of staff	X		Port/Int
Evidence of audit experience		X	Port/Int
Evidence of involvement in change Management		X	App/Int/Ref
Evidence of multi-professional working	X		App/Int/Ref



Skills and Ability	Essential	Desirable	Assessment criteria
Evidence of both theoretical and practical skills and competency in patient management	X		App/Port/Cert/Ref/Int
Strong leadership skills	X		App/Int
Effective communication both written and verbal	X		Int/Ref
Presentation Skills	X		Int
Ability to develop protocols and guidelines		X	Port/Ref
Ability to write reports for senior management		X	Int/Ref
Works under own initiative with strong organisational skills and can work to deadlines	X		Int/Ref
Able to use problem solving skills	X		Int/Ref
Time management ~ able to prioritise	X		Int/Ref
Able to manage change both personally and leading others	X		Int /Ref
Computer skills (i.e., for radiology, pathology, microbiology ordering as per Trust protocols, utilising patient systems)	X		Cert/Port
Knowledge	Essential	Desirable	Assessment criteria
Demonstrate an understanding of current developments in the relevant speciality	X		Int
Demonstrate the ability to utilise current research finding in practice	X		App/Int
Understand, encourage, and support clinical supervision	X		Port/Ref
Knowledge of current NHS, professional and educational issues		X	Int
Knowledge of clinical governance and risk assessment/management	X		Int/Ref
Knowledge of infection control issues	X		App/Int/Ref

Disposition	Essential	Desirable	Assessment criteria
Visionary – motivated	X		App/Int
Creative/innovative and adaptable	X		App/Int/Ref
Demonstrates enthusiasm and flexibility	X		App/Int/Ref
Approachable/receptive and assertive	X		App/Int/Ref
Other requirements	Essential	Desirable	Assessment criteria
Must be flexible with working environment and shift patterns	X		Int
Able to develop scope of roles and responsibilities for self and other trust staff	X		Int

**This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the current post. It may be subject to change in the light of developing organisational and service need, and wherever possible change will follow consultation with the post holder.**

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This publication can be made available in a number of alternative formats on request.