

## Job Description & Person Specification

**Job Title:** Trainee Advanced Clinical Practitioner

**Location:** Same Day Urgent Care Hub

**Reports to:** Clinical Lead/s

**Accountable to:** Practice Management

**Working Pattern:** Within core operating hours, Monday to Friday 0800-1830

### Job Summary:

The primary focus of the role is to develop an autonomous advanced clinical practitioner providing high quality and timely patient centred care.

The post holder will, through a process of formal study in partnership with Higher Education England and their chosen university, develop their knowledge and skills in assessment, diagnosis, treatment, referral, and discharge of a diverse range of patients with minor injuries/minor illnesses, without routine reference to a doctor and within their level of competence and agreed protocols.

*“The definition of advanced clinical practice as developed and agreed by all stakeholders is: Advanced clinical practice is delivered by experienced, registered health and care practitioners. It is a level of practice characterised by a high degree of autonomy and complex decision making. This is underpinned by a master’s level award or equivalent that encompasses the four pillars of clinical practice, leadership and management, education, and research, with demonstration of core capabilities and area specific clinical competence. Advanced clinical practice embodies the ability to manage clinical care in partnership with individuals, families and carers. It includes the analysis and synthesis of complex problems across a range of settings, enabling innovative solutions to enhance people’s experience and improve outcomes. This definition therefore requires that health and care professionals working at the level of advanced clinical practice will exercise autonomy and decision making in a context of complexity, uncertainty and varying levels of risk, holding accountability for decisions made”.*

***Health Education England multi-professional advanced clinical practice 2017.***

### Key Responsibilities:

#### *Clinical Care*

- Act as an advanced practitioner, demonstrating advanced clinical competence and a knowledge base beyond those associated with conventional clinical roles.
- Triage patients to the appropriate service.
- Undertake consultations, both face to face and via the telephone, with patients of all ages (neonate to elderly) as an autonomous practitioner and using own clinical judgement to diagnose, treat, refer and/or discharge patients.
- Make direct referrals to primary, secondary, and social services within locally agreed pathways, guidance and protocols.
- Provide clinical advice to care navigation staff where required.
- Ensure that patient receive high quality clinical care, delivered in a timely manner.
- Prescribe, supply and administer medicines as indicated to address patient need.
- Ensure complete and accurate documentation of each and every patient contact.

- Work as an autonomous practitioner and as part of multi-disciplinary and multi-agency teams in order to ensure patients' needs are met.
- To undertake consultations via telephone.

#### *Professional*

- Adhere to their registration body's Code of Professional Conduct (e.g. HCPC, NMC, GPhC) and at all times work within the scope of professional practice.
- Ensure that professional practice adheres to organisational and their registration body's policies, procedures, and guidelines.
- Maintain a professional manner and act as a positive role model for junior staff and other members of the Urgent Care team.
- Maintain confidentiality with regard to information pertaining to patients and staff.
- Ensure that the service interfaces with all other departments in a professional and productive manner, providing an effective service to partner organisations and other service providers.

#### *Communication*

- Communicate effectively with patients and families regarding complex information about their care.
- Provide advice and information to patients, carers, and their families where appropriate.
- Communicate effectively and work collaboratively with medical, nursing, allied health professionals and operational staff to ensure delivery of a co-ordinated service.
- Ensure accurate record keeping in line with local policies and their registration body's guidelines.
- Promote and demonstrate effective communication networks within the organisation and other service providers.

#### *Clinical Governance and Service Improvement*

Work with the senior clinical and quality teams *to develop their knowledge and skills, in support of their university studies to:*

- Provide clinical leadership to other members of the clinical team.
- Investigate adverse clinical incidents and complaints, logging these as required via the appropriate system/as per protocol.
- Develop and implement clinical audits identifying areas of best practice and areas for improvement, contributing to relevant clinical education meetings with learnings.
- Contribute to quality improvement within the service through the identification and initiation of changes, which lead to better evidence, based practice and improved standards of care.
- Help develop the services available to the urgent care population to address identified needs.
- Adhere to policies, procedures, and guidelines.

#### *Educational/Personal Development*

Work with Lead Practitioners, Managers and Clinical Leads *to develop their knowledge and skills, in support of their university studies to:*

- Develop and maintain an excellent learning environment founded on current local and national guidelines, Evidence Based Practice (EBP) and Values Based Practice (VBP).
- Develop and implement a range of learning activities for the clinical team that are based on current research and patient centred practice.
- Adhere to professional registration requirements.
- Participate in defining own developmental plan to maintain and develop own clinical skills and ensure own professional development.
- Actively engage and support research initiatives in the occupational setting.
- Participate in an appraisal and regular performance reviews.

- Ensure that all mandatory training is completed in line with organisational policy.

#### *Other*

- Demonstrate commitment to the structure, processes (including attendance) and assessment criteria of chosen University and in turn the successful completion of their studies.
- Demonstrate commitment to flexible working patterns, to meet the needs of the service and staff.
- Be aware of and comply with infection prevention and control policies.
- It is the responsibility of all staff to adhere to infection control policies in order to promote cleanliness and reduce infections.
- Tackle discrimination and harassment and promote equality and diversity in the workplace.
- This post is deemed to require a Disclosure check – Enhanced Level with the Disclosure & Barring Service (DBS). This is due to the fact the post has access to children or vulnerable adults. Further information on the disclosure Service is available from [www.disclosure.gov.uk](http://www.disclosure.gov.uk).
- Demonstrate professional and ethical behaviours at all times when liaising with internal and external colleagues.
- Under the Data Protection Act 2018, the post holder must maintain the confidentiality of information about patients and staff. The work is of a confidential nature and information gained must not be communicated to other person except in the recognised course of duty. Unauthorised disclosure of confidential information will result in disciplinary action and may lead to dismissal.
- Actively promote equality and diversity and encourage colleagues to do the same.
- Direct staff as necessary to ensure compliance with policies to ensure no discrimination occurs irrespective of sex, age marital status, disability, sexuality race, colour, religion, ethnic or national origin.
- Support a zero-tolerance approach to bullying and harassment in all forms, and to lead by example in this area.
- Comply and safety policies, procedures and guidelines and ensure that appropriate arrangements are in place.

#### Other:

#### *Our Values*

- To act in accordance with “Our Values” at all times in delivering their role.

#### *Continuous Personal Development*

- To contribute to their own personal development and participate in an appraisal and regular performance reviews.

#### *Conduct*

- To demonstrate professional and ethical behaviours at all times when liaising with internal and external colleagues.

#### *Confidentiality*

- Under the Data Protection Act 1998, the post holder must maintain the confidentiality of information about patients and staff. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognized course of duty. Unauthorised disclosure of confidential information will result in disciplinary action and may lead to your dismissal.

#### *Equality and Diversity*

- Actively promote equality and diversity and encourage colleagues to do the same.
- Direct staff as necessary to ensure compliance with policies to ensure no discrimination occurs irrespective of gender, age, marital status, disability, sexuality,

race, colour, religion, ethnic or national origin.

- Support a zero-tolerance approach to bullying and harassment in all forms, and to lead by example in this area.

#### *Health, Safety & Security*

- Comply with health and safety policies, procedures and guidelines and ensure that appropriate arrangements are in place.

#### *Safeguarding*

- As an employer is committed to safeguarding and promoting the welfare of children and adults at risk of harm and expect all employees to share this commitment. All staff must be mindful of their responsibilities to safeguard children and adults in any activity performed on behalf of PCN in line with legislation and statutory guidance. All staff must ensure they adhere to safeguarding policies. All Staff must keep up to date with safeguarding knowledge and skills by undertaking mandatory safeguarding training.

Person Specification:

Attribute/Skills	Essential	Desirable	Measurement A/C/P/R/T
Qualification & Skills	<ul style="list-style-type: none"> <li>• Registered Clinician</li> <li>• Degree in health care or equivalent</li> <li>• Clinical skills qualification at degree level</li> <li>• English Language Functional Skills Level 2 or equivalent.</li> <li>• Mathematics Functional Skills Level 2 or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Clinical skills qualification at masters level</li> <li>• Teaching and assessing qualification</li> <li>• Qualified independent non-medical prescriber</li> </ul>	A/C
Experience	<ul style="list-style-type: none"> <li>• 3 years post registration experience of which 2 years will have been spent in primary care, ED, unscheduled care or related field</li> <li>• 2 years' experience of working as a Practitioner in one of the following <ul style="list-style-type: none"> <li>o General Practice</li> <li>o WIC</li> <li>o GP OOHs</li> <li>o ED</li> </ul> </li> <li>• Experience of working to protocols or guidelines</li> <li>• Able to provide care across the age range (Paediatrics and Adults)</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of developing clinical guidelines, clinical care and pathways</li> <li>• Experience of offering mentorship and supervision to other AHP staff</li> <li>• Some experience with telephone triage</li> </ul>	A/I/R
Communication & People Skills	<ul style="list-style-type: none"> <li>• Enthusiasm and commitment to continuous development</li> <li>• Willingness to undergo additional training, education and mentoring to develop and maintain clinical skills</li> <li>• Ability to undertake training during office hours</li> <li>• Ability to work under pressure whilst delivering high quality care</li> </ul>		A/I
Organisational Skills	<ul style="list-style-type: none"> <li>• Good organisational and prioritisation skills</li> </ul>		A/I/R
Specialist	<ul style="list-style-type: none"> <li>• Ability to work autonomously</li> </ul>	<ul style="list-style-type: none"> <li>• Management and leadership skills</li> </ul>	A/I/T

knowledge/skills	<ul style="list-style-type: none"> <li>• Knowledge of unscheduled care practise</li> <li>• Excellent clinical skills</li> <li>• Able to undertake consultations by telephone</li> <li>• Ability to organise and prioritise workload</li> <li>• IT Skills</li> <li>• Knowledge of all aspects of clinical governance</li> <li>• Excellent communication skills</li> <li>• Ability to evidence in writing, verbally and through listening skills, personal understanding and use of the English language</li> <li>• Ability to use initiative and work autonomously</li> </ul>	<ul style="list-style-type: none"> <li>• Project management skills</li> </ul>	
Physical Skills	<ul style="list-style-type: none"> <li>• Able to pass pre-employment checks</li> </ul>		P

A – Application Form

C – Certificate I – Interview

P – Pre-employment Screening

R – References

T – Tests/presentation

This job description and person specification reflects the current requirements of the role. As objectives, duties and responsibilities change and develop; the job description will be reviewed and amended or updated as required.