



Lister House Surgery Derby

Pear Tree, Oakwood, Chellaston and Coleman Street

PRIMARY COMMUNITY CARE OPTION, PRIMARY CARE NETWORK

Job Description

Job Title:	Advanced Clinical Practitioner (ACP)
Hours:	37.5 hours a week, Monday – Friday
Reporting to:	Dr Hale and Partners (Named Clinical Supervisor Dr Mahya Johnson)

Description of the role:

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.

Definition of advanced clinical practice provided by the Advanced Clinical Practice HEE Multi-professional (ACP) Framework (2017)

Key responsibilities of the post:

- Work as part of the multidisciplinary clinical team, for the provision of health care services to the patients of the organisation.
- Work as an autonomous practitioner, responsible for the delivery of evidence-based practice for patients within the scope of your capabilities.
- The post holder will take professional accountability for working at advanced level within the remit of qualifications and capabilities, as defined by the appropriate Framework for Advanced Practice, and working

within the organisation's standards and protocols, and local and national frameworks for best practice.

- Develop a portfolio of evidence demonstrating competencies and capabilities in the four pillars for nurses as defined in the Core Framework for Advanced Clinical practice [ACP Primary Care Nurse Fwk 2020.pdf \(hee.nhs.uk\)](#) of,

1. Clinical practice
2. Leadership and Management
3. Education
4. Research

- For Paramedics,
 - <https://www.hee.nhs.uk/sites/default/files/documents/Paramedics-FINAL%20%28002%29.pdf>
- For MSK (see stage 3 for ACP),
 - [First Contact Practitioners and Advanced Practitioners in Primary Care: \(Musculoskeletal\) A Roadmap to Practice](#)
[First Contact Practitioners and Advanced Practitioners in Primary Care: \(Musculoskeletal\) A Roadmap to Practice \(hee.nhs.uk\)](#)

The postholder will be able to

- Demonstrate highly developed interpersonal and communication skills
- Develop critical thinking, complex clinical reasoning, and problem-solving skills
- Be caring, compassionate clinician that is committed to high quality patient care
- Practice, without direct supervision, as an autonomous primary care healthcare practitioner working towards a masters to be able to practice across primary care settings according to profession specific framework and agreed scope of practice.
- Safely manage undifferentiated and undiagnosed presentations using data gathering, clinical examinations, diagnosis, organising investigations, safe prescribing, management, completing referrals, and follow-up within their agreed scope of practice and capabilities.
- Participate in clinical audit and quality improvement projects
- Provide mentorship, supervision of other trainees, and appropriate leadership activities

Mentorship and clinical supervision will be provided by designated Educators (GPs and appropriately qualified ACPs/FCPs). The level and type of clinical supervision will be flexible depending on the post holder's skills, knowledge, and capabilities, and determined by the organisation's clinical governance arrangements.

Clinical responsibilities:

- Safely manage undifferentiated and undiagnosed presentations using data gathering, assessing for red flags, investigation, diagnosis, management, and review within their agreed scope of practice and capabilities. This will include within the organisation setting, home visits and care homes
- Must demonstrate complex clinical reasoning skills, to use problem solving approaches to analyse and synthesise information, manage medical and clinical uncertainty particularly in relation to a wide range of contexts and clinical presentations, and to include physical, mental, and social problems
- Have a sound understanding of referral pathways including routine, urgent, 2-week wait and emergency admissions
- Use resources appropriately and effectively
- Manage acute/chronic presentations and medical complexity
- Safely and effectively use a range of consultation modes to include telephone, video, online and face to face
- Prescribe treatment and medication safely in line with local and national guidelines (where professional regulation and training permits i.e., an independent prescriber)
- To offer personalised care to people and signpost to and link with other members of the organisation or wider health and social care team
- Make every contact count in terms of public and patient health. Provide health promotion and patient education in supporting patients for healthier lifestyle, self-care and in managing their own conditions
- Understand the needs of the organisation's population and work to meet them effectively as part of the wider team
- Work collaboratively as part of the multidisciplinary team understanding the capabilities of colleagues to promote the most appropriate care for people
- Manage own workload and work flexibly to meet clinical demand on the day and the needs of the practice
- Manage urgent situations by providing effective immediate emergency care, including initiating, and performing BLS/anaphylaxis management and use of AED
- To provide accurate, contemporaneous, and complete records of patient consultations, consistent with legislation policies and procedures
- Support the practice's on-call triage system
- Manage own and others' pathology results in accordance with own level of capabilities, and following shared care pathology guidance and organisation's policies and procedures
- Safely and effectively manage documents (clinical letters/hospital discharges) in accordance with own level of clinical capabilities, and following organisation's policies and procedures

Communication skills:

- Have advanced and flexible interpersonal and communication skills to engage in effective and complex interactions with patients, carers, and colleagues as detailed in the profession specific framework

- Communicate effectively with individuals who require additional assistance for consultation e.g., use of interpreters, BLS interpreters, easy read, people with LD etc.
- Use communication skills to maintain a professional approach when working with patient and colleagues

Research, Quality and Leadership:

The post-holder will strive to maintain quality within the organisation and will

- Demonstrate evidence-based care, working within local and national guidelines, and organisation's policies and protocols
- Alert other team members to issues of quality and risk following organisation's policies and procedures of significant event analysis
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Take an active role in research studies within the policy framework of the organisation
- Assess effectiveness of care delivery through self and peer review, and formal evaluation including participation in regular appraisal
- Participate in audit, data collection and activity monitoring to improve own performance as well as organisation quality improvement projects
- Take an active leadership role across the organisation as required, leading on projects, contributing to strategic planning, leading a team or workstream within clinical, or non-clinical practice such as education, quality improvement, project management.

Professional development and Education:

- Develop own skills and capabilities through education, training and development activities related to the current and future demands of the role, seeking opportunities to enhance skills to maintain current Registration and achieve Revalidation standards
- Participate in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Work within codes of conduct and practice set out by relevant professional body
- Understand and observe professional and national guidelines on confidentiality

- Participate in teaching and mentoring of other health professionals and members of the multi-disciplinary team
- Understand own role and scope and identify how this may develop over time
- Work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working
- Contribute and attend organisational meetings for own learning and development, to enhance team working, and improve patient care

Confidentiality:

- While seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately
- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients, carers, organisation staff and other healthcare workers. They may also have access to information relating to the organisation as a business. All such information from any source is to be regarded as strictly confidential
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the organisation may only be divulged to authorised persons in accordance with the organisation's policies and procedures relating to confidentiality and the protection of personal and sensitive data.

Infection Prevention and Control, Health and Safety:

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the organisation's Health & Safety Policy to include:

- Using personal security systems within the workplace according to organisation's guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
- Complete annual training in infection control and other areas of health and safety in the workplace
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy, safe way, and free from hazards
- Reporting potential risks identified.

Equality and diversity:

The post-holder will support the equality, diversity and rights of patients, carers, and colleagues to include:

- Acting in a way that recognises the importance of people’s rights, interpreting them in a way that is consistent with organisation’s procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers, and colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgemental and respects their circumstances, feelings priorities and rights.

Safeguarding:

- Individuals have a duty of care to children and vulnerable adults that they encounter whilst at work to safeguard and promote their welfare and to work to prevent, recognise, respond, appropriately refer, and record potential neglect or abuse, adhering to the company’s *Safeguarding Children and Safeguarding Vulnerable Adults and PREVENT policies and procedures.*

Communications and working relationships:

<i>Internal</i>	<i>External</i>
The organisation’s clinical and non-clinical staff including managers, reception, quality, and admin team	Derbyshire CCG
Pharmacy team	University Hospitals of Burton and Derby and other secondary care providers
Primary Care Network including Social prescriber, Health and wellbeing coaches, Care coordinators	East Midlands Ambulance Service
Mental health workers	Derbyshire Community Healthcare services
Midwives and District Nurses	Training hubs https://www.healtheducationderbyshire.co.uk/
Patient Participation Group (PPG)	Livewell
	Primary Care Networks
	Derbyshire Healthcare Foundations Trust
	Social care
	Voluntary sector

Person Specification – Advanced Clinical Practitioner

ATTRIBUTES	ESSENTIAL	DESIRABLE
Experience	<p>Experience of working in healthcare in an autonomous practitioner role</p> <p>Evidence of competence in the clinical assessment, diagnosis and management of all age groups presenting with undifferentiated diagnosis (or working towards if Trainee ACP)</p> <p>Telephone consultations</p> <p>Face to face consultations</p>	<p>Experience of working in the community, primary or urgent care</p> <p>Experience of working autonomously in a healthcare role</p> <p>Experience of mentorship, leadership, audit, and research in clinical practice.</p> <p>Home visits</p> <p>Familiar with using SystmOne and AccuRx / e consult</p>
Qualifications	<p>Registered as a health care practitioner with NMC, HCPC, GPhC with a minimum of 5 years post registration experience</p> <p>BSc level Registered General Nurse with evidence of undertaking Level 6 or 7 study</p> <p><i>Or</i></p> <p>BSc in Paramedic Science/IHCD Paramedic qualification</p> <p><i>Or</i></p> <p>BSc in Physiotherapy</p> <p><i>Or</i></p> <p>MPharm</p> <p>A willingness to work towards Advanced Clinical Practitioner</p>	<p>Independent prescribing qualification</p> <p>Advanced Care Practitioner MSc/Post Grad Diploma</p> <p>Be recognised as advanced practitioner on the HEE Centre for Advancing Practice Directory either from completion of a HEE Centre accredited MSc Programme or through the Portfolio Route to recognition</p> <p>For Nurses – RCN Credentialed Advanced Level Nurse</p>

	<p>MSc/Post Grad Diploma</p> <p><i>With a portfolio of evidence of the relevant profession specific advanced practice capabilities framework.</i></p> <p>MSc/Post Grad diploma to include modules in advanced assessment and diagnostic reasoning, complex clinical reasoning</p>	Practitioner active status
Training	Evidence of continuing professional development and application to practice within the last 12 months, appraisal, and revalidation	Demonstration of currency with the HEE Centre for Advancing Practice
Knowledge, skills, and behaviours and attributes as per appropriate framework	<p>Excellent communication skills</p> <p>Knowledge of Long-Term Condition sand managing exacerbations</p> <p>Multidisciplinary working</p> <p>Working across all four pillars of advanced practice and contributing to the organisation’s team</p>	Able to work within agreed scop of practice which may include managing mental health patients, palliative care /EOL, Sexual health and Family Medicine and Child health
Other	<p>Self-Motivated individual</p> <p>Compassionate and strive for high quality patient care</p> <p>Flexibility in working hours and cross site working</p> <p>Enthusiastic team player looking to contribute</p> <p>Clean Driving Licence</p>	

JOB DESCRIPTION REVIEWED AND AGREED BY ROLE HOLDER:

I agree that this document is a true and reasonable description of the duties I currently perform within my role. I undertake to meet with my line manager at least annually to review this document as required. I understand that this job description forms part of my contract of employment with the Practice.

Signed: _____

Full name: _____

Date: _____

Signed for the Practice: _____