Health Education England

HULL AND EAST YORKSHIRE HOSPITALS NHS TRUST

JOB DESCRIPTION

Job title: Advanced clinical Practitioner (Surgery)

Department:

Band: Band 8a

Responsible to: Consultant Medical Staff

Reports to: Lead ACP

Base:

Job Summary: The post holder will be practising as an Advanced Clinical Practitioner (ACP) within their surgical specialty. The role will encompass the skills of assessment, examination, diagnosis and treatment within an agreed scope of practice. The post holder will assist in the safe assessment, treatment, perioperative care, referral and discharge of patients in their designated specialty and will form part of the junior medical staff on call rota (this will differ between specialties and is locally agreed)

COMMUNICATION & RELATIONSHIP SKILLs

- 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.
- Communicates 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.
- Proactively supports patients, carers and families in coming to terms with their illness/condition.
- Ensures effective communication is maintained between members of the multidisciplinary team to ensure appropriate individuals are informed of changes to the patient's conditions or treatment plan.
- Provides empathy and reassurance through understanding the quality of life issues associated with their illness/condition.
- Supports the Consultant body, Registrars and Doctors in Training in providing patients with treatment plans.
- Exchanges information with patients and their familiy regarding appointments, admissions, discharges and follow up care in verbal and written form.
- To diffuse potential complaints and hostile situations with staff, patients and carers using highly developed negotiation and interpersonal skills.
- Makes direct referrals to other members of the Health Care Team.
- Provides professional leadership and support within a multi-professional team
- Core member of the ward multidisciplinary team providing specialist knowledge and advice.
- Monitor and promote high standards of documentation.
- Acts as a role model and an expert resource for patients and staff throughout the Trust

SPECIFIC CLINICAL RESPONSIBILITIES

- To undertake medical admission and discharge processes in a timely manner.
- Support the medical staff with ward round duties, including assessment of inpatients and associated actions
- 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 patient and the demands of the clinical situation
- Initiate and manage a clinical treatment plan
- Perioperative surgical first assistant
- Provide accurate and effective clinical handovers
- Undertake interventions within scope of practice
- Undertake comprehensive clinical assessment of a patients conditions
- Request bloods and radiological tests as appropriate and within agreed scope.
- Request and perform diagnostic tests as agreed locally and within agreed scope.
- Undertake patient/family education, counselling and health promotion
- Chasing / viewing and interpreting results
- Monitor and follow up changes in patient's condition and response to treatment, recognising indicators of patient's response
- Maintain and deliver clinical management in collaboration with the patient and on behalf of the supervising physician/surgeon
- Form part of the local resuscitation team when required.
- Adheres to Professional Code of conduct, to be aware of boundaries of own extended practice and to manage associated clinical risk effectively at all times.

KNOWLEDGE, TRAINING & EXPERIENCE

- Uses specialist knowledge and specific training to assess, plan and implement a comprehensive management plan.
- Use expertise to recommend adjustments/amendments to treatment plans, in consultation with patients to members of the multi professional team.
- Maintains up to date knowledge in the specialist field, using information to affect change in practice and ensuring the effective dissemination of new knowledge.
- Will interpret new knowledge to ensure that practice is up to date and in line with current thinking.
- The practitioner is accountable for own professional actions.
- Has obtained the theoretical knowledge; MSc in advanced practice, in conjunction with practical experience; evidenced in a supporting clinical portfolio, to a level that allows the job responsibilities to be delivered to a high standard.
- Maintain a professional portfolio and participate in continuing professional development.
- Develop and organise study days and training sessions for self and others in the clinical team.

ANALYTICAL & JUDGEMENTAL SKILLS

- Assesses complex patient's, formulates a differential diagnosis, monitors patient's compliance against treatment plans through interpretation of test results and clinical findings
- For patient's with potential complex problems, takes remedial action when the clinical situation changes to adjust care packages and clinical management plans within scope of competence.
- In collaboration with the clinical team, considers a range of options and appraises each one when making decisions about commencing/changing care treatments and medication prescriptions.
- Makes clinical judgements and requests clinical tests in conjunction with the consultant and medical team.
- Explains test results and treatment options to patients and their family

- Works in collaboration with senior nursing staff to investigate critical incidents associated with patients in their care.
- Utilises clinical knowledge to identify associated risk, formulate action plans, facilitate change and evaluate change.
- Provides highly specialised advice and care without direct supervision.
- Monitors patient's compliance against treatment plans through interpretation of information from test results and clinical findings.
- Initiates emergency treatment plans for unanticipated clinical situations.
- Makes appropriate referrals to other health care professionals

PLANNING & ORGANISATIONAL SKILLS

- Responsible for managing and prioritising own workload against the needs of patients and service requirements.
- Assists the assessment of training needs of the department, helping to plan, assist to deliver and evaluate the programmes effectiveness.
- With the support of the Senior Nurses/Consultants, makes 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.

PHYSICAL SKILLS

- Perform specialist interventions such as (dependent upon speciality):
    - Venepuncture
    - peripheral venous and/or arterial cannulation
    - Undertake urinary catheterisation for male and female patients
    - Surgical skills on the ward and theatre setting.
    - Draw up and give intramuscular, subcutaneous, intra-dermal and intravenous injections
    - Obtain an arterial blood gas (ABG) sample
    - Other clinical skills agreed locally within the directorate.
- Expert hand/eye co-ordination to facilitate and complete clinical procedures.
- Delivers core clinical skills in emergency situations.

RESPONSIBILITY FOR PATIENT CARE

- Develop specialised programs of care and provides highly specialised advice to patients.
- Assess, develop, implement and evaluate specialist care pathways.
- Responsible for ordering of relevant tests required for patients
- Responsible for the recording of care, treatment advice, requested tests and results in the clinical records
- Responsible for communicating effectively with members of the MDT and primary care via quality discharge summaries.

RESPONSIBILITY FOR POLICY/SERVICE DEVELOPMENT

- Participates in service development. Writes protocols, guidelines and procedures for own remit which, impacts on other members of multi-disciplinary team.
- Participate in the development and evaluation of protocols and guidelines and procedures using current literature and research for agreement with Consultant medical staff.
- Participates in the development of patient information for patient care.
- Liaise with the Consultants, Senior Nursing colleagues and Management in the development of services, contributes ideas and makes recommendations for service improvements.
- Implement policies informing members of multi professional team of any changes.
- Actively participates and contributes to the clinical governance agenda, e.g. by ensuring that training programmes are regularly updated, participate in the review of clinical incidents and undertaking regular benchmarking of clinical practices.

RESPONSIBILITIES FOR FINANCIAL & PHYSICAL RESOURCE

- Responsible for reporting faults with equipment, and removing from the clinical area until repaired.
- Uses specialist equipment to assist in the monitoring and diagnosis of patients.
- Reports any potential CRES initiatives to the divisional triumvirate

RESPONSIBILITIES FOR HUMAN RESOURCES

- Allocates work and advises junior staff on the ward.
- Utilises professional knowledge and skills, underpinned by theoretical and relevant practical experience to teach, motivate and support junior staff on a range of clinical practice in the ward environment.
- Responsible for providing support, induction and guidance to Doctors in Training allocated to the ward.
- Participates in the Trust's Appraisal process and professional revalidation if appropriate.
- Undertake clinical and educational supervision with assigned consultant supervisor
- Participates in the delivery of specialist training and development of other Health Care Workers within the Trust.
- Delivers specialist teaching sessions to multi professional groups to increase awareness to ensure that appropriate care is given to the client group.
- Participates in the supervision and mentorship of multiprofessional students.
- Undertake clinical supervision.

RESPONSIBILTY FOR INFORMATION RESOURCES

- Keeping medical and patient records/documentation up-to-date
- Complete VTE assessment and record electronically if appropriate to specialty.
- Complete relevant coding pro-forma's accurately and in detail to fully explain the patient's condition and treatment
- Responsible for providing accurate and timely records on patient care, including discharge letters using paper and IT based systems in accordance with trust policy

RESPONSIBLE FOR RESEARCH & DEVELOPMENT

- Support relevant audit activity in the specialities to evaluate the effectiveness of care interventions, and disseminates outcomes with any potential changes to clinical practice.
- Regularly audits own practice.
- To be aware of the relevant research finding and introduce the best research based practice for the care of patients.
- In collaboration with the infection control team establish agreed protocols and audit/research programmes to monitor the incidents of infection.

FREEDOM TO ACT

- Directed by local protocols and guidelines, national guidance 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 specialty.
- Practitioners are required to organise their own work schedule.
- Uses own initiative, acts independently and takes appropriate action.

PHYSICAL EFFORT

- Performs physical examinations and clinical skills
- Manage patients whom are critically unwell or those requiring emergency care thus periods of intense physical effort are required on a regular or as per shift basis.

- Moving and handling of patients and equipment.
- Occasionally required to drive between different sites across the Trust as required.
- Frequent use of a computer to view 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 post holder 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.
    - Discusses diagnosis with patients and their relatives.
    - Provides advice and support to the 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 who are admitted to the ward

WORKING CONDITIONS

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

HEALTH AND SAFETY

In addition to the Trusts 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 in the workplace. You must co-operate with management and colleagues at all times in achieving safer work processes and work places, particularly where it can impact on others.

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 the 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.

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 organizational and service need, and wherever possible change will follow consultation with the post holder.

PERSON SPECIFICATION

Education/Qualification	Essential	Desirable	Assessment criteria
Professional Registration with either NMC or HCPC.	X		Cert/PIN
Evidence of continuing education	X		Cert/Port
Possession of 1st degree in a clinical field e.g Nursing, physiotherapy at a minimum 2:2 classification	X		Cert
MSc in Advanced Practice	X		Cert
Completion of approved Surgical first assisting course	X		Cert
Non-Medical Prescribing if appropriate to registered profession.	X		Cert
Advanced Resuscitation (ALS/EPLS/ATLS)	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 in an Acute Trust 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
Practical clinical experience in a surgical setting	X		App/Port
Evidence of involvement in change management	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
Experience of MDT working	X		Int/Ref
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,	X		Cert/Port

pathology, microbiology ordering as per Trust protocols, utilising patient systems)			
Ability to motivate self and others	X		Int/Ref
Basic Computer skills	X		App
Diplomacy and negotiation skills	X		Int /Ref

Knowledge	**Essential**	**Desirable**	**Assessment criteria**
Demonstrate an understanding of current developments in the relevant speciality	X		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
Able to care for both physical and emotional needs of self and others	X		App/Int/Ref