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## JOB DESCRIPTION

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### Job Details

Job Title: Advanced Practitioner

Division: Medicine, Urgent Care

Base: Wythenshawe

Full Time: 37.5hours

Band: 8a

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### Organisational Arrangements

Reporting to: Lead Nurse/Nurse Consultant

Other accountabilities: Lead Nurse/Nurse Consultant

### Job Purpose

The post holder will exercise advanced clinical expertise, levels of judgement, discretion and decision making in clinical care demonstrated through the Trust advanced competency framework. S/he will provide advanced clinical skills and advice demonstrating a sound understanding of the issues related to the identification, assessment, diagnosis, treatment and management of the client group. S/he will monitor and lead improvements to standards of care through, supervision of practice, clinical audit, evidence based practice, teaching and supporting professional colleagues and the provision of skilled professional leadership. S/he will lead the implementation of relevant research into practice contributing to the further development of the evidence base through research and audit. S/he will contribute to clinical governance within the service by leading audit and research as part of the MDT within the area of expertise.

### Leadership & Consultancy

The post holder will be expected to:

- Role model standards of care and behaviour through clinical practice.
- Be highly visible in the clinical areas.
- Contribute and lead the development of MDT/team objectives for the area of expertise.

- Act as a role model of standards of behaviour and professionalism, through commitment to the integration of policies and procedures within role and workplace.
- Contribute to local clinical networks and speciality specific groups, working in partnership with other key professionals.
- Analyse relevant National policy, within area of expertise, advise on impact for service, leading the implementation of changes and evaluation of processes in partnership with the MDT.
- Maintain professional registration and practice through CPD.
- Maintain professional portfolio to demonstrate competency in line with Trust competency framework.
- Maintain personal standards of conduct and behaviour consistent with Trust and NMC guidelines.
- Allocate, coordinate, monitor and assess own workload and that of individuals or the service, ensuring resources are deployed appropriately.
- Ensure appropriate use of resources in order to meet service/clients needs.
- Identify gaps in service provision and work with the MDT to implement the changes required to improve service provision
- Participate in the implementation and delivery of the standards set within the Trust's Nursing & Midwifery Strategy.
- Recognises and acts as an advocate for patients, carers, service and organisation
- Lead change as required and ensure resolution of conflict

### **Clinical practice**

The post holder will:

- Assess diagnosis, plan and implement programmes of evidenced based care for client group, re-evaluation implemented treatment plans as appropriate.
- Ensure interventions are undertaken in line with best practice guidance.
- Undertake advanced skills appropriate to role, ensuring clinical competencies are maintained in accordance with the Trust framework for advanced practice.
- Provide advice, information and support to Trust staff caring for specific client group.
- Provide advanced knowledge advice and support to client group.
- Identify local, demographic, cultural and environmental factors that influence the health and quality of life for client group.

- Contribute to the coordination and effective management of the admission and discharge process.
- Incorporate advanced practice, in line with the framework of the Trust and NMC.
- Ensure that child protection and vulnerable adult legislation is adhered to within own practice and service.
- Lead on the development and evaluate policies/guidelines/protocols for advanced and specialist clinical practice and take responsibility for updating and monitoring policies/guidelines/protocols specific area of expertise.
- Provide a visible clinical profile, having both an advisory and clinical input into patient care as directed by the Lead Nurse/Consultant and Clinical Lead.
- Prepare accurate and concise reports both verbally and written.
- Communicate the needs of the client groups effectively within the MDT and the Trust.
- Deploy effective communication strategies to ensure that information and knowledge is imparted sensitively according to the needs of patients, staff and students in training.
- Continually review and evaluate own role and clinical practice informing the annual review process with the Lead Nurse.
- Be an active member of relevant Trust committees and groups contributing to developing/implementing local/national strategy.
- Plan and manage own workload and the workload of the service, in a flexible manner, ensuring that service provision meets the needs of clients.
- Keep relevant records and submit reports in a professionally acceptable manner.
- Promote a positive relationship with all stakeholders within the service.
- Contribute to the clinical governance process, including adverse incident reporting/investigation and the management of complaints, as appropriate.
- Collect and collate data as required by the area of expertise in order to inform internal and external professional and operational bodies
- Relate complex communication processes to individual situations
- Be involved in peer review of own practice and that of others
- Undertake prescribing of medication within P-formulary commensurate within nurse practitioner duties.

## **Education & Development**

The post holder will:

- Develop and deliver specific and relevant specialist teaching programmes for all disciplines and grades of staff, client group and carers within the Trust in relation to their area of expertise.
- Review and evaluate all teaching programmes and lead on the development of new programmes when a need is identified
- Identify own development needs in line with service requirements within personal development plan.
- Develop and distribute educational leaflets in relevant formats, for staff and patients relating to service and patient pathway.
- Ensure personal, peer support and clinical supervision needs are met.
- Act as mentor/preceptor and resource person for all nursing and support staff, as appropriate to the role.
- Provide clinical supervision both within and external to the organisation in order to support development of individuals and practice.
- Ensure mentorship training is updated annually.
- Ensure clinical environment is conducive to supporting the education and learning of all staff and students.
- Provide educational and training opportunities to pre-registration nursing students to ensure placements satisfy the relevant elements of their learning agreement.
- Provide an environment that encourages client centred involvement where clients are facilitated to ask for help, advice and education.
- Contribute to clinical governance outcomes.
- On completion of appropriate training carry out non-medical prescribing supported through divisional governance framework and in adherence to agreed Trust policy, undertake annual audit of prescribing practices.

## **Research & Development**

The post holder will:

- Evaluate clinical practise through audit of service, developing and managing strategies to address any shortfalls.
- Demonstrate knowledge of current research in all aspects of his/her work and to advise others on the implementation of relevant research findings
- Lead the development of research proposals with the multidisciplinary team specific to the specialty

- Initiate and/or become involved in research projects in response to identified needs.
- Disseminate results/research findings via local team and/or national/international publications
- Implement research findings appropriate to practice
- Promote the shared objectives of the multidisciplinary team by working closely to ensure that best practice is achieved utilising both Clinical Benchmarking and Essence of Care processes to achieve this.

### **Departmental Duties**

This job description is an outline of the key tasks and responsibilities of the role and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services, as well as the personal development needs of the post holder.

Where particular Directorates require the post holder to focus on specific issues and/or areas of concern, this will be discussed through the performance management process.

### **Health and Safety**

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.

### **Security**

The post holder has a responsibility to ensure the preservation of NHS property and resources.

### **Confidentiality**

The post holder is required to maintain confidentiality at all times in all aspects of their work.

**Team Briefing**

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

**Smoking Control Policy**

The Trust operates a smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas. Staff appointed will agree to only smoke in designated areas.

THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER

Signed (Employee):

Date:

Signed (Manager):

Date:

*To undertake any other duties which is deemed appropriate to the band when requested by Senior Staff*

*The above indicates the main duties of the post which may be reviewed in the light of experience and developments within the service. Any review will be undertaken in conjunction with the post-holder.*

## **General & Corporate Duties**

### **Risk Management**

It is a standard element of the role, and responsibility of all staff of the Trust, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

### **Records Management/ Data Protection**

As an employee of the Trust, you have a legal responsibility for all records (including patient health, financial, personal and administrative) that you gather or use as part of your work with the Trust. The records may be paper, electronic, microfiche, audio or videotapes, or x-ray images. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

### **Confidentiality and Information Security**

As a Trust employee you are required to uphold the confidentiality of all records held by the Trust, whether patient records or trust information. This duty lasts indefinitely and will continue after you leave the trust employment. All employees must maintain confidentiality and abide by the Data Protection Act.

### **Data Quality**

All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on the Trust's computerised systems or manual records (paper records) and must ensure that such data is entered accurately to NHS data standards, in a timely manner to ensure high standards of data quality in accordance with the Trust Data Quality and Clinical Record Keeping Policies.

To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act 1998, Caldicott recommendations and other relevant legislation and guidance are applicable and should be adhered to.

### **Health and Safety**

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust's undertakings.

### **Infection Prevention**

As member of a clinical team your personal contribution to reducing healthcare associated infections (HCAIs) require you to be familiar with the Trust's Infection Control Manual including the Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps. You must be aware of your role in the decontamination of patient shared equipment and are required to attend mandatory training in Infection Prevention & Control and support the Trust in achieving compliance with the Health Act 2006(all measures known to be effective in reducing Health Care Acquired Infections).

## **Trust Policies**

The Trust operates a range of policies, e.g. Human Resources, Clinical Practice (available on the Trust's intranet). All Trust employees must observe and adhere to the provisions outlined in these policies.

### **Equal Opportunities**

The Trust provides a range of services and employment opportunities for a diverse population. As a Trust employee you are expected to treat all patients/customers and work colleagues with dignity and respect irrespective of their background.

### **Safeguarding**

All employees have a duty and responsibility to protect and safeguard children, young people and vulnerable adults. They must therefore be aware of child and adult protection procedures to take appropriate and timely safeguarding action, and reduce the risk of significant harm to adults and children from abuse or other types of exploitation.

### **Supplementary Information**

#### **Effort and Environmental Factors**

##### **Physical Effort**

##### **Mental Effort**

##### **Emotional Effort**

##### **Working Conditions**

**Person Specification:**

Attributes	Essential	Desirable	Method of Assessment
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Relevant professional qualification</li> <li>▪ Educated to Masters Level in Advanced Practice</li> <li>▪ Speciality qualification</li> <li>▪ Teaching qualification</li> <li>▪ Non-medical prescriber</li> </ul>		CV
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Portfolio of evidence showing achievements in practice/speciality</li> <li>▪ Significant evidence of delivering teaching programmes to staff groups</li> <li>▪ Evidence of presentations at local, regional, national level.</li> <li>▪ Comprehensive or relevant post qualifying experience</li> </ul>		CV Interview Portfolio
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Assess diagnosis, plan and implement programmes of evidenced based care for client group, re-evaluation implemented treatment plans as appropriate.</li> <li>• Ensure interventions are undertaken in line with best practice guidance.</li> <li>• Undertake advanced skills appropriate to role, ensuring clinical competencies are maintained in accordance with the Trust framework for advanced practice.</li> <li>• Provide advice, information and support to Trust staff caring for specific client group.</li> <li>• Provide advanced knowledge advice and support to client group.</li> <li>• Identify local, demographic, cultural and environmental factors that influence the health and quality of life for client group.</li> <li>• Contribute to the coordination and effective management of the admission and discharge process.</li> <li>• Incorporate advanced practice, in line with the framework of the Trust and NMC.</li> <li>• Ensure that child protection and vulnerable adult legislation is adhered to within own practice and service.</li> <li>• Lead on the development and evaluate policies/guidelines/protocols for advanced and specialist clinical practice and take responsibility for updating and monitoring policies/guidelines/protocols specific area of expertise.</li> <li>• Provide a visible clinical profile, having both an advisory and clinical input into patient care as directed by the Lead Nurse.</li> <li>• Prepare accurate and concise reports both verbally and written.</li> <li>• Communicate the needs of the client groups effectively within the MDT and the Trust.</li> </ul>	<p>Further evidence of continued leadership development</p> <p>Evidence of participation in research projects</p> <p>Published in peer review journals</p> <p>Contribution to academic programmes</p>	CV Interview Portfolio

	<ul style="list-style-type: none"> <li>• Deploy effective communication strategies to ensure that information and knowledge is imparted sensitively according to the needs of patients, staff and students in training.</li> <li>• Continually review and evaluate own role and clinical practice informing the annual review process with the Lead Nurse.</li> <li>• Be an active member of relevant Trust committees and groups contributing to developing/implementing local/national strategy.</li> <li>• Plan and manage own workload and the workload of the service, in a flexible manner, ensuring that service provision meets the needs of clients.</li> <li>• Keep relevant records and submit reports in a professionally acceptable manner.</li> <li>• Promote a positive relationship with all stakeholders within the service.</li> <li>• Contribute to the clinical governance process, including adverse incident reporting/investigation and the management of complaints, as appropriate.</li> <li>• Collect and collate data as required by the area of expertise in order to inform internal and external professional and operational bodies</li> <li>• Relate complex communication processes to individual situations</li> <li>• Be involved in peer review of own practice and that of others</li> <li>• Undertake prescribing of medication within P-formulary commensurate within nurse practitioner duties.</li> </ul>		
<p><b>Knowledge</b></p>	<ul style="list-style-type: none"> <li>• External to the organisation in order to support development of individuals and practice.</li> <li>• Ensure mentorship training is updated annually.</li> <li>• Ensure clinical environment is conducive to supporting the education and learning of all staff and students.</li> <li>• Provide educational and training opportunities to pre-registration nursing students to ensure placements satisfy the relevant elements of their learning agreement.</li> <li>• Provide an environment that encourages client centred involvement where Develop and deliver specific and relevant specialist teaching programmes for all disciplines and grades of staff, client group and carers within the Trust in relation to their area of expertise.</li> <li>• Review and evaluate all teaching programmes and lead on the development of new programmes when a need is identified</li> <li>• Identify own development needs in line with service requirements within personal development plan.</li> <li>• Develop and distribute educational leaflets in relevant formats, for staff and patients relating to service and patient pathway.</li> <li>• Ensure personal, peer support and clinical supervision needs are met.</li> <li>• Act as mentor/preceptor and resource person</li> </ul>		<p>CV Interview Portfolio</p>

	<p>for all nursing and support staff, as appropriate to the role.</p> <ul style="list-style-type: none"> <li>• Provide clinical supervision both within and clients are facilitated to ask for help, advice and education.</li> <li>• Contribute to clinical governance outcomes.</li> <li>• On completion of appropriate training carry out non-medical prescribing supported through divisional governance framework and in adherence to agreed Trust policy, undertake annual audit of prescribing practices.</li> </ul>		
<p><b>Aptitudes</b></p>	<ul style="list-style-type: none"> <li>▪ Evidence of excellent clinical record</li> <li>▪ Demonstrate the ability to work in highly demanding environment.</li> <li>▪ Maintained development of clinical leadership skills</li> <li>▪ Undertaken a leadership programme</li> <li>▪ Evidence of diplomacy and negotiation skills</li> <li>▪ Able to demonstrate imaginative and effective use of resources</li> <li>▪ Able to articulate personal development needs</li> <li>▪ Implementation of audit/research recommendations</li> <li>▪ Excellent communication and leadership skills</li> <li>▪ Evidence of significant involvement in change management</li> </ul>		<p>CV Interview Portfolio</p>