

Job Description

Virtual Ward Advanced Clinical Practitioner (ACP)

Band 8a

Do you want to help shape the future of patient care in a virtual ward environment? Come and join our virtual ward service, which is due to open in order to support Staffordshire and Stoke-on-Trent's urgent care needs. We are looking for a number of roles to join one of our Community based Virtual Ward Teams and help shape the future of patient care.

This is a partnership between the University Hospital of North Midlands (UHNM), University Hospital of Derby and Burton (UHDB), Royal Wolverhampton Trust (RWT) and Midlands Partnership Foundation Trust (MPFT). The successful applicants will join an integrated, collaboratively focused team, employing proactive clinical practice and knowledge, to provide clinical assessment, monitoring and support, as part of our urgent care pathways.

Our General Acute Medicine and Frailty Virtual Ward is a new and innovative Service, that has an agreed admission criteria and works in partnership with supporting care services to deliver acute care in the patient's own home. The aim of a virtual ward is to reduce length of acute hospital stay and/or avoid hospital admission; this leads to quicker recovery and reduces disruption to patients', and their carers' lives. This means we can proactively manage people living with frailty at home, and for those that have a sub-acute episode we can improve a patient's experience and outcomes. In addition, this means we have more space in our hospitals for acutely unwell patients and reduces the pressure on urgent care.

Division: MPFT

Job Title: Virtual Ward Advanced Clinical Practitioner (ACP)

Band: Band 8A

Location: North (Stoke-on-Trent, and North Staffordshire)
South East (Lichfield, East Staffordshire, Burton, Tamworth)
South West (Stafford and Seisdon area, Cannock District and South Staffordshire)

Hours: 37.5hrs (over a 7 days per week 8am-10pm service)

Managerially accountable to: Virtual Ward Modern Matron

Professionally accountable to: Deputy Senior Operational Manager

Role Summary

The ACP will provide an alternative medical workforce within a new service providing acute care to patients within their own home environment. The ACP works as an autonomous expert within the patients home environment providing acute assessments, intervention and medical management plan for that patient.

Demonstrating in depth knowledge and competence in all aspects of acute care This involves encompassing enhanced clinical assessment, initiation of treatment, formulation and alteration of treatment and monitoring of care programmes either directly for high acuity patients or through the management of Virtual Ward clinical staff.

Management of the Virtual Ward Senior Nurse Co-ordinator/Practitioner and the Virtual Ward Staff Nurse Facilitate the development of clinical practice through research and education of multi-disciplinary team. Evaluate care through quality assurance initiatives and assessment of clinical outcomes. Be an expert resource for other healthcare practitioners. Ensure that the highest

Key Areas/Tasks

Main lead in visiting potential patients in their own home environment to assess the suitability of them being accepted onto a Virtual Ward, when the referring agency has not conducted a face to face visit or provided a clinical assessment in the last 24 hours;

Where necessary, taking the lead in conducting enhanced clinical assessments, diagnose, plan, implement and evaluate treatments and interventions for patients presenting with an undifferentiated diagnosis referred by an external agency.

Undertaking physical examinations as indicated by the patients condition; autonomously analysing complex clinical signs and investigation results to consider differential diagnosis; initiating treatment as required

Performing clinical procedures appropriate to the history and physical examination of the patient, including further invasive testing and treatments requiring highly developed skills and precision,



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including (but not limited to) catheterisation, cannulation, peripheral arterial blood gas sampling as relevant within the patient's own home setting

Conducting, where possible, diagnosis testing that includes ECGs, CRP analysis, xxxx and where it is not possible request such as blood, urine and other laboratory tests, ECGs, ultra sounds, X-rays and CT scans in accordance with IR(ME)R regulations and as local policy allows and under the guidance of the medical consultant team.

Autonomously formulating appropriate management plans for patients, formulating clinical decisions and often complex treatment plans to manage acute illness and acute episodes of chronic illness including referral, admission onto the virtual ward and discharge from the virtual ward.

With support from the Virtual Ward staff, continuously re-evaluating findings and clinical response to treatment and establish an appropriate ongoing management plan accordingly

Prioritising health problems and intervening appropriately in complex, urgent and emergency situations, including initiation and leadership of resuscitation.

Managing regularly clinical events involving patients often requiring unpredictable and high levels of physical effort according to the patient's dependency and clinical need.

Prescribing and reviewing medication (as an independent prescriber) for therapeutic effectiveness appropriate to patient's need and in accordance with best/evidence based practice and national and local protocols and within the role's scope of practice and legal framework.

Integrating both pharmacological and non pharmacological treatment in patient care/management plans

Assessing patients with mental health needs using local policy and guidelines and refer to appropriate services

Communicate effectively with patients, carers, colleagues, and others using appropriate communication styles. Anticipating barriers to change and communication and ensure patients and significant others are kept fully informed and consent to treatment.

Providing clinical management to the Virtual Ward Senior Nursing Co-ordinator/Practitioner and Virtual Ward Nurses who will be supporting with high acuity patients and be responsible for the virtual ward patients with medium or low acuity

Taking a key role in the MDT to further develop appropriate clinical pathways and care approaches; disseminating the learning and good practice gained to other team members

Involvement in distressing situations when the patient is dying or suddenly dies and holding discussions with the family, and completing DNAR/EOL care planning.

Taking a holistic approach to using physical skills and assessment.

As part of treatment to carry the agreed red bag containing abx/analgesia as it's not appropriate to give prescriptions out if there is a delay in getting it dispensed. All treatment needs to be timely to prevent deterioration and readmission to hospital.

Providing and receiving highly complex, sensitive or contentious information, and then :

- Facilitating communication, which results in clear responsibilities being identified within the multi-professional team.
- Communicating very sensitive, complex condition related information to patients, relatives providing empathy and reassurance.
- Exchanging verbal and written information with patients, staff and carers requiring tact and diplomacy.
- Communicating patients' conditions verbally and in writing, to other members of the healthcare team and contribute to decision making processes in patient management.
- Communicating on an ongoing basis with the Deputy Senior Operational Manager and /or the Virtual Ward Matron and/or the Consultant of the Week supporting the Virtual Ward service updating them of any changes/progress.
- Taking part in the appraisal process each year with the first appraisal taking place within the first 6 months from appointment.
- Continually updating and maintaining personal levels of clinical skills and competencies, acting as a clinical role model.
- Having highly developed specialist knowledge underpinned by theory and experience.
- Having a current NMC registration.
- Having a degree level qualification in Health/Nursing Related Studies.
- Having experience of teaching and assessing.
- Having undertaken leadership training.
- Having a minimum of 3 years post registration experience to include 1 year experience of a leadership position.
- Having the ability to lead change and lead new ways of working.
- Undertaking physical assessment.
- Independent prescribing.
- ALS qualified.
- Dealing with highly complex facts or situations, requiring analysis, interpretation and comparison over a range of options.
- Demonstrating the skills for assessing and interpreting specialist acute and other patient conditions, taking actions as appropriate.
- Playing a lead role in improving services in line with national directives and service line provision by supporting the Directorate Management Team, Medical and Nursing Staff and Allied Health Professionals.
- Proactively seeking development of the service.
- Actively participating in team meetings.
- Planning and organising complex activities requiring formulation and adjustment, that enable staff and service development.
- Working within the Trust's Policies and procedures and the parameters set down in agreed local clinical protocols and guidelines and national guidelines such as those published by NICE.
- Having the dexterity and accuracy required for procedure such as venepuncture, cannulation and administration of intravenous drugs and is able to demonstrate clinical skills.
- Requiring having standard keyboard skills, use of presentation, projection/multimedia equipment and e-learning resources.
- Developing appropriate advanced clinical and technological skills in response to the changing needs of care and the dynamic state of healthcare services.
- Acting in accordance with the NMC Code of Professional Conduct for Nurses, Midwives and Health Visitors and to be accountable for own clinical practice and professional actions at all times. Ensure continued and effective registration with the NMC.
- Organising the clinical management of individual patients, utilising clinical knowledge and advanced skills to assess, diagnoses, plan, implement and initiate changes where required. This

will include monitoring and evaluation the response to treatment through analysis and interpretation of clinical tests and investigations and the discharge of the patient.

- Responding to emergency situations, utilising clinical judgement and decision making to initiate appropriate interventions and treatment for patients.
 - Initiating drug therapy/medication within the parameters of agreed clinical guidelines and in accordance with present legislation for the supply and prescribing of medication.
 - Monitoring and evaluating clinical outcomes of patient centered care involving the patient and their carers wherever possible.
 - Making and receiving referrals as outlined in the agreed Virtual Ward Operating Model, Criteria and Pathways.
 - Participating in virtual ward rounds, perform case presentations and contribute to the decision making process in patient management.
 - Taking every opportunity to promote the health of patients and initiate health education strategies as necessary
 - Highlighting to the Deputy Service Lead and where possible address areas of witnessed poor practice and manage the situation appropriately.
 - Working in partnership with the existing senior multi-disciplinary teams, driving service development and change.
 - Implementing policies and procedures, and proposes changes to practices for own area.
 - Developing protocols for specialist area, which may impact on other disciplines.
 - Producing accurate and complete documentation and patient records consistent with legislation, policies and procedures
 - Demonstrating safe working practices in the use of equipment and resources in the clinical areas.
 - Awareness of budgetary constraints within the service and manage resources appropriately
 - Acting as a resource, providing clinical leadership and facilitating education amongst the healthcare team internal and external to the organisation.
 - Providing clinical supervision to other staff and students in-line with the Organisational Structure.
 - Providing specialist training and education on formal education programmes.
 - Contributing to the induction programme of medical and nursing staff.
 - Supporting staff development in order to maximise potential, encouraging everyone to learn from each other and from external good practice
 - Supporting patients, carers, relative's and staff during difficult situations arising in the clinical area eg. Breaking bad news or following an unexpected event.
 - Updating records for personal use.
 - Updating nursing records.
 - Undertaking surveys or audits as necessary to own work.
 - Taking part in research projects, as appropriate, in order to enhance knowledge of the role and/or patient outcomes.
 - Disseminating current research findings and developments in practice to professional colleague through publication and presentations.
 - Accountable for own professional actions: not directly supervised.
 - Exercising a high degree of personal professional autonomy and make critical judgements to satisfy the expectations and demands of the role.
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- Combination of sitting, standing, walking, occasional moderate effort for several short periods.
 - Requiring frequent concentration with an often predictable work pattern.
 - Concentration on patient assessments / procedures.
 - Ability to travel between patients based on a priority plan based on the needs, acuity and location of the patient.



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- Dealing with distressed relatives and managing stressful situations.
- The post holder will have exposure to bodily fluids.

Personal/Professional Development

- To take every reasonable opportunity to maintain and improve your professional knowledge and competence
- To participate in personal objective setting and review, including the creation of a personal development plan and the Trust's appraisal process.

Health and Safety

- To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.
- To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to.
- To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

Equality and Diversity

The University Hospital of North Midlands (UHNM), University Hospital of Derby and Burton (UHDB), Royal Wolverhampton Trust (RWT) and Midlands Partnership Foundation Trust (MPFT) is committed to the implementation of the Equality, Diversity and Inclusion Policy.

Which ensures equal opportunities for all. We are committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. All staff are required to observe this policy in their behaviour to other workers and patients/service users

Infection Prevention

Infection Prevention is the obligation of every employee both clinical and non-clinical. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed have the following responsibilities:

Trust Dress Code

- Trust approved uniform/dress code must be adhered to
- When in clinical areas all staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts

- No personal bags to be worn during clinical duties

Hand Hygiene

- Decontaminate your hands as the per 'The five moments of hand hygiene'

Own Practice

- Lead by example
- Encourage and praise good practice
- Be prepared to accept advice about your own practice

Decontamination

- Ensure that equipment you have been using or about to use has been decontaminated effectively
- Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works

Trust Policies

- Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality

All staff are responsible for ensuring they are familiar with and adhere to the Trust's policies, procedures and guidelines with regards to the Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality. This includes confidentiality, information security, cyber security, secondary use and management of records.

Staff have a responsibility in protecting the "rights and freedom" of natural persons (i.e. live individuals) and to ensure that personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent. Processing includes holding, obtaining, recording, using and disclosing of information and applies to all forms of media, including paper and images. It applies to both patient and staff information

Hence staff must ensure confidentiality is maintained at all times, data is recorded accurately and you only access this information as part of your job role

Safeguarding Children, Young People and Adults with care and support needs

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines. All health professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role.

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate

Sustainability

'Our 2020 Vision: Our Sustainable Future' with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchase

Disruptive Incident & Business Continuity

The Trust needs to be able to plan for, and respond to a wide range of incidents and emergencies that could affect health or patient care. These could be anything from severe weather to an infectious disease outbreak or a major transport accident.

All staff are required to have an awareness of the Trust's business continuity arrangements, as a minimum. All staff will be required to;

- To know how to identify a business continuity incident and the method for reporting;
- To have an awareness of local business continuity arrangements;
- To participate in awareness, training and exercises, as required;

In the event of a disruptive incident, all Trust employees will be required to attend work if they are fit and well and able to do so in line with a Trust risk assessment. Those who are clinically qualified will be required to work flexibly across the Trust to meet the service need in clinical areas. This will include front line clinical staff who will be expected to cover alternative duties as and when required in order to ensure that all essential services are maintained.

Signed Employee _____ Print _____ Date _____

Signed Manager _____ Print _____ Date _____



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Job Title: Advanced Clinical Practitioner (ACP)
Person Specification

	Specification	Criteria		Evidence
		Essential	Desirable	
Essential Qualifications	Educated to degree level.	X		Application form/portfolio of evidence
	Evidence of higher level study at Masters Level; Alternatively working knowledge and experience at an equivalent level	X		
	Registered Healthcare Professional and hold an MSc in Advanced Clinical Practice or equivalent at MSc level	X		
	Leadership and Management Qualification	X		
	Proficient in the use of Microsoft office: Word, Excel, access and Power-point	X		
	Professional training delivery qualification or equivalent experience of delivering and facilitating in challenging environments.	X		
	Portfolio of certified/accredited professional development activity undertaken in relevant areas	X		
	Experience and/or qualifications in the specific area Organisational Development • Safeguarding level 1-3	X		

	for Adults			
Knowledge, Skills, Training and Experience	<ul style="list-style-type: none"> • In-depth knowledge and competence in all aspects of acute care within the patient's home setting and environment • Experience of conducting enhanced assessments • Demonstrates critical thinking and clinical management skills that are evidenced based • Experience of delivering high quality patient centred care • Demonstrates negotiating, persuasive, motivational, reassurance skills; gives formal presentations • Demonstrates highly developed specialist knowledge of working in an Acute Trust or Community Service, underpinned by theory and experience • Experience of providing highly specialised advice concerning care; being accountable for direct delivery of sub-division of a clinical, clinical technical or social care service • Experience of managing budgets and approval of expenditure • Experience of working across boundaries to develop networks with key stakeholders • Experience of managing a diverse team utilising the full spectrum of HR practices • Ability to prioritise workload in response to service need • Ability to work 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>		Application form/Interview

	autonomously and be accountable for own actions	X		
	• Ability to motivate and support others to achieve goals	X		
	• Able to utilise initiative to solve problems and develop the service	x		
	• Ability to work as part of the wider team			
	• Broad experience of project work and managing projects in a complex multi system environment	X	X	
	• The ability to integrate theory and practice through the effective development and delivery of learning programmes and events which take full account of relevant learning methodologies, principles and paradigms	x		
	• Experience of delivering training programmes & presentations to various levels of staff.	X		
	• Experience of facilitating staff engagement interventions with groups of staff or teams	X		
	• Good influencing and networking skills	X		
	• Excellent written and communication skills	X		
	• Ability to maintain confidentiality and deal with situations in a sensitive manner	X		
	• Ability to follow complex instructions and make the complex simple	X		
	• Ability to contribute directly to the production of strategy and policy documentation	X		
	• Ability to develop medium and long term plans to meet service need and ensure sustainability	X		
	• Ability to apply evaluative and reflective techniques to personal practice, events and			

	<p>activities</p> <ul style="list-style-type: none"> Ability to understand, interpret and critically analyse data and information 	<p>X</p> <p>X</p>		
Personal Qualities	<p>Positive mindset in respect of – Supporting organisational change; learning, and continuous improvement.</p> <p>Effective interpersonal and intrapersonal skills including high degree of self-awareness and self- regulation</p> <p>Takes responsibility and is accountable for delivering to their agree objectives</p> <p>Consistently professional, collaborative and compassionate in their approach.</p> <p>Works with patients and people at the fore – operates to a customer service ethos</p> <p>Acts to support and enable effective teamwork</p> <p>Delivers work of consistent and predictable high quality</p> <p>There is a frequent requirement for prolonged concentration when facilitating</p> <p>Emotional effort; the post holder will at times be exposed to distressing and emotional circumstances</p> <p>Ability to travel to and work across multiple sites</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>		Application form/Interview



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