



ROSEGARTH & SIDDAL

ADVANCED CLINICAL PRACTITIONER

JOB DESCRIPTION and PERSON SPECIFICATION

1. POST TITLE: Advanced Clinical Practitioner
2. LOCATION: Rosegarth & Siddal, Halifax. West Yorkshire
4. GRADE: Equivalent to Band 7/8 (Agenda for Change) Dependent upon Experience
5. HOURS: Full or Part Time
- 6a. ACCOUNTABLE TO: Business Manager and Partners
- 6b. RESPONSIBLE TO: Partners for Clinical issues and Business Manager for managerial issues.
7. JOB PURPOSE

- To act as an autonomous practitioner working independently and in conjunction with other health care professionals to assess, diagnose and treat the conditions of patients attending within primary care initiating direct referrals as appropriate.
- Provide expert professional advice to patients, carers and colleagues and ensure the maintenance of clinical excellence.
- To develop new and innovative concepts, models, methods and practices to deliver new and improved primary care services to meet the needs of the practice and CCG population.
- To provide education and training to other staff and students.
- To participate in extended hours and participate in the home visits rota.
- To undertake research as part of the role.

8. PRIMARY DUTIES AND AREAS OF RESPONSIBILITIES

9.1 KEY ROLE – CLINICAL PRACTICE

The Advanced Practitioner works autonomously and is accountable for own professional actions.

- Undertakes Clinical Practice at an advanced level using expert knowledge and clinical skills to deliver holistic care to people accessing primary health care services.
- Assesses diagnoses and treats patients attending primary health care services with a range of acute, non-acute and chronic medical conditions.
- Assesses diagnoses and treats patients in surgery or own home who require acute medical attention and refer to appropriate agency.
- Directly admits patients to secondary care hospital in acute medical need.
- Refers patients to other medical specialities for assessment if deemed appropriate.
- Refers patients as appropriate to other members of the multidisciplinary team, secondary care and to other statutory and voluntary organisations including referral for x-ray.
- Has undertaken x-ray training as required by hospitals trust.
- Undertakes and interprets a range of diagnostic tests and routine clinical procedures e.g. cytology, venepuncture, blood pressure monitoring etc.
- Makes critical judgements of the highest order to satisfy the expectations and demands of the job e.g. first contact with patients presenting acutely and manages care in the presence and absence of protocols.
- Makes decisions where precedents do not exist, where appropriate without recourse to others e.g. direct referral of patients to Hospital Consultants without prior reference to other medical colleagues.
- Advises and supports others where standard protocols do not apply.
- Works within professional guidelines and codes of conduct.
- Works within all relevant practice policies and procedural guidelines e.g. infection control, chaperoning, risk management.
- Extended and supplementary prescriber.

9.2 KEY ROLE – CARE AND PROGRAMME MANAGEMENT

- Develops and manages highly specialised programmes of care and care packages and provides highly specialised advice concerning care normally beyond the scope of normal clinical practice e.g. establishes differential diagnoses, management/treatment plans and makes referrals as appropriate.
- Makes fast track referrals.
- Communicates highly sensitive condition related information to patients, relatives and carers.
- Initiates the process of diagnosis with patients suspected to have a chronic disease e.g. Diabetes, COPD, asthma, IHD referring to other clinical staff as appropriate.
- Contribute to practice targets both local and national within the disease management agenda e.g. QOF, prescribing incentive scheme, NSFs, National benchmarking.
- Contributes to disease registers.
- Audits outcomes of care against standards and initiate changes as necessary.
- Undertakes annual review of patients' understanding and ability to self-manage.
- Refers to other members of the extended primary health care team as appropriate e.g. chiroprapist, dietician, specialist Nurses.

9.3 KEY ROLE – STRATEGIC DEVELOPMENT OF PRIMARY CARE SERVICES

- Contributes to the strategic development of primary care and public health services to meet patient and population needs within the practice and across the wider organisation. Works/liaises across multi-professional and agency boundaries.
- Works at the forefront of practice innovation. Determines how to deal with ambiguous or unique problems to develop and advance primary care services for the benefit of patients, carers and communities.
- Recognition and involvement as a teaching unit and help drive element of training.
- Develop links within the PCT and other local and national bodies relevant to primary care initiatives.

9.3 KEY ROLE – HEALTH IMPROVEMENT

- Initiates and carries out programmes of health screening and ensures other team members are aware of health agendas and screening programmes.
- Introduces innovation in practice to meet on going health need demands of the practice.
- Works to introduce new developments that will improve health outcomes for patients and is able to demonstrate through written and presentation these developments i.e. Sexual Health agenda.
- Shares innovation with others.
- Supports practitioners in profiling the practice population in order to initiate contribute and promote improved health and prevent disease in individuals and groups.
- Represents individuals and families interests when they are not able to do so themselves.

- Makes referrals to statutory and voluntary agencies as appropriate.

9.4 KEY ROLE – COMMUNICATION

- Provides and receives highly complex, sensitive or contentious information and frequently deals with situations which are hostile or emotive.
- Uses developed communication, negotiation, conflict management skills which require empathy, reassurance and persuasive skills where there can be significant barriers to acceptance which need to be overcome.
- Regularly communicates service related information to Partners, Business Manager, Salaried GP's, Nursing and Administrative staff, patients, relatives and carers.
- Makes operational judgements, manages conflicting views and reconciles inter and intra professional differences of opinion.
- Builds and communicates therapeutic working relationships with a wide array of statutory and voluntary organisations for the benefit of patient care and facilitates good working relationships.
- Develops and delivers presentations to large groups e.g. local and national conferences, clinical meetings, empowers staff to develop presentation skills in order to promote good practice.

9.5 KEY ROLE – MANAGE/LEAD SELF/OTHERS

- Develops a leadership role within the practice.
- Encourage and motivate others to be forward thinking in ideas that address the health needs of the practice that will be innovative whilst managing and developing new ways of working, e.g. Implanon clinic, teenage health clinic.
- Develops and leads on evidence based practice.
- Promotes effective communication and relationships within the team.
- Partakes in clinical supervision for own development.
- Actively participates in clinical and practice meetings.
- Develops own knowledge and practice to meet objectives/changes in service.
- Integrates theory into practice and establishes formal links with educational institutions.
- Assists in the mentorship and assessment of trainee Nurse Practitioners.
- Acts as mentor for pre-registration students and other staff within the practice.
- Leads on setting standards and promotes best practice.
- Operates high standards of probity.

9.6 KEY ROLE – INFLUENCE AND DEVELOP POLICY

- Responsible for establishing how policies should be interpreted and translated within the practice.
- Implements local/national, PCT and practice policies, proposes developments and improvements to service delivery.

9.7 KEY ROLE – MANAGE AND USE INFORMATION

- Makes effective use of the clinical system by ensuring the consistent and accurate entering of data and use of Read Codes.
- Facilitates the use of up to date information technology in order to collate accurate and timely information as and when required by the practice.
- Ensures a satisfactory call and recall system of patients.
- Assist in the development of practice protocols for the surgery and clinical protocols for the clinical team.
- Identifies, monitors and reviews deficiencies in procedures and implements remedial action.

9.8 KEY ROLE – RESEARCH AND DEVELOPMENT

- Continuous involvement in research/evaluation and/or development work which may be as part of one or more formal research programmes or activities.
- Actively contributes to Practice/Service/Team audit/Research activity as required.
- Instigates audit activity as required e.g. new services.
- Identifies, applies and disseminates research findings relating to clinical practice.

9.9 WORKING CONDITIONS

- Frequent exposure to body fluids, blood, wounds, fleas and lice.
- Occasional exposure to aggressive behaviour
- Frequent use of VDU equipment.
- Frequent requirement to travel between different locations and for home visits, so use of own transport is required.

10 TERMS AND CONDITIONS OF SERVICE

SALARY: to be negotiated.

METHOD OF PAYMENT: Monthly by Bank credit transfer

HOURS OF WORK: To be discussed.

SUPERANNUATION: This post is optionally superannuable.

HEALTH ASSESSMENT: This post is subject to a satisfactory pre-employment health assessment.

TERMS AND CONDITIONS: All terms will be agreed by the practice and may be amended from time to time.

Successful applicants will be required to complete a DBS Criminal records (Disclosure) application form.

Subject to satisfactory performance reviews.

11 REHABILITATION OF OFFENDERS ACT 1974

Because of the nature of this work, this post is exempt from the provisions of section (42) of the Rehabilitation of Offenders Act 1974 (exemptions) Order 1975. Applicants for this post are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act and in the event of employment, any failure to disclose such convictions could result in disciplinary action or dismissal. Any information given will be completely confidential and will be considered only in relation to an application for a position to which this order applies.

12 DATA PROTECTION ACT

All members of staff are bound by the requirements of the Data protection Act 1998 and any breaches of the Act or of the confidential nature of the work of this post could lead to dismissal.

13 GENERAL

Health and Safety/Risk Management

The post holder must comply at all times with the CCG & the surgeries Health and Safety Policies, in particular by following agreed safe working procedures and reporting incidents using the CCG's and the surgeries Risk Incident Reporting System.

Equality and Diversity

The post holder must co-operate with all policies and procedures designed to ensure equality of employment. Co-workers, patients and visitors must be treated equally irrespective of gender, ethnic origin, age, disability, sexual orientation, religion etc.

Training and Personal Development

The post holder must take responsibility in agreement with his/her line manager for his/her own personal development by ensuring that continuous professional development remains a priority. The post holder will undertake all mandatory training required for the role.

Respect for Patient Confidentiality

The post holder should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.

Rosegarth & Siddal Surgeries

PERSON SPECIFICATION

Job title: Advanced Clinical Practitioner

Main purpose of post: An autonomous practitioner working independently of and in conjunction with other health care professionals to assess, diagnose and treat the conditions of patients attending within primary care initiating direct referrals as appropriate. ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	RGN/RN or other Allied Professional MSc in Clinical Practitioner Studies, plus supplementary post graduate level courses: Prescriber Teaching and assessing in clinical practice. Counselling skills.		Registration check Professional portfolio Minor Illness qualification Independent prescribing qualification Teaching Qualification
SPECIAL KNOWLEDGE / EXPERIENCE / COMPETENCES	Practitioner Studies experience within the clinical field. Experience of working within General Practice would be desirable. Demonstrate the application of evidenced based practice. Able to demonstrate a depth and breadth of current issues and policies within the NHS and have the ability to translate into practice. Experience in leadership role and change management. Autonomous practitioner working		Application form Interview References

	<p>independently and in conjunction with other health care professionals.</p> <p>Ability to undertake comprehensive health assessment and make appropriate management plan.</p> <p>In depth knowledge of pathophysiology of disease and its management.</p> <p>Very high level of clinical skills and competency relevant to the role.</p> <p>Understanding and experience of interagency working and adult/child protection.</p> <p>Evidence of teaching/mentoring students / groups.</p> <p>Evidence of continued professional development.</p> <p>Experience of Clinical Governance and risk assessment.</p> <p>Evidence of multi-disciplinary team working Competent and confident approach to practice.</p> <p>Highly motivated, flexible, enthusiastic team player.</p>	
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	<p>Demonstrates ability to work/learn self-directed.</p> <p>Can prioritise and manage own workload and support juniors in managing theirs.</p> <p>Flexibility around anti-social working patterns, must be prepared to participate in working from 7am at least one shift per week or alternatively later to 7pm, should the practice switch its extended opening hours to late instead of early.</p> <p>Supports GP's and other clinicians ensuring all team members are aware of responsible use of resources and safe use of equipment</p> <p>Own transport required for home visits.</p> <p>Clear, fluent and articulate in verbal/written presentation.</p> <p>Ability to use varied computer systems.</p> <p>Ability to communicate well with all grades staff in the multidisciplinary team, and patients and families.</p>	
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