**Job Description**

Job Title: Advanced Clinical Practitioner (ACP)

Based: Wavertree Technology Park Out of Hours Service

Accountable to: Director of Nursing, Deputy Director of Nursing

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| **Job Summary** |
| **Advanced Clinical Practitioner (ACP)- Out of Hours Services**Are you an Advanced Clinical Practitioner looking to join a growing social enterprise with great benefits including a £4,000 welcome/retention bonus, NHS pension and NHS car fleet scheme? Primary Care 24 (PC24) are excited to share the position of Advanced Clinical Practitioner (ACP) within our Out of Hours Services The postholder will need to be confident working alongside the wider multi-disciplinary team to communicate clinical decisions and compile individual management plans with system partners. Within your professional boundaries you will assess, diagnose and provide advice, care and management to patients presenting with undiagnosed or undifferentiated illness via telephone consultations, or face to face assessments for patients requiring home visits. Working in this role you will demonstrate clinical reasoning, critical thinking and autonomous practice, supported by GP colleagues in the out of hours setting. **Key responsibilities**Undertake face to face and telephone triage consultations demonstrating high levels of competence/advanced skills in clinical examination and diagnosis. Interpret pathology/radiology results/reports and action where appropriateHave excellent interpersonal and communication skills to provide enhanced discussions with patients and their familiesEmbed core values and expectations of care, compassions, courage, communication, commitment, and competence into everyday practicePrescribe and review medication for therapeutic effectiveness, appropriate to patient needs and in accordance with evidence-based practice and national/local protocols and within scope of practice. •Plan, implement and evaluate an effective management plan for the patient, ensuring safe discharge/referral and/or transfer to an appropriate health care service. **About you**You will be an experienced ACP who is able to deliver quality individualised care to our patients with a high level of autonomy underpinned by the four pillars of Clinical practice, leadership and management, education and research. You will be expected to utilise your skills in advanced clinical assessment and diagnostics reasoning to make complex decisions to determine and initiate changes to treatment. Flexibility, compassion and a can-do approach is essential for this position. The successful candidate will need to fulfil all the role requirements to be shortlisted for interview.You will have a Masters in advanced clinical and able to undertake comprehensive assessments, diagnose, plan and prescribe medication. You will have experience of working in the acute sector, and emergency services environment at a senior level and undertake comprehensive face to face clinical examination via telephone consultations and face to face individual reviews. You will practice autonomously whilst demonstrating a person-centered approach to meet PC24 patient health care needs.At PC24 we have developed a clear framework to ensure that we support clinicians to develop to their full potential in a supported environment. The ACP post is part of that framework, and the successful candidates will benefit from working alongside a highly skilled multi-disciplinary workforce with medical, nursing and AHP support.The scope of the ACP role is * Practice as an ACP within own sphere of competence and agreed acceptable limits of practice.
* Be responsible for assessing, diagnosing, interpreting investigations, and treating patients within PC24 services within a developing scope of competence.
* To work as part of the multi-disciplinary team in providing quality evidence-based health care to meet the immediate needs of the patient.
* To be responsible for contributing to the assessment of care needs and the development, implementation, and evaluation of programs of care.
* To teach other clinical and non-clinical staff
* To provide day-to-day clinical leadership to PC24 clinical teams, participating fully in the delivery of healthcare provision.
* To utilise clinical expertise and experiences towards developing and enhancing services within PC24 and the wider health and social care economies
* Demonstrate the development and implementation of advanced skills and competencies and ensure that evidence-based practice is inherent in all aspects of care and treatment.
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| **Key Responsibilities**  |

#  Clinical Practice

* Assess, plan, implement and evaluate treatment/interventions and care for patients transferred from NHS 111 with a wide range of waiting time dispositions
* Clinically examine and assess patient needs from a physiological and psychological perspective, and plan clinical care accordingly.
* Proactively compile management treatment plans for patients
* To refer patients appropriately to other healthcare professionals as required
* Prescribe and review medication for therapeutic effectiveness, appropriate to patient needs and in accordance with evidence-based practice and national/local protocols and within scope of practice.
* Work with patients to support compliance with and adherence to prescribed treatments.
* Prioritise health problems and intervene appropriately to assist patients in complex, urgent or emergency situations, including initiation of effective emergency care.
* Always working within your scope of professional practice and recognising your limitations and when to seek advice and support from peers.
* Work supportively alongside clinical and care home colleagues in ensuring the highest standards of care for all patients
* Maintain accurate and contemporaneous records.

# Communication

* Utilise and demonstrate high level communication skills and knowledge.
* Act as an advocate for the patient and communicate effectively with a wide range of Health Care Professionals on their behalf.
* Apply the principles of consent to ensure patients are fully informed and consent to treatment.
* Communicate effectively with patients, careers and all members of the multi-disciplinary team
* Liaise with other services and organisations regarding services provided and current practises to develop best evidence-based practice.

# Delivering a quality service

* Work within own competence and standards for professional practice as defined by the NMC.
* Produce accurate, contemporaneous and complete records consistent with legislation and policy.
* Prioritise, organise and manage own workload in a manner that maintains and promotes quality.
* Deliver care according to NICE guidelines and evidence-based practice.
* Assess effectiveness of care delivery through self and peer review, benchmarking and evaluation.
* Utilise the audit cycle to evaluate the quality of work of self and the team, implementing improvements where required.
* Evaluate patients’ response to health care provision and the effectiveness of care.
* Identify, assess, manage and escalate risks, support and participate in shared learning within PC24 following incidents and or examples of good practice.
* Contribute in the application of frameworks to support lessons learnt e.g. (e.g. root-cause analysis) to manage, review and identify learning from patient complaints, clinical incidents and near-miss events.
* Be fully up to date in the safeguarding of vulnerable adults and children legislation.
* Engage in the process of regular Clinical Supervision.

# Leadership – personal and people development

* Take responsibility for own learning and performance.
* Acting as a positive role model.
* Support staff development to maximise individual potential.
* Enlist support and influence stakeholders and decision-makers to bring about new developments.
* Contribute to planning and implementing changes within the area of care and responsibility.
* Contribute to the development of local guidelines, protocols and standards.
* Promote the role of ACP across all service delivery areas.

# Team working

* Demonstrate commitment to developing the ACP role within the team
* Work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working.
* Delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence.
* Prioritise own workload, ensure effective time-management strategies are embedded in the team.
* Work collaboratively to clearly define values, direction and policies impacting upon care delivery.
* Work collaboratively with the team to create opportunities to continually improve patient care.
* Agree plans and outcomes by which to measure success.

# Management of risk

* Manage and assess risk, ensuring adequate measures are in place to protect staff and patients.
* Monitor work areas and practices to ensure they are safe, free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines.
* Apply infection-control measures within practice according to local and national guidelines.

**Safeguarding**

* Safeguarding is everyone’s responsibility, and all employees are required to act in such a way that always safeguards the health and well-being of children and vulnerable adults.
* Employees must be aware of the organisational procedure and raising concerns about the welfare of anyone and whom they must contact.
* To fulfil these duties, you will be required to attend training and development to recognise the signs and symptoms of abuse, or individuals at risk, and those who may not have capacity to give or withhold, informed consent to treatment at the time they need it (as per the Mental Capacity Act 2005) and to report and act on any concerns you may have appropriately.
* Ensure that you consider safeguarding factors when taking history and examining adult and paediatric patients.
* Ensure you have professional curiosity during consultation and examination of your patients.
* Any immediate adult or paediatric safeguarding concerns must be acted upon without delay and discussion with appropriate professionals to safeguard the patient.
* Concise documentation must be recorded in patient notes and any actions / referrals made to other professionals.

# Managing information

* Use technology and appropriate software as an aid to management in planning, implementation and monitoring of care, presenting and communicating information.
* Manage information searches using the internet and local library databases.
* Understand responsibility of self and others regarding the Freedom of Information Act 2000.

# Learning and development

* Understand own role and scope and identify how this will develop over time.
* Undertake mentorship for new staff, assessing competence against set standards.
* Actively engage in clinical supervision, self-reflection and learning through the audit process.
* Engage with yearly appraisal.
* Regularly reflect on your practice and keep an up-to-date professional learning portfolio
* Assess own learning needs and undertake learning as appropriate.
* Provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning.
* To be actively involved in health promotion in line with Government targets.

**ACP- Out of Hours Service**

**Personal specification**

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| Education And Training | Essential | Desirable | Assessment Method  |
| Registered Nurses/ Advanced Clinical Pharmacists / Advanced Paramedic Practitioner / Advanced Physiotherapist  | Y |  | Certificate  |
| MSc in Advanced Clinical Practice  | Y |  | Certificate |
| Non-Medical independent Prescriber – V300 | Y |  | Certificate |
| Clinical Examination and Diagnostics Level 7 | Y |  | Certificate |
| Extensive senior experience within the emergency care/urgent care /acute hospital setting  | Y |  |  |
| Safeguarding Adults Level 3  | Y |  | Certificate  |
| Safeguarding Children Level 3  | Y |  | Certificate  |
| Long term conditions qualification | Y |  | Certificate |
| Mentor/teaching qualification | Y |  | Certificate |
| Trained clinical supervisor |  | Y | Certificate  |
| Knowledge Skills & Experience | **Essential** | **Desirable** | **Assessment Method**  |
| Clinical Leadership Skills | Y |   | A/I |
| Experience of working in acute sector/out of hours provider/emergency care environment  | y |  | A/I |
| Advanced Level Clinical Practice Examination and Diagnostic Skills | Y |  | Certificate  |
| Proven communication skills both written and verbal | Y |   | A/I |
| Proven communication of difficult messages to patients and families | Y |   | A/I |
| Negotiation and conflict management skills | Y |   | A/I |
| Change management skills | Y |  | A/I |
| Understanding and application of healthcare governance | Y |  | A/I |
| Prioritisation and organizational skills | Y |  | A/I |
| Up to date knowledge and skill in identification and safeguarding of vulnerable adults and children. | Y |   |  A/I |
| Participating in clinical audit and audit skills | Y |  |  A/I |
| Accountability of own role and other roles in all settings | Y |  |  A/I |
| Management of patients with long term conditions | Y |  |  A/I |
| Management of patients with complex needs | Y |  |  A/I |
| Up to date knowledge of Infection Prevention and Control | Y |  |  A/I |
| Clinical Governance issues in acute/community services | Y |  |  A/I |
| Local and National health Policy | Y |  |  A/I |
| Wider health economy | Y |  |  A/I |
| Recent experience working in an autonomous role – Acute sector, frailty services, older persons environment  | Y |   | A/I |
| Regular Prescribing Activity  | Y |   | A/I |
| Up to date personal prescribing formulary  | Y |  | A/I |
| Developing evidence based protocols | Y |  | A/I |
| Conducting clinical investigations | Y |  | A/I |
| Aptitude And Other Relevant Criteria | **Essential** | **Desirable** |  |
| Team Focused | Y |  | A/I |
| Supportive of colleagues  | Y |  | A/I |
| Adaptability to change, influence and negotiate | Y |   | A/I |
| Innovative and receptive to new ways of working | Y |   | A/I |
| Flexibility | Y |   | A/I |
| Enthusiastic and motivated with the ability to motivate the team. | Y |  | A/I |
| High level of personal and professional credibility | Y |  | A/I |

**Primary Care:24**

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