**Job Description**

Job Title: Advanced Clinical Practitioner (ACP)

Based: Variety of locations across our 10 Practices in Liverpool & Sefton

Accountable to: Director of Nursing, Deputy Director of Nursing

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| **Job Summary** |
| The Advanced Practitioner will have an MSc in advanced Clinical Practice or be on an identified trajectory of achieving full MSc accreditation. As a minimum you will be an independent non-medical prescriber with level 7 clinical diagnostic and assessment qualifications having experience of working in an urgent or primary care setting.  You will undertake comprehensive health assessments both face to face and over the telephone, including adults and paediatrics; practicing autonomously whilst demonstrating a person-centred approach to care delivery. |
| **Key Responsibilities** |

# Clinical Practice

* Assess, diagnose, plan, implement and evaluate treatment/interventions and care for patients presenting with undifferentiated and undiagnosed conditions and complex needs.
* Clinically examine and assess patient needs from a physiological and psychological perspective, and plan clinical care accordingly.
* Proactively identify, diagnose and manage treatment plans for patients at risk of developing a long-term condition (as appropriate).
* Diagnose and manage both acute and chronic conditions, integrating both drug and non-drug based treatment methods into a management plan.
* 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 in order to support compliance with and adherence to prescribed treatments.
* Provide information and advice on prescribed or over-the-counter medication on medication regimens, side-effects and interactions.
* Prioritise health problems and intervene appropriately to assist patients in complex, urgent or emergency situations, including initiation of effective emergency care.
* Support patients to adopt health promotion strategies that promote healthy lifestyles, and apply principles of self-care, contributing to making every contact count.

# 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 and carers; recognising the need for alternative methods of communication whilst anticipating barriers to communication and take action to improve.
* Maintain effective communication with external stakeholders.

# 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.
* Initiate and participate in quality governance systems and processes across the organization.
* Utilise the audit cycle to evaluate the quality of work of self and the team, implementing improvements where required.
* In partnership with other clinical teams, collaborate on improving the quality of health care responding to local and national policies and initiatives.
* 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.
* Assess the impact of policy implementation on care delivery.
* 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 in order to maximise individual potential.
* Critically evaluate and review innovations and developments that are relevant to the area of work.
* 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 ANP across all service delivery areas.

# Team working

* Demonstrate commitment to developing the ANP 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.
* Create clear referral mechanisms to meet patient need.
* 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.

# 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

* Undertake mentorship for new staff, assessing competence against set standards.
* Actively engage in clinical supervision, self-reflection and learning through the audit process.
* 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.

**Personal specification**

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| Education And Training | Essential | Desirable |
| Advanced Clinical Practitioners :Registered Advanced Nurses, Advanced Clinical Pharmacists Advanced Paramedic Practitioner , Advanced Physiotherapist | Y |  |
| MSc in Advanced Clinical Practice (or working towards) | Y |  |
| Non-Medical Prescriber – V300 | Y |  |
| Clinical Examination and Diagnostics Level 7 | Y |  |
| Experience of working in paediatrics |  | Y |
| Experience of working in urgent care and/or primary care | Y |  |
| Long term conditions qualification |  | Y |
| Mentor/teaching qualification |  | Y |
| Trained clinical supervisor |  | Y |
| Knowledge And Skills | **Essential** | **Desirable** |
| Clinical Leadership Skills | Y |  |
| Advanced Level Clinical Practice Examination and Diagnostic Skills | Y |  |
| Proven communication skills both written and verbal | Y |  |
| Proven communication of difficult messages to patients and families | Y |  |
| Negotiation and conflict management skills | Y |  |
| Change management skills | Y |  |
| Prioritisation and organizational skills | Y |  |
| Up to date knowledge and skill in identification and safeguarding of vulnerable adults and children. | Y |  |
| Participating in clinical audit and audit skills | Y |  |
| Accountability of own role and other roles in all settings | Y |  |
| Management of patients with long term conditions | Y |  |
| Management of patients with complex needs | Y |  |
| Up to date knowledge of Infection Prevention and Control | Y |  |
| Clinical Governance issues in Primary Care | Y |  |
| Local and National health Policy | Y |  |
| Wider health economy |  | Y |
| Experience | **Essential** | **Desirable** |
| Recent experience working in an autonomous role – General Practice/Walk-in Centres/A&E or equivalent including adults and paediatrics. | Y |  |
| Regular Prescribing Activity | Y |  |
| Telephone triage including adults and paediatrics |  | Y |
| Developing evidence based protocols |  | Y |
| Conducting clinical investigations |  | Y |
| Aptitude And Other Relevant Criteria | **Essential** | **Desirable** |
| Team Focused | Y |  |
| Adaptability to change, influence and negotiate | Y |  |
| Innovative and receptive to new ways of working | Y |  |
| Flexibility | Y |  |