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# Job description – Advanced Clinical Practitioner

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| **Job title** | Advanced Clinical Practitioner |
| **Line manager** | Senior Partner |
| **Accountable to** | Senior Partner |
| **Hours per week** | 30-35, Monday – Friday |

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| **Job summary** |
| The role of the Advanced Clinical Practitioner (ACP) will have the freedom and authority to act and make autonomous decisions in the assessment, diagnosis and treatment of patients.  The role provides an opportunity for patients to avoid the need to be referred to a GP, thereby enabling them to receive timely care and negate unnecessary delay in receiving treatment for on the day, acute issues, from initial history taking, clinical assessment, diagnosis, treatment, prescribing and evaluation of care. To include acute, minor and long term conditions in line with existing practice and national policies and guidelines.  The ACP will be autonomous in making decisions based on assessment, diagnosis and interpretation of test results and will initiate, evaluate and modify a range of interventions which may include prescribing medicines, therapies, lifestyle advice and care. |

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| **Primary key responsibilities** |
| The following are the core responsibilities of the Advanced Clinical Practitioner.  There may be, on occasion, a requirement to carry out other tasks; this will be dependent upon factors such as workload and staffing levels:   1. Practice in compliance with their respective code of professional conduct and within their scope of practice, being responsible and accountable for their decisions, actions and omissions at this level of practice 2. Demonstrate a critical understanding of their broadened level of responsibility and autonomy and the limits of own competence and professional scope of practice, including when working with complexity, risk, uncertainty and incomplete information 3. Act on professional judgement about when to seek help, demonstrating critical reflection on own practice, self-awareness, emotional intelligence, and openness to change 4. Work in partnership with individuals, families and carers, using a range of assessment methods as appropriate 5. Demonstrate effective communication skills, supporting people in making decisions, planning care or seeking to make a positive change 6. Use expertise and decision-making skills to inform clinical reasoning 7. Initiate, evaluate and modify a range of interventions which may include prescribing medicines, therapies, lifestyle advice and care 8. Exercise professional judgement to manage risk 9. Manage patients presenting with a range of acute and chronic medical conditions, providing subject matter expert advice 10. Implement and evaluate individual specialised treatment plans for chronic disease patients 11. Identify, manage and support patients at risk of developing long-term conditions, preventing adverse effects to the patient’s health 12. Be a professional role model for the organisation 13. Actively engage in peer review to inform own and other’s practice, formulating and implementing strategies to act on learning and make improvements 14. Actively seek feedback and involvement from individuals, families, carers, communities and colleagues in the co-production of service improvements 15. Critically assess and address own learning needs, negotiating a personal development plan that reflects the breadth of ongoing professional development across the four pillars of advanced clinical practice (clinical practice, leadership and management, education and research). 16. Provide chronic disease clinics, delivering patient care as necessary, referring patients to secondary/specialist care as required 17. Maintain accurate clinical records in conjunction with extant legislation and to ensure SNOMED CT codes are used effectively 18. Support the team in dealing with clinical emergencies 19. Support the team with all safeguarding matters in accordance with local and national policies 20. Understand practice and local policies for substance abuse and addictive behaviour, referring patients appropriately 21. Deliver opportunistic health promotion where appropriate |

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| **Secondary responsibilities** |
| In addition to the primary responsibilities, the Advanced Clinical Practitioner may be requested to:   1. Support the IPC lead, ensuring compliance, and undertaking audit as necessary 2. Participate in local initiatives to enhance service delivery and patient care 3. Support and participate in shared learning within the organisation 4. Develop an area of specialist interest, taking the lead within the organisation 5. Continually review clinical practices, responding to national policies and initiatives where appropriate 6. Participate in the review of significant and near-miss events applying a structured approach i.e., root cause analysis (RCA) 7. Commensurate with their role, support the development of clinical services within the organisation, liaising with external agencies and professional organisations as required |

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| **Generic responsibilities** |
| All staff have a duty to conform to the following:  **Equality, Diversity and Inclusion**  A good attitude and positive action towards [Equality Diversity & Inclusion](https://www.england.nhs.uk/about/equality/workforce-eq-inc/) (ED&I) creates an environment where all individuals can achieve their full potential. Creating such an environment is important for three reasons – it improves operational effectiveness, it is morally the right thing to do and it is required by law.  Patients and their families have the right to be treated fairly and be routinely involved in decisions about their treatment and care. They can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion, or belief, sex, or sexual orientation.  Patients have a responsibility to treat other patients and our staff with dignity and respect.  Staff have the right to be treated fairly in recruitment and career progression. Staff can expect to work in an environment where diversity is valued, and equality of opportunity is promoted. Staff will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion, or belief, sex, or sexual orientation. Staff have a responsibility to ensure that they treat our patients and their colleagues with dignity and respect.  **Safety, Health, Environment and Fire (SHEF)**  This organisation is committed to supporting and promoting opportunities for staff to maintain their health, wellbeing, and safety.  The post holder is to manage and assess risk within their areas of responsibility, ensuring adequate measures are in place to protect staff and patients, and monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures, and guidelines.  All personnel have a duty to take reasonable care of health and safety at work for themselves, their team, and others and to cooperate with employers to ensure compliance with health and safety requirements.  All personnel are to comply with the:   * [Health and Safety at Work Act 1974](https://www.hse.gov.uk/legislation/hswa.htm) * [Environmental Protection Act 1990](https://www.legislation.gov.uk/ukpga/1990/43/contents) * [Environment Act 1995](https://www.legislation.gov.uk/ukpga/1995/25/contents) * [Fire Precautions (workplace) Regulations 1999](https://www.legislation.gov.uk/uksi/1999/1877/contents/made) * Other statutory legislation which may be brought to the post holder’s attention   **Confidentiality**  The organisation is committed to maintaining an outstanding confidential service. Patients entrust and permit us to collect and retain sensitive information relating to their health and other matters pertaining to their care. They do so in confidence and have a right to expect that all staff will always respect their privacy and maintain confidentiality.  It is essential that, if the legal requirements are to be met and the trust of our patients is to be retained, all staff must protect patient information and provide a confidential service.  **Quality and Continuous Improvement (CI)**  To preserve and improve the quality of this organisation’s output, all personnel are required to think not only of what they do, but how they achieve it. By continually re-examining our processes, we will be able to develop and improve the overall effectiveness of the way we work.  The responsibility for this rests with everyone working within the organisation, to look for opportunities to improve quality and share good practice, and to discuss, highlight and work with the team to create opportunities to improve patient care.  At this organisation, we continually strive to improve work processes that deliver healthcare with improved results across all areas of our service provision. We promote a culture of continuous improvement where everyone counts, and staff are permitted to make suggestions and contributions to improve our service delivery and enhance patient care.  Staff should interpret national strategies and policies into local implementation strategies that are aligned to the values and culture of general practice.  All staff are to contribute to investigations and root cause analyses whilst participating in serious incident investigations and multidisciplinary case reviews.  **Induction**  We will provide a full induction programme and management will support you throughout the process.  **Learning and development**  The effective use of training and development is fundamental to ensuring that all staff are equipped with the appropriate skills, knowledge, attitude, and competences to perform their role. All staff will be required to partake in and complete mandatory training as directed. It is an expectation for this post holder to assess their own learning needs and undertake learning as appropriate  The post holder will undertake mentorship for team members, and disseminate learning and information gained to other team members, to share good practice and inform others about current and future developments (e.g., courses and conferences).  The post holder will provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning.  **Collaborative working**  All staff are to recognise the significance of collaborative working, understand their own role and scope, and identify how this may develop over time. Staff are to prioritise their own workload and ensure effective time-management strategies are embedded within the culture of the team.  Teamwork is essential in multidisciplinary environments, and the post holder is to work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working, while working effectively with others to clearly define values, direction and policies impacting upon care delivery  Effective communication is essential and all staff must ensure they communicate in a way which enables the sharing of information in an appropriate manner.  All staff should delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence.  Plans and outcomes by which to measure success should be agreed.  **Managing information**    All staff should use technology and appropriate software as an aid to management in the planning, implementation and monitoring of care, and presenting and communicating information.  Data should be reviewed and processed using accurate SNOMED/read codes to ensure easy and accurate information retrieval for monitoring and audit processes.  **Service delivery**  Staff will be given detailed information during the induction process regarding policy and procedure.  The post holder must adhere to the information contained within the organisation’s policies and regional directives, ensuring protocols are always adhered to.  **Security**  The security of the organisation is the responsibility of all personnel. The post holder must ensure they always remain vigilant and report any suspicious activity immediately to their line manager.  Under no circumstances are staff to share the codes for the door locks with anyone, and they are to ensure that restricted areas remain effectively secured. Likewise, password controls are to be maintained and passwords are not to be shared.  **Professional conduct**  All staff are required to dress appropriately for their role.  **Leave**  All personnel are entitled to take leave. Line managers are to ensure all their staff are afforded the opportunity to take a minimum of 25 days leave each year and are encouraged to take all their leave entitlement.  Public holidays will be calculated on a pro-rated basis dependent on the number of hours worked. |

The job description may be amended following consultation with the post holder to facilitate the development of the role, the organisation and the individual.

All personnel should be prepared to accept additional, or surrender existing, duties, to enable the efficient running of the organisation.