

JOB DESCRIPTION	
Job Title:	Trainee Advanced Clinical Practitioner
Department:	Urgent Community Response (UCR Frailty) North
Division:	Mid and North
Salary Band:	Band 7
Accountable To:	Team Lead
JOB SUMMARY	
<p>The Trainee Advanced Frailty Practitioner is an experienced clinician who aspires to provide a responsive, safe, effective and caring service to patients requiring initial history taking, clinical and functional assessment, diagnosis, treatment and evaluation of care. They will demonstrate safe, clinic decision making and expert care, including assessment and diagnostic skills, for patients within their own homes. They work as an autonomous practitioner with a variable caseload of complex patients within a multi-disciplinary team structure</p> <p>Along with using a medical model to assess, diagnose and prescribe for acute medical conditions, the clinician will use a holistic approach to consider methods and interventions to prevent recurrence of problems and complete referrals to appropriate members of the wider multidisciplinary team. There is an expectation that they will work outside the boundaries of their professional qualification but within their specific competency.</p> <p>The clinician will participate in, and influence efforts, across health and social care to shape multi-disciplinary pathways designed to support patient choice, improve quality of life, promote self-management and assure early intervention through proactive provision of care in or as close to the patients' own home as possible.</p> <p>This role will also include being a part of the South Central Ambulance Falls/Frailty Car project. This involves the clinician working directly with a paramedic and attending emergency calls to the patient's home. The purpose of this project is to provide specialist Frailty assessment in the pre-hospital environment to prevent conveyance to the Emergency Department.</p> <p>The frailty team work very closely with our System Partners and expect that this role will work flexibly across Community, Falls Car and Acute services in line with the evolving integrated care model strategy.</p> <p>Urgent Community Response operates 7 days a week ,365 days a year, 0800-2000hrs</p>	

CLINICAL RESPONSIBILITIES

- Lead on the assessment, diagnosis, planning, implementation and evaluation of treatment/interventions and care for patients presenting with an undifferentiated diagnosis.
- Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care.
- Practise autonomously, maintaining high standards of professional practice and supporting the wider team in the delivery of this service.
- Recognises own limitations in the provision of clinical care and urgency of patient's needs, referring to other healthcare professionals accordingly and is accountable for own actions
- Provide specialised clinical practice, knowledge, skills and experience in decompensating Frailty syndrome management.
- Clinically examine and assess patient needs from a physiological and psychological perspective, and plan clinical care accordingly.
- Work with patients in order to support concordance with and adherence to prescribed treatments.
- Provide clinical advice around Advanced Care Planning and ReSPECT conversations
- To be personally competent and able to advise others to assess capacity, gain valid informed consent and have the ability to work within a legal framework with patients who lack capacity to consent to treatment.
- To adapt communication style to best meet the needs of the patient and their specific needs including imparting unwelcome news and ensuring understanding of their condition and act as the patient advocate.
- To prioritise own caseload to best meet and balance the needs of the patient, the service, the department and the hospital.

EDUCATION

- Provide education and mentorship to the team, students and other professionals.
- To undertake level 7 CPD units in advanced clinical practice if the qualification has not already been completed.
- To support the delivery of wide range of educational activities and programmes.
- To support and contribute to the team in maintaining a broad, clinical skill set within the team to ensure high quality and compassionate care for all patients presenting to the clinical area
- To ensure that all patients in your area receive appropriate information and actively encouraged to engage in their own health needs e.g. hydration and nutrition.

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- Implement policies to your local area and propose changes to working practices or procedures for your own work areas
- To support the delivery of appropriate aspects of the Trust wide clinical skills training, working collaboratively with clinical specialist colleagues
- To participate in regular clinical supervision with an appointed supervisor.

LEADERSHIP AND MANAGEMENT

- Act as a role model in the promotion of person-centred practice, and challenge practice that is not person-centred, to maintain a person-centred culture.
- Escalate any concerns regarding patients, relatives, visitors or staff that may compromise patients care.
- Supporting and contributing to the team to ensure that clinical service delivery is to a high quality of care and to achieve compliance with requirements such as CQC and contractual obligations.
- Establish local, regional and national networks, linking with other practitioners in specialist area in order to share/learn from examples of good practice. Work with relevant clinical groups level in order to deliver local, regional and national objectives.
- To use effective communication skills of negotiation, persuasion and empathy to enable timely and effective communication with own staff, the wider MDT team and other agencies.
- To ensure that you and your colleagues appropriately regard the individual customs, values and spiritual beliefs of patients and staff.
- To empower and motivate those around you to constantly strive to improve care and experience for patients and staff.
- To delegate tasks effectively within the clinical and support the team to optimise responsiveness of the team whilst retaining the professional responsibility of appropriate delegation.
- To deal with any issues of professional behaviour or attitudes, quality or safety in the moment.
- To ensure all care delivered empowers patients to recover their independence at the earliest opportunity.

RESEARCH

- To work together with multi-professional staff and patients/carers in all aspects of service improvement.

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- To take initiative on service development projects that will improve the patient journey and service provision.
- To take a Quality Improvement approach in everyday service enhancement.
- To ensure that you and others in the team maintain contemporaneous, accurate and evaluative patient records with clinically reasoned action plans and evidence that these plans have been enacted, evaluated and revised if necessary.
- To be aware of the evidence base, current national developments within the speciality and to utilise this knowledge and best practice in supporting the development of clinical services
- Lead audit activity contributing to service KPI's and where appropriate producing reports with the support of colleagues.
- Undertake research in frailty related topics, which focus on improving outcomes and experiences for patients, families and carers.

PRESCRIBING – For Independent Prescribers ONLY

To work as an independent non-medical prescriber within areas of work as required, taking responsibility for the clinical assessment of the patient, establishing a diagnosis and the clinical management required, as well as responsibility for prescribing where necessary and the appropriateness of any prescription issued.

- Independent prescribers will be responsible for prescribing a range of drugs within their competence in accordance with Trust protocols and British National Formulary.
- To write prescriptions in accordance with Trust policy, taking full responsibility for the patient as well as for the medicines prescribed.
- Ensure the records made in the patient's case notes are appropriate, which identify you as the independent prescriber.
- To ensure contemporaneous records, which are unambiguous and legible, are maintained and kept in accordance with Trust policy & professional codes of conduct.
- To ensure that the GP is notified in the event that the prescription is changed.
- To take responsibility for ensuring that the non-medical prescribing is recorded on the Trust Patient Administration system (RIO).
- To communicate fully with those patients who are unable to communicate or give consent ensuring that the benefits of independent prescribing is documented fully.
- When recognised that a patient's needs are outside your clinical and professional experience, to take responsibility make referrals to a specialist doctor, Consultant Practitioner, the multidisciplinary team or other agency.

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- Assist with the development of policies and inform development of non-medical prescribing across the Trust.
- Take the lead on policy, procedural development and patient information relating to non-medical prescribing in designated areas of practice.
- To undertake auditing and monitoring of prescribing in your own designated areas of practice.
- To be responsible for ensuring the security and safe handling of prescription forms and to report any loss or theft accordingly.
- In the event of adverse drug reaction, to be accountable for ensuring that the GP/Consultant is advised accordingly and that the incident reporting process is followed.
- To participate in patient satisfaction survey design and obtain feedback on patient views of non-medical prescribing
- To be accountable for ensuring that training, CPD and clinical supervision sustains independent prescribing status.

BUDGETARY AND RESOURCE MANAGEMENT

Responsibility for Finance and Physical resources:

- Awareness of the budget
- To use the clinical resources in your area in a timely and effective manner
- As appropriate to provide timely and accurate business and quality information as required by the Trust
- To ensure safe and effective use of equipment through staff training, appropriate maintenance and repair.

TRUST VALUES

Our values help us in what we do and how we do it. It is important that you understand and use these values throughout your employment with the Trust to define and develop our culture.

Patient and People First

Respect

Partnership

ADDITIONAL INFORMATION

This job description is designed to assist post holders with understanding what is expected of them in their role. Southern Health NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

Should be willing to work flexible hours on occasion and across sites within UCR.

Full driving license and access to a car.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Appendix A to this Job Description and Person Specification details key information you need be aware of.

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Patients &
people first



Partnership



Respect

PERSON SPECIFICATION	
Job Title: Trainee Advanced Clinical Practitioner (UCR)	
Training & Qualifications	
Essential	Desirable
<p>Appropriate professional qualification e.g. RGN, Occupational Therapist, Physiotherapist or Paramedic.</p> <p>Professional UK registration e.g. NMC / HCPC</p> <p>Evidence of Continued Professional Development (CPD) clearly recorded for professional profile</p> <p>A minimum of ONE of the of the following modules at level 7:</p> <ul style="list-style-type: none"> •History taking and physical assessment •Independent and supplementary prescribing course •Applied pharmacology •Critical reasoning and decision making for advanced clinical practice •Diagnostic Assessment and Decision Making <p>Able to demonstrate a good command of the English Language both written and verbal</p> <p>Computer Literate in both data entry and communicating via IT - emails and reports</p>	<p>Highly specialised clinical skills across the relevant speciality</p> <p>The ability to work at problems from a unique or different angle</p> <p>Confidence in using, manipulating and analysing data</p> <p>Evidence of ability to perform multidisciplinary tasks.</p> <p>Advanced Clinical Practice Qualification, additional Post graduate learning in specialist field including master’s degree or working towards</p> <p>Teaching and Assessing qualification or equivalent/mentorship qualification.</p>
Experience & Knowledge	
Essential	Desirable
<p>Evidence of Continued Professional Development (CPD) clearly recorded for professional profile</p> <p>Experience of teaching in clinical practice</p> <p>Experience of staff supervision and mentorship including, employee relations, performance, conduct and training needs analysis</p> <p>Adherence to current statutory requirements, standards and regulations</p>	<p>Evidence of implementing a change to promote good practice</p> <p>Involvement in project team for developing and implementing departmental business plans and/or organisation wide developments</p>

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<p>Awareness of local and national agenda within Frailty</p>	<p>Understanding of Health Environment policies and legislation including Clinical, Human Resources, Equality & Diversity, Governance</p>
<p>Skills & Ability</p>	
<p>Essential</p>	<p>Desirable</p>
<p>To demonstrate the required behaviour in keeping with the Trust values</p> <p>Clinical Skills appropriate to the relevant speciality of Frailty.</p> <p>Organisational and on-going planning skills including own workload and of others in an unpredictable environment</p> <p>Willingness to work across multi-disciplinary boundaries</p> <p>Advanced communication skills including; to communicate complex, sensitive or confidential information in an appropriate manner; to liaise effectively; to understand and disseminate multifaceted information</p> <p>Customer Service experience i.e. dealing with complaints, to manage any barriers to information</p> <p>Understanding of effective clinical governance including implications, quality and audit</p> <p>Evidence of the ability to deliver formal and informal learning sessions to all groups of professionals</p> <p>Applies a good understanding of Equality & Diversity in all areas of work</p>	<p>Highly specialised clinical skills across the relevant speciality</p> <p>The ability to work at problems from a unique or different angle</p> <p>Confidence in using, manipulating and analysing data</p> <p>Evidence of ability to perform multidisciplinary tasks.</p>
<p>Other Specific Requirements</p>	
<p>Essential</p>	<p>Desirable</p>
<p>Should be willing to work flexible hours on occasion</p>	

and across all UCR teams Full driving license and access to a car	
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Post holders signature: **Date:**

Managers' signature: **Date:**

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APPENDIX A

ADDITIONAL INFORMATION APPLICABLE TO ALL POSTS

HEALTH AND SAFETY

Everyone is responsible for their own safety and the consequences of their own acts and omissions that can affect the health, safety and wellbeing of others. Southern Health NHS Foundation Trust is committed to promoting a safe environment for staff, visitors and patients that enter Trust premises. Employees have a duty under the Health and Safety at Work etc. Act 1974 to take responsibility for their own health and safety at work.

All SHFT employees are to:

- Carry out their work in a safe and competent manner, following detailed safe operating procedures, where applicable or directed by their relevant functional manager and in accordance with all SHFT policies and procedures.
- Attend mandatory and statutory training sessions and other training, as directed by their line manager. Employees must bring to the attention of their line manager any outstanding training requirements needed to ensure they carry out their work activities in a safe and competent manner. A member of staff should not carry out any work activity if they are not qualified or trained to carry out these tasks.
- Conduct activities with due regard for safety of themselves and others within the scope of their knowledge and training. All employees are required to co-operate with and assist workplace/departmental health and safety representatives as required, in accordance with the organisations' risk management policy.
- Use any machinery, equipment, dangerous substances, transport equipment or personal protective equipment (PPE) provided, in a safe manner and in accordance with their level of competence and any training and instruction received.
- Report all health and safety related accidents, dangerous occurrences' and near miss incidents via the Trusts incident reporting system. If the incident requires immediate action to preserve evidence and an investigation is required, the member of staff should contact the H&S Manager.

SUSTAINABLE DEVELOPMENT

It is the responsibility of all employees to support the Trusts' vision for sustainable development. To undertake their duties in a way that is not wasteful of environment, financial and social resources.

EQUALITY AND DIVERSITY

It is the responsibility of all employees to support the Trust's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of Equality & Diversity Strategies and Policies.

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INFORMATION GOVERNANCE

As an employee you will have access to information that is sensitive to either an individual or to the organisation and you are reminded that in accordance with the requirements of Information Governance, NHS Code of Confidentiality, Data Protection Act 1998 and also the terms and conditions in your contract of employment, you have a duty to process this information judiciously and lawfully; failure to do so may result in disciplinary action.

PERFORMANCE APPRAISAL AND PROFESSIONAL DEVELOPMENT

The Trust is committed to providing a high quality service through the effective management and development of its employees. The Performance Appraisal process ensures that the Trust is able to achieve its key aims of delivering cost effective, high quality and responsive healthcare, whilst enabling employees to understand how the outcome of their contribution fits within these overall aims.

All staff have the responsibility to support all learners and to keep their knowledge of supporting learners in practice up-to-date, according to appropriate governing bodies regulations.

STATUTORY AND MANDATORY TRAINING

The Trust will assess the requirements for Statutory and Mandatory training for all new staff prior to commencement and aims to ensure that all Statutory and Mandatory training requirements are completed before staff start their full duties.

All required Statutory and Mandatory training must be completed within the first three months of staff start date and refresher training must also be undertaken on a regular basis and in accordance with the Trust's policy.

INFECTION PREVENTION AND CONTROL

The Trust has designated the prevention and control of infection and the full implementation of the Code of Practice (2008) as a core component in the organisations clinical governance, managing risk and patient safety programmes. All employees are expected to follow consistently high standards in the prevention and control of infection, especially with reference to hand hygiene, adherence to dress/uniform code and for clinical staff all procedures involving aseptic technique. Be aware of and follow all Trust Infection Control guidelines and procedures relevant to their work. Participate in mandatory training and annual updates. Protecting patients from infection is everyone's responsibility.

SMOKE-FREE POLICY

This Trust operates a Smoke-free policy. This means that smoking is not permitted anywhere within owned or leased premises, including within their grounds and within owned or leased vehicles. In the interests of promoting responsible healthcare all staff are to refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place. The policy also applies to all staff employed by the Trust at any location they may work, whether within or external to the Trust's premises. The policy contains further details including support facilities; subsequent failure to comply with this policy may result in disciplinary action.

CONFIDENTIALITY

In the course of your employment you will have access to confidential information of a personal and/or clinical nature, including information relating to the Trust, its clients, patients, employees and other parties.

You must not use such information for your own benefit nor disclose it to other persons without the consent of the Trust and the party concerned unless required to do so by law. This applies both during and

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after the termination of your employment. Any breach of confidentiality during employment may be regarded as serious misconduct and could lead to summary dismissal.

REHABILITATION OF OFFENDERS ACT 1974

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment but must be declared in writing at the appropriate stage during the recruitment process.

DATA PROTECTION

As your employer, the Trust needs to keep information about you for purposes connected with your employment. The sort of information we will hold includes information for payroll purposes, references, contact names and addresses and records relating to your career with the Trust. These uses are covered by our notification with the Information Commissioners Office under the Data Protection Act 1998.

The information which we hold will be for our management and administrative use only but we may need to disclose some information we hold about you to relevant third parties (e.g. Inland Revenue). We may also transfer information about you to the NHS Executive solely for purposes connected with the management of the NHS.

RECORDS MANAGEMENT AND QUALITY

As an employee, you are legally responsible for all records that you gather, create or use as part of your work within the Trust and they remain the property of the Trust. This includes patient, financial, personal and administrative records, whether paper based or on computer. All such records are considered public records and you have a legal duty of confidence to all service users.

You should consult the Trusts Records Management Policy and ask for guidance from your manager if you have any doubt about the correct management of records with which you work. All staff have a responsibility to ensure information quality standards are achieved.

INFORMATION SECURITY

Under the provisions of the Data Protection act, it is the responsibility of each member of staff to ensure that all personal data relating to patients and members of staff, whether held in manual or electronic format, is kept secure at all times. Computer passwords must not be shared either between systems or users. The Trust may monitor e-mail messages, any files stored on the networks or on equipment and usage of the Internet, NHS.net and computer systems, irrespective of whether these relate to trust or personal use.

Access and usage of the Trusts computers must be in accordance with the Trust's Policies. Safeguarding procedures are to be used for all electronic transfers of personal data. This is in order to protect the Trust's patients and staff, and its reputation and to ensure that it complies with the law and other guidelines.

SOUTHERN HEALTH NHS FOUNDATION TRUST – VALUES

You are obliged to adhere to and implement the Southern Health NHS Foundation Trust Values which are set out as follows:

Patient and People First

- Providing compassionate, safe care
- Listening to each other
- Doing the right thing

- Appreciating each other
- Delivering quality

Respect

- Acting with honesty and integrity
- Respecting each other
- Taking responsibility
- Getting the best from our resources
- Doing what we say we will do

Partnership

- Communicating Clearly
- Supporting each other
- Working as a team
- Building relationships
- Making things happen

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