



ST MELOR HOUSE SURGERY

Sarum North PCN – ARRS role

JOB TITLE: Advanced Clinical Practitioner (ACP) (Primary Care)

REPORTS TO: Lead Nurse Manager and the Partners (Clinically)
Practice Manager (Administratively)

HOURS: 25 hours per week including Extended Hours (Monday evening)

Job summary:

The Advanced Clinical Practitioner (ACP) will be employed by Sarum North PCN under the ARRS role, and operates independently in our GP practice, making professional autonomous decisions for which he/she is accountable. The role is unique in combining advanced nursing's skill/practice with clinical diagnostic and treatment skills. The ACP provides an alternative and complementary source of primary health care alongside services provided by General Practitioners and will form a core part of our home visiting service on occasions where indicated.

As a key member of the primary care team the ACP functions in a variety of role dimensions: Healthcare provision, research, leadership and education. The ACP will also be actively involved in the planning and implementation in relevant areas of practice development.

Personal specifications

The ACP must either:

1. Be graduating from a Centre for Advancing Practice accredited MSc advanced practice programme or having completed the Centre's ePortfolio (Supported) Route; both pathways enable eligibility for an 'Advanced' digital badge issued by the Centre for Advancing Practice, demonstrating recognised educational and experiential preparation in advanced practice; or
 2. Enrolled as a trainee on a Centre for Advancing Practice accredited MSc advanced practice programme linked with subsequent progression onto a reimbursable Advanced Practitioner Nurse role on completion of training; or
 3. Enrolled on and progressed past the initial Learning Needs Analysis (LNA) stage of the Centre for Advancing Practice ePortfolio (supported) Route, linked with subsequent progression onto a reimbursable Advanced Practitioner Nurse role on completion of the ePortfolio process. in order to deliver the key responsibilities
- **Must have a master's degree level in the relevant area of expertise;** is working at a master's level or equivalent encompassing the four pillars of clinical practice, leadership and management, education and research, with demonstration of core capabilities and area specific clinical competencies

- **Current registration with NMC / HCPC or other relevant professional body of registration**, with no restrictions
- **Non-Medical Prescriber V300 qualification**
- **Evidence of continuous personal and professional development.**

Job responsibilities:

The following are the core responsibilities of the ACP. There may be on occasion a requirement to conduct other tasks; this will be dependent on factors such as workload and staffing levels. You will work within your own scope of clinical practice and:

Clinical:

- Provides a holistic approach to healthcare, drawing from both nursing and medical models or health and illness where appropriate to screen for the early signs of disease and diagnose acute problems.
- Demonstrates knowledge of the pathophysiology of acute and chronic conditions commonly seen in practice.
- Accepts referral from other disciplines unsupervised.
- Undertakes the independent and autonomous assessment of undifferentiated and undiagnosed problems with attention to physical, emotional, social, cultural and mental health issues.
- Uses sound judgement in assessing conflicting priorities and needs.
- Formulates a diagnosis utilising medical diagnostic problem-solving skills including history taking, physical examination, invasive and non-invasive procedures/investigations.
- Initiates appropriate diagnostic strategies and therapeutic interventions including radiology, scanning, and laboratory request, with attention to safety, cost invasiveness, acceptability and efficacy.
- Develops with the patient and family an ongoing, evidence-based plan for health, with an emphasis on preventative measures.
- Interprets and evaluates diagnostic test results in liaison with the patient and their GP and initiates treatment accordingly.
- Assess and triage patients, including same day triage, and as appropriate provide definitive treatment (including prescribing medications following policy, patient group directives, NICE (national) and local clinical guidelines and local care pathways) or make necessary referrals to other members of the primary care team; manage undifferentiated undiagnosed condition and identify red flags and underlying serious pathology and take appropriate action
- use complex decision making to inform the diagnosis, investigation, complete management of episodes of care within a broad scope of practice; actively take a personalised care approach and population centred care approach to enable shared decision making with the presenting person; and complete the relevant training in order to provide multi-professional
- Evaluates the patient's condition and responds to therapeutic interventions and modifies the plan of care accordingly for optimal outcomes.
- Prescribes as an independent, extended and supplementary nurse prescriber accordingly within the legal framework of nurse prescribing and the ICB's nurse prescribing policies.
- Initiates independent and collaborative patient referral to statutory and non-statutory organisations including GPs secondary care consultants, other members of the CCG, allied health care professional and voluntary agencies.
- Makes use of computer technology using automated information systems to support decision making, improve the quality and co-ordination of care and services and to enable faster and more certain communication within the ICB.
- Maintains accurate records including computer and patient hand-held records and child protection records within the Clinical Governance Framework and the NMC Guidelines and Record Keeping (NMC 2015, last updated 2018).

Management:

- Evaluates aspects of work using audit cycle to report services and standards of care to positively influence decision making and planning.
- Engages in clinical supervision and self-evaluation and uses this to improve care and practice.
- Manages change in responses to altered dynamics within work and environment as influenced by political, social and economic factors.

Professional:

- Demonstrates respect for the dignity of all human beings whatever their age, gender religion, socio-economic class, sexual orientation and ethnic or cultural groups.
- Always provides a high standard of care in accordance with the Code of Professional Conduct (NMC 2015, last updated 2018).
- Promotes the role and services of the Primary Care Advanced Clinical Practitioner by giving presentations and participating in forums relevant to the work.
- Maintains professional competency and an awareness of organisational developments by attending relevant meetings, courses, conference and seminars disseminating principles of best practice and relevant information to colleagues.
- Always ensures patient confidentiality in accordance with the Clinical Governance Framework and the Code of Professional Conduct (NMC 2015, last updated 2018).
- Adheres to the requirements of the General Data Protection Regulations (GDPR).
- Requests X-Rays / USS/ in accordance with agreed protocols.

Leadership:

- Can identify with the Primary Care Team members the health needs of the practice population and develop services appropriate to the need as agreed by the Primary health care team.

Communication:

The post-holder should recognize the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognize people's needs for alternative methods of communication and respond accordingly
- Utilises highly developed communication, negotiation and interpersonal skills.
- Communicates the patient's health status using appropriate terminology, format and technology. The course of this communication process involves the discussion of complicated issues and the sharing of delicate information on a regular basis.
- Provides health promotion and disease prevention services to patients who are healthy or have acute and /or chronic conditions by giving anticipatory guidance and counselling to promote health, reduce risk factors and prevent disease and disability.
- Attends case conference in the course of duties.
- Uses networks for the purpose of sharing relevant information in a safe and appropriate manner.

Educational:

- Participates in teaching students/HCA/Medical students and others who visit the services in which the ANP is involved
- Participates in the mentoring process, coaching and supporting trainees in clinical development.

Research:

- Utilises an evidence-based approach applying research findings pertinent to patient care and service development to critically evaluate outcomes, patient management and service development.
- Initiates or participates formally and informally in nursing research to improve or evaluate care.

Confidentiality

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately
- In the performance of the duties outlined in this job description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as confidential
- Information relating to patients, carers, colleagues, healthcare workers or the business of the practice may only be divulged to authorised persons, in accordance with practice policies and procedures relating to confidentiality and the protection of personal and sensitive data

Health & safety

The post-holder will implement and lead on a full range of promotion and management their own and others' health and safety and infection control as defined in the practice Health & Safety policy, the practice Health & Safety manual, and the practice Infection Control policy and published procedures. This will include (but will not be limited to):

- Using personal security systems within the workplace according to practice guidelines
- Awareness of national standards of infection control and cleanliness and regulatory / contractual / professional requirements, and good practice guidelines
- Responsible for the correct and safe management of the specimen's process, including collection, labelling, handling, use of correct and clean containers, storage and transport arrangements
- Management and maintenance of Personal Protective Equipment (PPE) for the practice including provision, ordering, availability and ongoing correct usage by staff
- Responsible for hand hygiene across the practice
- Ownership of infection control and clinically based patient care protocols, and implementation of those protocols across the practice
- Active observation of current working practices across the practice in relation to infection control, cleanliness and related activities, ensuring that procedures are followed and weaknesses / training needs are identified, escalating issues as appropriate
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process
- Making effective use of training to update knowledge and skills, and initiate and manage the training of others across the full range of infection control and patient processes
- Monitoring practice facilities and equipment in relation to infection control, ensuring that provision of hand cleansing facilities, wipes etc are sufficient to ensure a good clinical working environment. Lack of facilities to be escalated as appropriate.
- Safe management of sharps procedures including training, use, storage and disposal
- Using appropriate infection control procedures, maintaining work areas in a tidy, clean and sterile, and safe way, free from hazards. Initiation of remedial / corrective action where needed or escalation to responsible management
- Actively identifying, reporting, and correction of health and safety hazards and infection hazards immediately when recognised

- Keeping own work areas and general / patient areas generally clean, sterile, identifying issues and hazards / risks in relation to other work areas within the business, and assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with other sector managers
- Undertaking periodic infection control training (minimum annually)
- Routine management of own team / team areas, and maintenance of workspace standards
- Waste management including collection, handling, segregation, container management, storage and collection
- Spillage control procedures, management and training
- Decontamination control procedures, management and training, and equipment maintenance
- Maintenance of sterile environments
- Demonstrate due regard for safeguarding and promoting the welfare of children.

Equality and diversity

The post-holder will support the equality, diversity and rights of patients, carers and colleagues by:

- Acting in a way that recognizes the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

Personal/Professional development:

The post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work

Quality:

The post-holder will strive to maintain quality within the practice, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Continually review clinical practices, responding to National policies and initiatives where appropriate.
- Participate in the review of significant and near-miss events, applying a structured approach, i.e. root cause analysis (RCA)
- Work effectively with individuals in other agencies to meet patients needs
- Effectively manage own time, workload and resources

Contribution to the implementation of services:

The post-holder will:

- Apply practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work

- Participate in audit where appropriate

Employee name: _____

Signed employee: _____

Signed Practice Manager: _____

Date: _____