

## JOB DESCRIPTION

### JOB DETAILS

<b>Job title:</b>	Advanced Clinical Practitioner for Community Hospitals (CATU)
<b>Band:</b>	8a
<b>Location:</b>	Tewkesbury Community Hospital, other sites TBD
<b>Accountable to:</b>	Matron
<b>Professional Lead:</b>	Medical Lead / Clinical Director of Community Hospitals

### JOB PURPOSE

The ACP will work autonomously, and under direct clinical supervision from the senior medical role, to provide high-quality, safe, holistic medical services to community hospital inpatients, minimising length of stay.

The ACP will provide leadership and education to the ward team, and be central to the development of a new model of care to meet the needs of eligible patients closer to home.

The main cohorts of patients are,

1) Community Assessment and Treatment Unit (CATU) patients:

- Provide rapid medical assessment and management of the primarily frail elderly, with the target of a short-stay admission less than 72 hours, for patients whose needs are not severe or specialised enough for acute hospital care.
- Work closely with senior medical and MDT colleagues (especially nursing and therapy colleagues) to deliver this service.
- Provide insight, leadership and contribute to developing this service.

2) "Business-as-usual" patients:

Provide assessment and manage the medical needs of,

- Patients with subacute medical needs and the deconditioned frail elderly following acute hospital stays (historically 90% of admissions)
- Manage traditional direct admissions, primarily deconditioned frail elderly and/or symptom control in palliative care / care in the last days of life (historically 10% of admissions).
- Work closely with senior medical and MDT colleagues to deliver this service.
- The Advanced Clinical Practitioner will work as part of multi-professional inpatient teams supporting complex decision making and clinical activity utilising enhanced skills to support processes including referrals, admissions, discharges, complex risk management, medication initiation / reviews.
- The role will enhance multi-professional working between nursing, medical staff and allied health professionals through role modelling, leading on complex case management processes and by offering a holistic set of skills that can offer a 'head to toe, assessment of patients

- This is a designated non-medical prescribing post. The post holder will provide advanced clinical skill and knowledge to medical, nursing and allied health professional staff within community hospital setting
- They will provide expert clinical advice, leadership and support to other clinicians ensuring the needs of the service are met by exercising and demonstrating high level of clinical judgement, critical analysis and advanced decision-making skills.
- To be responsible and accountable for the leadership, development, improvement, and management of services within own defined clinical areas to ensure the highest standards of patient care is delivered in the most efficient and effective way across a 24-hour period, 7 days a week
- The post holder will be accountable to act as an autonomous Practitioner providing high quality, individualised clinical management for patients using advanced clinical assessment and diagnostic reasoning skills to determine and initiate changes to treatment as necessary.
- To provide medical type care to a predominantly frail and elderly community hospital population whilst working as part of a team with some medical support providing clinical and education supervision.

## DIMENSIONS

- Work autonomously, and with direct clinical supervision from the senior medical role, to provide high-quality, safe, holistic medical care for the patient population.
- Assess and clerk new admissions - provide the medical component of Comprehensive Geriatric Assessment, identify unmet needs, initiate treatment plans, manage VTE risk, consider Anticipatory Care Plans (RESPECT).
- Regularly review and manage evolving patient needs, including reacting to the deteriorating patient.
- Manage minor illness and chronic disease, including with direct clinical supervision from senior medical role.
- Order and interpret investigations, using findings to influence treatment
- Identify the patient entering the palliative phase of illness, consider appropriate Anticipatory Care Planning, Deprescribing, and care including care in the last days of life.
- Prescribe/Transcribe medication appropriately on admission, during admission and on discharge.
- Provide advice, support and education to, nursing and Allied Health Professional staff.
- Act as a clinical role model/education for developing and delivering care that is responsive to changing requirement.
- Provide strong clinical leadership
- To act as a role model by being a highly visible, accessible, fair and authoritative figure on whom staff, patients, families and carers can rely.
- To constructively challenge others and demonstrate receptiveness to challenge
- Take active part in Clinical Governance, research and development initiatives
- Develop and deliver education programmes for staff locally and work with advanced practitioners nationally to develop practice
- Facilitate research-based practice and assist in disseminating research findings and influencing change
- To assist with audit and research projects and participating in up-dating and implementing departmental policies, protocols and guidelines, in line with national guidance and contemporary evidence.

- Work closely with the Service Director, Matrons and Clinical Director to support the clinical developments and scope of Community Hospital services
- Maintain and develop own competence and expertise and act as a role model, complying with NMC/HCPC statutory regulations
- To develop, implement and evaluate programmes of care with effective leadership and team management. Developing methods for identifying, maintaining and improving the quality of patient care through facilitation of best practice and clinical benchmarking

## CORE KEY RESPONSIBILITIES

### Clinical

- Act as a specialist clinical expert in direct contact care, able to make high level skills decisions, informed by advanced history taking, diagnostic, assessment and treatment skills. Demonstrating a critical understanding of own level of responsible and accountable for own decisions, actions and omissions at this level of practice including when working with complexity, risk, uncertainty and incomplete information
- To appropriately assess, examine, investigate, diagnose and treat patients resulting in the safe management of patients, autonomously formulate appropriate management plans for patients
- Transcribe, Prescribe and review medication (as an independent prescriber) for therapeutic effectiveness appropriate to patient need and in accordance with best/evidence-based practice and national and local protocols and within the role's scope of practice and legal framework.
- To be responsible for the delivery of a detailed, accurate and potentially complex clinical handover, documenting and maintaining accurate and contemporaneous patient records regarding all clinical assessments, investigations completed and requested and treatments administered.
- Able to manage differentiated and undifferentiated presentations and complex situations to make evidence-based judgements
- Able to manage risk appropriately and to support teams to ensure patient safety
- To assess the effectiveness of interventions and advise ongoing management, Critically reflects on their own practice and acknowledges limitations in knowledge or refer on to appropriate clinical specialists if necessary
- Prioritise health problems and intervene appropriately in complex, urgent and emergency situations, including initiation and leadership of resuscitation
- Develop scope of advanced clinical skills and practice to meet changing needs of service
- Ensure that clinical practice reflects all current guidance from their Professional Regulatory body. Adhering to Foundation Trust and National Policies, giving consideration to agreed Procedures and Guidelines
- Take a lead role in the development, implementation, monitoring and evaluation of standards in effective patient care, in response to feedback, evaluation and need
- Evaluate own practice, participate in multi-disciplinary service and team evaluation and engage in peer review
- Manage daily patient caseload in areas of clinical practice.

## Education

- Act as a constant source of clinical and theoretical knowledge for all grades and disciplines of staff as well as patients and their significant others, providing support and clinical advice in specialist areas, based on evidenced based research
- Promote a learning environment within the clinical area of responsibility in collaboration with the Training and Development sister supporting individuals take ownership for their professional development.
- 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, ensuring own appropriate and ongoing clinical support from the Clinical Director.
- Disseminate best practice research findings whilst developing and contributing to local guidelines, interpreting and adapting national protocols and standards to enhance patient care and safety

## Research

- Participating as appropriate in research or audit activity adhering to good research practice guidance so that evidence-based strategies are developed
- Initiate, contribute to and/or sustain research to promote evidence-based practice. Investigate and evaluate practice to ensure professional, ethical, equitable and quality healthcare service is provided to improve and advance practice
- Critically appraise and synthesise the outcome of relevant research, evaluation and audit, using the results to underpin own practice and to inform that of others
- Facilitate collaborative links between clinical practice and research through proactive engagement, networking with academic, clinical and other active researchers

## Leadership

- Demonstrate sound knowledge and understanding of Clinical Governance and Risk Management issues surrounding the role
- Act as a change agent and recognise service needs taking a pro-active role in the development of the services.
- Participate in ensuring the effective use of all financial resources in providing and delivering the service.
- Identify own further developmental needs and that of the wider team whilst supporting them to address these
- Possess excellent time management and personal organisation skills
- Develop health promotion and education in conjunction with other health care professionals ensuring that all patient care within the multi-disciplinary team is based on research and best practice.
- Resolving challenging situations and communicating difficult and distressing information to patients and relatives.
- Highlight and address areas of witnessed poor practice and manage the situation appropriately.

- Contribute to service development and quality initiatives in line with local and national policies using audit and policy development
- Ensure that through competent planning and organisational skills, the post holder allocates sufficient time to provide and receive ongoing clinical and managerial supervision, to include work load management, focusing on improving quality of care and audit in line with the Government Modernisation Programme
- Provide mentorship and preceptorship to junior nurses, nurses in training and other members of the multi-disciplinary team ensuring training objectives are met

### Professional

- Working under pressure to maintain excellent standards of care whilst managing own caseload in response to unpredictable work patterns
- Maintain accurate documentation and statistics to ensure that service user details and details of the care given is recorded on the Trust database(s) in line with Trust policies
- Provide and receive complex and sensitive information from service users, carers or other professionals and agencies, on a daily basis
- Work with and support other members of the Multi-disciplinary team, using clinical judgements in the absence of key members of the team, including medical staff

## **SPECIFIC KEY RESPONSIBILITIES**

### COMMUNICATION

1. To work effectively across the multi-disciplinary teams and localities
2. Forge and strengthen links with other professionals and staff across the health community, including GPs and any other staff relevant to the provision of an effective person-centred service.
3. Communicate effectively with enthusiasm and conviction; motivating inspiring and encouraging with patients, carers, colleagues and others using appropriate communication styles. Anticipate barriers to communication and ensure patients and significant others are kept fully informed and consent to treatment

### MANAGING QUALITY STANDARDS

1. To ensure the maintenance of clinical care standards on nutrition, infection control, cleanliness, environment and safety issues, and the maintenance of privacy & dignity.
2. Generate evidence to support the Care Quality Commission Essentials standards of Quality and Safety and quality markers specific to individual wards/departments.
3. To adhere to Policies and guidance and the NMC/HCPC codes of conduct and professional bodies.

### SERVICE DEVELOPMENT

1. Participate in and contribute to the business planning processes and strategic development of services, taking delegated lead responsibility for appropriate meetings and working parties

2. To ensure the development, implementation and review of standards policies, procedures, competencies and clinical guidelines.
3. Create and maintain a positive learning environment on the ward for the whole multidisciplinary team ensuring that care and rehabilitation is based on sound, current research.
4. To forge effective links between nursing and other professions both internally and externally to support effective multidisciplinary working.
5. To lead, supervise, support and guide staff, including the multidisciplinary team, in the implementation of safe and effective discharge of patients in line with Trust policies and procedures. This will include leading the daily MDT meetings where appropriate to the individual clinical area.

## **PERSONAL AND PEOPLE DEVELOPMENT**

1. Encourage innovation in professional practice, development and modernisation of the service accordingly.
2. To undertake all duties and inter-actions with employees, partner providers and customers fairly, without unlawful discrimination and with due regard to Equality and Diversity policies for employment and service delivery.
3. Create an environment within the team that is responsive to change and promotes innovative and flexible ways of meeting needs in collaboration with The Matron and Senior Sister.

## **OTHER**

Any other duties which are in line with the grade and general level of responsibility of the post

## **ORGANISATIONAL CHART**

Service Director and  
Deputy Service Director,  
Hospitals Directorate

Medical Director

Matron

Clinical Director /  
Medical Lead  
Community Hospitals

Advanced Care Practitioner

## COMMUNICATIONS AND WORKING RELATIONSHIPS

- Service users and carers
- Multidisciplinary teams
- Other specialist teams both within and outside the Trust
- Professional leads
- Inpatient staff
- Community staff
- Accident & Emergency Department
- Transport providers

## EFFORT AND HEALTH & SAFETY FACTORS

- Working with service users in distress and who on occasion may have difficulty communicating and as a result may pose risks to themselves or the safety of others
- Long periods of intense concentration are required regularly throughout the shift
- Invasive procedures such as Venepuncture/cannulation with associated risk of injury and infection
- Occasional exposure to body fluids
- Disposal of clinical waste
- Use of computer

## MOST CHALLENGING PART OF THE JOB

- Managing clinical risk, using attitudes, skills and knowledge, with available clinical/doctor supervision within and without GHC
- Re-prioritisation of clinical and administrative tasks throughout the day based on urgency of need
- Implementing risk assessments and management plans on a daily basis and working with patients who may be distressed and emotionally disturbed, with a potential exposure to violent or aggressive behaviour
- Working within a rapidly changing service, within budgetary limits

## GENERIC RESPONSIBILITIES – ALL POST / ALL EMPLOYEES

The following are applicable to all posts and all employees:

### Trust Values

The post holder will be expected to work in line with the Trust values which are:

- Working together
- Always improving
- Respectful and kind
- Making a difference

### General Duties

To undertake any other reasonable duty, which is appropriate to the band when requested by senior staff.



To be familiar with and comply with all Trust and departmental policies, procedures, protocols and guidelines.

To demonstrate an understanding and commitment to Trust values and Staff Charter.

### **Professional and Personal Development**

All staff must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction programme.

All staff will have a formal appraisal with their manager at least every 12 months. Once performance/training objectives have been set, the staff member's progress will be reviewed on a regular basis so that new objectives can be agreed and set, in order to maintain progress in the service delivery.

Those with management/supervisory responsibility are required to ensure that their direct reports have an appraisal in line with Trust policy.

All staff will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate.

### **Infection Control**

All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to and to support the Trust's commitment to preventing and controlling healthcare associated infections (HAI).

### **Health and Safety**

All staff have a responsibility to maintain health and safety of self and others within the performance of duties in accordance with Trust health and safety policies, and to undertake specific health and safety responsibilities as directed. All staff have a responsibility to adhere to the Trust's Risk Management Policies & Procedures.

All staff are required to contribute to the control of risk, and must report immediately any incident, accident or near miss involving patients, service users, carers, staff, contractors or members of the public using the Trust Datix system.

### **Confidentiality**

All staff may gain or have access to confidential information about the diagnosis or treatment of patients, information affecting the public, private or work related staff information, or Trust matters. A breach of confidentiality will have occurred where any such information has been divulged, passed (deliberately or accidentally) or overheard by any unauthorised person or person(s). Breaches of confidentiality can result in disciplinary action, which may involve dismissal.

All staff must maintain a high standard of quality in corporate and clinical record keeping, ensuring information is always recorded accurately, appropriately and kept up to date. Staff must only access information, whether paper, electronic or in other media which is authorised to them as part of their duties.

All staff must ensure compliance with the data protection legislation.

### **Safeguarding: Adults and Children (Section 11 of the Children Act 2004)**

Safeguarding: Adults (Care Act 2014) and Children (Section 11 of the Children Act 2004)

Every member of staff has a responsibility to be aware of and follow at all times, the relevant national and local policy in relation to safeguarding children and safeguarding adults. This includes keeping up to date with relevant training and seeking supervision.

### **Senior Managers**

Under Section 11 of the Children Act, senior managers have a duty to safeguard and promote the welfare of children and young people. There should be a culture of listening to children and taking



account of their wishes and feelings (with individual decisions and development of service); effective inter-agency working with awareness of information sharing procedures; safe recruitment and effective Allegations Management procedures in place.

Under The Care Act 2014, there is a requirement to demonstrate compliance with the 6 key principles of the Act: Empowerment, Prevention, Proportionality, Protection, Partnership and Accountability in relation to Safeguarding Adults – Making Safeguarding Personal.

### **Freedom of Information**

All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000. The Act gives individuals or organisations the right to request information held by the Trust. Staff must manage information they hold in such a way that meets the requirements of the Act. All requests for disclosures under the Act must be passed to the Freedom of information Officer.

### **Working on Non-Trust Premises**

All staff when working on non-Trust premises are bound by Trust policies and procedures, including home working policy; IT security policy; email and internet acceptable use policy information.

### **Smoke Free Premises**

The Trust is committed to protecting and improving the health and welfare of staff, service users, carers, visitors and contractors, and protecting smokers and non-smokers from the health dangers of second-hand smoke. Therefore all Trust premises are 'smoke free' and staff (and external contractors and visitors) must refrain from smoking in Trust buildings, vehicles and grounds.

### **Diversity and Promoting Dignity at Work**

The Trust recognises the contribution of all employees to deliver responsive and quality services. We expect staff to value and respect the diversity of those who use or contact our services and to respond to the differing and diverse needs of others. We aim to have an environment free of bullying or harassment which would create an intimidating and unpleasant atmosphere impacting on staff wellbeing and service delivery. We want staff to be able to report issues knowing they will be dealt with promptly and sensitively.

All forms of bullying and harassment are unacceptable and will not be tolerated.

### **Data Quality**

The Trust recognises the role of reliable information in the delivery and development of its services and in assuring robust clinical and corporate governance. Data quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high quality mental health services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the Trust's Policy and Procedures for Data Quality

This job description seeks to provide an outline of the duties and responsibilities of the post. It is not a definitive document and does not form part of the main statement of Terms and Conditions. The job description will be reviewed as part of the annual appraisal process and will be used as the basis for setting objectives.

## PERSON SPECIFICATION

**Job title:** Advanced Clinical Practitioner for Community Hospitals (CATU)  
**Band:** 8a  
**Location:** Tewkesbury Community Hospital, other sites TBD  
**Accountable to:** Matron  
**Professional Lead:** Medical Lead / Clinical Director of Community Hospitals

QUALIFICATIONS	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
<ul style="list-style-type: none"> <li>Registered practitioner with extensive experience relevant to role.</li> <li>Masters in Advanced Practice or evidence to support Professional clinical knowledge that covers all 4 pillars (as above) of the Advanced Clinical Practice capabilities (essential to include physical assessment and physiological reasoning qualifications as Masters level)</li> <li>Non-Medical prescribing essential.</li> <li>Recognised teaching qualification or relevant experience</li> </ul>	Essential	Application & Interview

NATURE OF EXPERIENCE	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
<ul style="list-style-type: none"> <li>Experience working in urgent/acute care in a community setting</li> <li>Experience working with frail, elderly and or patients with dementia which will include adults from the age of 18 years</li> <li>Managerial experience within a large multidisciplinary organisation.</li> <li>Experience of successfully leading clinical teams</li> <li>Experience of working with external agencies for the effective delivery of services</li> <li>Understanding of working in a political environment.</li> <li>Detailed working knowledge of how their health community operate and how they fit into the health and social care community</li> </ul>	Essential	Application & Interview

PROFESSIONAL / MANAGERIAL / SPECIALIST KNOWLEDGE	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
<b>General:</b> <ul style="list-style-type: none"> <li>• Show good organisational skills.</li> <li>• Ability to work as part of a team and autonomously.</li> <li>• Demonstrates good communication skills and articulate at all levels utilising appropriate media (written/verbal, electronic etc.).</li> <li>• Willingness to be flexible and adaptable.</li> <li>• Will demonstrate innovation, objectivity, motivation, enthusiasm and confidence.</li> <li>• Demonstrates excellent record keeping skill.</li> <li>• Ability to prioritise and allocate work to registered nursing staff and/or other members of MDT.</li> <li>• Ability to prioritise many competing demands.</li> </ul> <b>Managerial:</b> <ul style="list-style-type: none"> <li>• Ability to organise and prioritise work load.</li> <li>• Ability to prioritise patient care</li> <li>• Effective leadership and management skills.</li> <li>• Information management skills.</li> <li>• Ability to delegate.</li> <li>• Ability to recognise the effects of work pressures and respond accordingly.</li> <li>• To effectively manage the Resources.</li> </ul> <b>Clinical:</b> <ul style="list-style-type: none"> <li>• Demonstrates a model of reflective practice.</li> <li>• Ability to work as an autonomous practitioner showing adaptability, reliability and flexibility</li> <li>• contributes to the safety within the clinical environment</li> <li>• To practice within their scope of competencies in accordance with the NMC</li> </ul>	Essential	Application & Interview
<b>General:</b> <ul style="list-style-type: none"> <li>• Evidence of innovation.</li> <li>• Exposure to distressing and emotional situations.</li> <li>• Exposure to potential violent and aggressive behaviour.</li> </ul>	Desirable	Application & Interview

PERSONAL SKILLS ABILITIES AND ATTRIBUTES	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
<ul style="list-style-type: none"> <li>• Excellent interpersonal skills.</li> <li>• Effective team worker.</li> <li>• Flexibility, innovative and motivated.</li> <li>• Empathic and understanding nature.</li> <li>• Professional approach.</li> <li>• Ability to prioritise within a frequent changing environment.</li> </ul>	Essential	Application & Interview

OTHER REQUIREMENTS	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
<ul style="list-style-type: none"> <li>• Able to attend and participate in all mandatory and statutory training events</li> </ul>	Essential	Application & Interview