

## Job Title

## Job description

**POST:** Advanced Practitioner

**BAND:** Band 8A

**REPORTS TO & RESPONSIBLE TO:** Head of Community Nursing

**ACCOUNTABLE TO :** Directorate Manager

**Key Relationship:** Extensive Care Consultant(s)  
Enhanced Nursing Practitioners  
Assistant Practitioner Intermediate Tier Teams  
Neighbourhood Teams  
Primary Care Diagnostic support services  
MDT Co-ordinator

### JOB SUMMARY:

The post holder will work in partnership with primary and secondary care to provide advanced clinical case management for patients with complex care and ensure that case management plans are agreed, implemented and reviewed as part of the Multi-Disciplinary Team (MDT) case management process. This is achieved by working alongside the Extensivist Consultants, GP practices and key stakeholders within Tameside and Glossop and ensuring that practices are fully engaged with the multi-disciplinary approach to care. The role will work at both practice and Integrated Team level across the T& Glossop CCG area

- The Advanced Practitioner is defined as a First Level Nurse/Allied health professional
- The Advanced Practitioner will provide highly specialised care within the community and Care setting, to those patients with chronic and acute conditions using advanced clinical knowledge that is evidence based
- The Advanced Practitioner will function as part of an integrated Care organisation and will demonstrate competence in advanced assessment, management and treatment.
- Provide expert advice and to ensure the needs of the patient are met by leading, challenging and changing practice within the community.
- Work collaboratively with other health care professionals in primary and secondary care to ensure a high quality easily accessible service.
- Provide a community wide lead in the development of the role of the Advanced practitioner and the service provided
- To accept new and follow-up referrals
  - To pro-actively support and maintain patients within the community and care home setting
  - To facilitate discharge of patients back to their place of residence as appropriate
- To undertake clinical audit and research

## **SECTION 1- MAIN RESPONSIBILITIES:**

### **PROFESSIONAL / CLINICAL:**

The priority outcomes for Integrated Teams are:

- Promotion of self-management and self-care
- Reduction in delayed discharges
- The maintenance of independence
- Improved communication between professionals and carers
- A reduction in A&E attendances
- A reduction in emergency admissions
- A reduction in re-admissions
- A high level of patient and professional satisfaction

### **The Post Holder will:**

- Work as an Advanced Practitioner making independent clinical judgements/decisions based on patients clinical need
  - Act as lead for the development of advanced and specialist practice
  - Undertake independent comprehensive assessment and management of patients to incorporate physiological and pharmacological considerations, making multifaceted complex clinical decisions regarding patient management and clinical outcomes.
  - Demonstrate a high level of competence in clinical, diagnostic and examination skills
  - Management of patients / and carers within the community with complex care needs.
  - Provide counselling and advocacy for patients with acute and chronic conditions
  - Undertake research and service development.
- Establish close liaison and communication between all stakeholders across health and social care, community, primary care and third sector disciplines involved in the care of patients and their families and work in partnership with other practitioners.
  - Monitor and evaluate the role of the Advanced Practitioner in liaison with appropriate managers and general practitioners, and demonstrate and respond to changing needs
  - Develop and sustain close working relationships, partnerships and networks and draw upon multiagency/inter-professional resources where appropriate in order to improve health

### **PROFESSIONAL RESPONSIBILITIES:**

- Keep up to date with developments in the role of the Advanced Practitioner through personal professional development, in service training and education, professional conferences, courses and seminars as appropriate
- Keep accurate records and compile reports as necessary
  - Maintain high professional standards of care and expertise
  - Be involved in the production of written protocols, clinical guidelines, standards and documentation systems for own use and use by others
- Maintain and extend professional knowledge and skills to keep up to date with current trends and practices

- Be proactive in the accessing of inter-professional clinical supervision
  - Provide continuity of care within and across recognised boundaries
  - Be involved in relevant professional groups to ensure up to date knowledge of role development
- Acquire new skills and apply to practice
- To adhere to professional Code of Professional Conduct at all times
- Challenge professional/organisational boundaries with a view to improving care/health outcomes
- Demonstrate an understanding of the epidemiological, social, political and professional factors which shape health and the provision of health care.
  - Educate patients and carers to pro-actively manage and achieve optimal health outcomes

### **PERSONAL RESPONSIBILITIES:**

- Take responsibility for own professional development as in adherence with the NMC/Allied health Code of Professional Conduct
- Comply with Tameside Hospital NHS Foundation Trust Policies and requirements of the law relating to Data Protection and Health and Safety at Work and to ensure all incidents are reported, documented and followed-up as appropriate
- Apply a flexible approach to the role of which necessary changes to the job content may be expected to evolve.

### **Communications:**

- To contribute to the development of information/health promotion/leaflets for users and carers and other health professionals
- To demonstrate excellent communication skills with colleagues and patients and to be able to deliver teaching programmes
  - To work in a professional manner with all agencies and to promote good working relationships
- Communicate in a positive and effective manner with all disciplines and across agencies
- Build relationships with clinical and non-clinical staff to obtain support for the INT project and to achieve project objectives
- Explain complex and / or contentious information to others in a manner appropriate to them.
- Use effective therapeutic communication skills at an advanced level and manage communication in potentially antagonistic and difficult circumstances where individuals have conflicting interests / interests which conflict with organisational objectives.
  - Provide effective communication with regards the management of patients within the community.
  - Provide regular written and verbal reports to the patients, GP, and wider Multi-disciplinary team.
- Manufacture and distribute patient information literature and other educational materials and ongoing monitoring of their effectiveness
- Use of technology such as web based systems to provide patient information
- Communicate with patients in an open, supportive and empathetic manner
- Act as a patient advocate

### **Responsibility for Patient Care:**

- Management of patients to incorporate physiological, psychological and pharmacological considerations, making multifaceted complex clinical decisions regarding patient management and clinical outcomes.
- Independently adjust treatment plans according to need assessing appropriate management options, and initiate treatment or referral to an appropriate professional where necessary
  - Request haematological and radiological investigations appropriately, and act upon the results of these investigations and adjusting the patients management plan accordingly
  - Request therapeutic procedures/interventions and evaluate the outcome of these interventions •
- Provide education and counselling regarding the range of treatment options available to the patient
  - Provide the patient with comprehensive information regarding clinical procedures, ensuring informed consent
- Obtain written consent for medical procedures.
- Manage complete programmes of care in a manner which provides appropriate support for patients and their families
- Demonstrate the ability to make sound decisions regarding patient management in the absence of specific protocols
- Promote clinical awareness of the need for constant review and development of professional practice
  - Take action where unsatisfactory practice is identified
  - Secure agreed changes or development in practice.
- Provide clinical support to primary, community and secondary care professionals in the delivery and development of a multi-disciplinary approach to care across Tameside and Glossop
- Undertake clinical assessment and interventions within the Community (clinical and community based) and make appropriate referrals
- Maintain and evaluate the use of the documentation within the Integrated Teams
- Provide advice, support and consultation to primary and secondary healthcare staff in relation to the management of patients with complex care needs.
- Maintain and develop the scope of your own professional and clinical practice
- To maintain accurate records in line with organisational and professional policies
- Adhere to the NMC Standards: - Professional Code of Conduct; Scope of Professional Practice; Records and Record Keeping.
- Contribute to the development of innovation, creativity and improvement.
- Actively give and receive constructive criticism and feedback.
- Be adaptable, flexible, and trustworthy and work with integrity.
- Analyse various sources of information to assess risks and make judgements on the potential impact
- Produce and manage appropriate risk logs.

### **Planning and organiSing:**

- Co-ordinate and manage meetings across organisations within one of five localities. Proactively track the creation, allocation and monitoring of complex case management plans
- Ensure that practices are actively engaged in Integrated Neighbourhood Teams
- Provide clinical support to primary, community and secondary care professionals in the delivery and development of a multi-disciplinary approach to care across Tameside and Glossop
- Support staff in practices to undertake regular risk stratification of their patients and provide appropriate support if required
- Ensure that practices undertake a consistent approach in identifying patients suitable for an MDT approach to their care

- Ensure that agreed operational targets are delivered (KPIs and CQUIN targets)
- Provide cross Locality cover for other Advanced Practitioners as required.
- Provide specialist advice concerning patients with acute/chronic conditions for primary and secondary care
- Ensure effective use of physical and financial resources Use physical and financial resources and technology effectively and in the best interests of the patient.
- Contribute to the strategic and operational development of service in line within current national guidelines.
- Participate in the development of care pathways, protocols and clinical guidelines
- Ongoing review and development of existing protocols relating to specialist nursing roles within the directorate
- Liaise with appropriate departments within the Trust regarding the modification of traditional role boundaries, with a view to facilitating the ongoing development of the Advanced Practitioner role
- Develop standards by which the ongoing development of the Advanced Practitioner role can be monitored
- Acting as a role model to others wishing to develop professional roles and providing appropriate information and support
- Promotion of the Advanced Practitioner role within and outside the Trust

### **Responsibilities for Physical and / or Financial Resources**

Non budget holder

### **Responsibility for Policy and Service Development and Implementation**

- In conjunction with Locality Advanced Practitioner colleagues, review the Standard Operating Procedure every 6 months
- To work with key stakeholders across Tameside and Glossop to develop the model of care. Key stakeholders include patients and their families, primary and secondary care providers the third sector and private sector as appropriate
- Support the on-going development of a risk stratification tool which can be used across practices and services
- Provide support to other Advanced Practitioners

### **Responsibilities for Human Resources and Leadership**

- Lead for service development and liaison with key stakeholders
- Contribute to the strategic and operational development of specialist Services
- Ensure the effective use of physical and financial resources
- Act as a resource, providing clinical leadership and facilitating professional development amongst the multidisciplinary team both within and outside the organisation.
- Promote best practice, utilising local and regional benchmarking groups for the generation and promotion of standards, nursing and clinical guidelines.
- Contribute to clinical governance arrangements by providing expert input and securing quality improvement, including influencing other disciplines, to help deliver quality

### **Responsibilities for Teaching and Training**

- Advise on the promotion of health and prevention of illness to all client/carer groups and empower individuals to make informed health choices.
- Communicate effectively with patients and their families and assess needs and provide relevant support, information, education, advice and counselling where and when necessary
- Seek opportunities to publicise and promote the role of the Advanced Practitioner and disseminate information regarding the development of practice
- Act as a resource for information within the clinical setting for junior staff.
- Respond to educational needs of the client/practitioner group and work in conjunction with them to establish actions to be taken
- Facilitate the sharing of information and the development of knowledge amongst nursing and nonnursing staff and staff within care home setting.
- Support the development of staff within a care home setting
- Facilitate the development of collaboration with other practitioners
- Teach students, qualified and unqualified staff, medical staff and other professionals by example, demonstration, explanation and evaluation
- Ensure the learning/training needs of individual practitioners/support workers within the team are met as determined by annual appraisal
- Develop and deliver training and education to support the development of good practice.
- Development of systems which promote informed consent for patients
- Identify own learning needs/development needs and appropriate approaches by which these needs can be addressed and undertake lifelong learning by maintaining personal development and knowledge
- To maintain professional competence and awareness of the management of long term conditions and proactive care models through attendance to relevant conferences, reading etc.
- Actively promote an effective learning environment and participate in the development and delivery of long term condition programs
- To be a resource for health and social care professionals by providing information and advice on the Integrated Team project.
- Undertake mandatory training and development and other such training relevant to the post and commensurate with the level of practice
- To provide educational leadership for practitioners within this field.
- Focus on skills development such as, the management of complex needs developing and promoting person centred care, recovery and personalisation.
- To actively support the engagement of service users and carers in the delivery of training programmes.

### **Responsibilities for data and information resources**

- Utilise quality and research data to develop best practice.
- Assist in evaluating the outcomes of clinical practice, taking into account guidance provided through benchmarking and clinical governance.
- Participate in the development of the quality and audit strategy, which includes standard setting and development of audit tools.
- Participate in developing and updating clinical protocols in care in responses to advances in clinical practice.

### **Research, Development and Audit**

- Facilitate research-based practice, assist in disseminating research findings and support changes in care.
- Take part in/ lead research projects, as appropriate, in order to enhance. • Support and facilitate other staff who is undertaking research / audit projects.
- Continually evaluate/audit one's own practice and that of others. • Initiate appropriate and relevant research and evaluate the findings in the context of enhancing knowledge of the role and / or patient outcomes
- Ensure that where possible, clinical practice is based upon available research evidence and that such evidence is disseminated to other staff to enable them to use this information in their work and improve health outcomes. • Seek out new knowledge by reading, enquiring and partaking of continuous education. Evaluate information gained and make appropriate judgements regarding its appropriateness for integration into practice. • Seek to develop new skills and develop role in accordance with changing scenarios. • Monitor the effectiveness of current treatments and interventions with a view to improving outcomes. • Apply validated research findings to Clinical Practice. • Add to wider knowledge pool with published works in peer reviewed journals.

### Physical Skills and Effort

- Ability to undertake combination of sitting and standing
- Driving skills
- Desktop computer skills and email management

### General Duties

- History taking, physical examination and assessment
- Referral for tests/investigations and formulation of a treatment plan based on interpretation of results
- Non-medical prescriber
- Clinical examination and diagnostic assessment.
- Assessment of social/domestic circumstances.
- Identification of medical risks and referral to appropriate individuals
- Interpretation of X-rays and other diagnostic investigations
- Advice and support for patients and carers
- Liaison with general practitioners
- Outcome data collection
- Maintenance of electronic databases
- Providing information for informed consent
- Liaison with appropriate members of multidisciplinary team
- Prompt correspondence with GP regarding proposed treatment plan
- Initiation of appropriate services (i.e. preoperative health screening and health promotion)

## SECTION 4-ADDITIONAL REQUIREMENTS

### 1. To provide cover for colleagues as directed by your manager.

### 2. Risk Management (Health & Safety)

- a) You will follow risk management procedures at all times. The Risk Management procedures for the Trust and the department are kept by the departmental manager.
- b) You are personally responsible for Risk Management issues in respect of yourself and your colleagues.
- c) If you identify a potential hazard you should report it to your manager / supervisor at once. If in doubt you should speak to your manager for guidance.
- d) You must always use safety equipment provided, and report any defects to your manager. You must attend Risk Management Training as directed by your manager.
- e) If you are a manager or have line management responsibilities for staff or a department or area of work, you are responsible for the Risk Management issues in that area. You will ensure that there is an annual Risk Management audit in your area and make sure that where necessary, an action plan eradicating risks is drawn up and implemented.
- f) Should you need help in resolving Risk Management matters, you must seek assistance from your manager.

### 3. Infection Prevention and Control

- a) You are personally responsible for ensuring that you protect yourself, patients, visitors and colleagues from the risks of infection associated with health care activities and the care environment.
- b) You must adhere to infection prevention and control policies at all times liaising with the infection control team and acting on any instructions given.
- c) You must attend regular infection prevention and control update training.
- d) You should at all times promote and demonstrate good practice for the prevention and control of infection.

### 4. To avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.

### 5. To safeguard at all times confidentiality of information relating to patients and staff.

### 6 Child Protection and Vulnerable People

It is the responsibility of all staff to safeguard children and/or vulnerable adults, to access training to ensure they know what constitutes abuse, and what support is available to them, at a level appropriate to their role and responsibilities.

To report any concerns, without delay, to the identified person within their department/division or area of responsibility as per the relevant policies, keeping clear records, and following up as required to ensure necessary actions have been taken.

## 7. No Smoking Policy

The Trust operates a No Smoking Policy which states that smoking is prohibited within all Trust premises and on the site. This includes entrances, exits, cars, lease cars, car parks, pavements and walkways, areas hidden from general view and residences. As an employee of the Trust you are expected to comply with this policy, failure to do so may result in disciplinary action being taken under the Trust's Conduct and Disciplinary Policy.

8. To behave in a manner which ensures the security of NHS property and resources.

9. To abide by all relevant Trust Policies and Procedures.

This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required.

**This job description is subject to regular review and appropriate modification in consultation with the post holder.**

## Job Title Person Specification

A = APPLICATION FORM; I = INTERVIEW & ASSESSMENT PROCESS; R - REFERENCES

Person Specification	Essential	Desirable	Assessment
<b>Qualifications &amp; Training</b>			
Registered Nurse / Therapist with current registration working at an Advanced Practitioner level	✓		A
Independent non-medical prescriber	✓		A
MSc in Advanced Practice or Equivalent	✓		A
BLS	✓		A
NMC Approved mentor preparation course or equivalent	✓		A
<b>Experience &amp; Knowledge</b>			
Clinical expertise relevant to area of practice	✓		A / R
Ability to build effective working relationships across a range of healthcare and other organisations	✓		A/R
Post registration experience in a community setting	✓		A/R
Evidence of relevant experience working within a people centred health, social or customer care environment demonstrating an ability to work with a variety of individuals with varying needs and /or in varying environments	✓		A / R
Experience of working as part of a team and in isolation	✓		A / I
Working as part of / with a multi-disciplinary team	✓		A / I
Demonstrate IT literacy and competency with e-mail, word, intranet etc	✓		A / I
Evidence of successful completion of relevant recent training in e.g. equality and diversity, disability awareness, safeguarding, moving and handling, management of violence and aggression.		✓	A / I
Knowledge of health and safety in the workplace	✓		A / I
<b>Skills</b>			
Skilled clinical judgement			
Desire to provide the best care possible	✓		A / I
Ability to efficiently prioritise and allocate care	✓		A / I
Evidence of excellent communication and listening skills.	✓		A / I
Able to participate in on job training in relation to a	✓		A / I

range of aspects of providing physical, emotional and social care for patients using a coaching approach.			
Ability to work unsupervised on a day to day basis and to manage/ prioritise a delegated caseload independently	✓		A / I
Ability to deal with emotionally difficult situations	✓		A / I
Strong written, oral and presentation skills	✓		A / I
Ability to problem solve within a defined set of likely problems and possible solutions	✓		A / I
Excellent interpersonal skills	✓		A / I
Ability to demonstrate empathy and compassion	✓		A / I
Ability to demonstrate self-motivation skills and evidence of an ability to motivate others	✓		A / I
Able to communicate effectively with the general public colleagues, clinicians and managers	✓		A / I
To act as an effective member of the team, supporting other members where appropriate and contributing fully to the work of the whole department	✓		A / I
Able to work under pressure and to demanding timescales, organising own workload to meet changing priorities	✓		A / I
Able to work on own initiative and as an effective and responsible member of the team	✓		A / I
Able to produce accurate, well presented documents to a high standard	✓		A / I
Able to adapt to change	✓		A / I
Accuracy and attention to detail, with a methodical approach	✓		A / I
Maintain confidentiality at all times	✓		A / I
Undertaken a management programme		✓	A / I
<b>Attributes &amp; Behaviours</b>			
Flexibility in a changing environment	✓		A / I
Flexibility to meet the demands of the service	✓		A / I
Understands and can demonstrate Trust core values	✓		A / I
Self-motivating, enthusiastic and self-disciplined	✓		A / I
Calm and resolute under pressure	✓		A / I
Courteous and professional attitude	✓		A / I
Ability to demonstrate a positive "can do" approach, whatever the situation.	✓		A / I
Able to work flexibly around working hours, including occasional out of office core hours	✓		A / I
Ability and willingness to travel in the course of performing duties, in a timely manner on a daily basis.	✓		A / I
<b>Other</b>			
Car driver / ability to travel	✓		A / I