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**Job Description & Person Specification - Advanced Clinical Practitioner (Primary Care) – SAMPLE (for guidance only)**

**Job title:**  **TRAINEE ADVANCED CLINICAL PRACTITIONER**

**Responsible to:**  **HEAD OF ADVANCED CLINICAL PRACTICE**

**Accountable to:**  **PRACTICE MANAGEMENT TEAM**

**Job summary:**

You will be a skilled Registered Nurse, Registered Pharmacist or Registered Allied Health Professional such as Paramedic, Physiotherapist, Dietitian or Podiatrist with the appropriate attitude, skills and knowledge base. In addition, you will hold a Bachelor’s degree (or equivalent,) or currently undertaking a Masters level programme in Advanced Clinical Practice. You will deliver quality holistic care and treatment to the practice population.

Whilst you are a dependent practitioner, you are able to work independently and make independent decisions enabled by a collaborative and supportive working relationship with your clinical supervisor. You will demonstrate safe and effective clinical decision-making and expert care, including assessment, diagnostic and management skills. As well as dealing with acute illness, you may be involved in the management of long-term conditions.

You will assist in the provision of patient care at all Practice sites or establishments, or in the patient’s place of residence, working in collaboration with the multidisciplinary team to deliver high quality patient-centred care.

**Clinical Responsibilities:**

* Assess, diagnose, plan, implement and evaluate treatment/ interventions and care for patients presenting with an undifferentiated diagnosis from within your sphere of competence.
* Clinically examine and assess patient needs from a physiological and psychological perspective and plan care accordingly.
* Assess, diagnose, plan, implement and evaluate interventions/ treatments for patients with complex needs
* Utilise your clinical supervisor/ mentor and other clinical staff appropriately to ensure safe and effective patient care, demonstrating awareness of your own limitations
* Provide safe, evidence-based, cost-effective, individualised patient care within the surgery, patient’s own home or other environment where patient care is carried out
* Refer patients directly to other services/ agencies as appropriate, utilising Practice and local guidelines and in a timely manner
* Pro-actively identify, diagnose, monitor and manage treatment plans for patients at risk of developing a long-term condition, as appropriate
* Diagnose and manage acute conditions, integrating both drug and non-drug-based treatment methods into a management plan
* Prescribe and review medication for therapeutic effectiveness, appropriate to patient needs and in accordance with evidence-based practice and national and practice protocols, and within own scope of practice. Utilise Patient Group Directions for the administration of medication as appropriate.
* Work with patients in order to support compliance with and adherence to prescribed treatments.
* Provide information and advice on prescribed and over-the-counter medication on medication regimens, side-effects and interactions
* Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care
* Support patients to adopt health promotion strategies that promote healthy living and to apply principles of self-care
* Recognise, assess and refer patients with mental health needs as appropriate
* Communicate with and support patients receiving ‘bad news’

**Leadership responsibilities:**

* Act as a positive role-model
* Support the development of others in order to maximise potential
* Actively promote the workplace as a learning environment, encouraging everyone to learn from each other and external good practice
* Critically evaluate and review innovations and developments that are relevant to the area of work
* Participate in planning and implementing changes within the area of care and responsibility
* Contribute and participate in the development of local guidelines, protocols and standards
* Ensure the principles of infection control and local/national policies and guidelines are applied throughout the practice, monitoring and implementing changes as required

**Other responsibilities:**

* Recognise and work within own competence and in accordance with the professional code of conduct of the Nursing and Midwifery Council (NMC) or Health and Care Professions Council (HCPC) as appropriate
* Work towards the 4 pillars of advanced practice- Clinical, Leadership, research education and evidence these within the portfolio
* Monitor the safety and effectiveness of own clinical practice through quality assurance strategies such as the use of audit, mentor feedback, case review and peer review
* Maintain accurate and complete documentation and records utilising I.T as appropriate and in accordance with Practice protocol
* Use own judgement, resourcefulness and common sense
* Deliver care according to evidence based practice, following agreed protocols, local and national guidelines
* Understand and apply legal policy that supports the identification of vulnerable and abused children and adults, being aware of statutory child/ vulnerable adult health procedure and local guidance
* Work within policies regarding family violence, vulnerable adults, substance abuse and addictive behaviour, and refer as appropriate
* Contribute to achievement of the highest possible quality standards such as the QOF and other agreed Key Performance Indicator targets
* Attend in-house governance, educational and staff meetings as appropriate
* Assist with the training of other staff members and also with the education of doctors, nurses and other health professionals in training as appropriate
* Pro-active engagement with the practice population and wider community to promote healthy living and encourage uptake of services. This may include visits to local schools, community centres and other groups as necessary
* Undertake additional tasks as required within your role as a Nurse Practitioner/ Primary Care Practitioner and senior member of the team

**Learning and development:**

The post-holder will participate in any training programme implemented by **INSERT PRACTICE NAME HERE**as part of this employment, such training to include:

* Participate in individual performance reviews, including maintaining a portfolio and annual CASP review with clinical supervisor and manager
* Working in conjunction with senior clinicians, assess own learning needs and undertake learning as appropriate
* Develop and utilise a written Personal Development Plan
* Participate in continuing professional development opportunities to ensure that up-to-date evidence-based knowledge and competence in all aspects of the role is maintained
* Make effective use of learning opportunities within and outside the workplace, evaluating their effectiveness and feeding back relevant information
* Disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments
* Understand mandatory and statutory training as required

**Team working:**

* Understand own role and scope in the organisation and identify how this may develop over time and assist with this development
* Work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working
* Accept delegations from other clinicians, prioritise workload and ensure effective time management strategies are embedded in own practice
* Participate in team activities that create opportunities to improve patient care
* 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
* Participate and support local projects as agreed with the practice management team
* Delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence of those taking on delegated duties
* Ensure clear understanding and utilisation of referral mechanisms within the practice

**Confidentiality:**

* In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their greatly 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 strictly confidential
* Information relating to patients, carers, colleagues, other healthcare workers or the business of the employing 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 assist in promoting and maintaining their own and others’ health, safety and security to include:

* Using personal security systems within the workplace according to practice guidelines
* Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
* Making effective use of training to update knowledge and skills
* Using appropriate infection control policies, maintaining work areas in a tidy and safe way and free from hazards
* Reporting potential risks identified

**Equality & Diversity:**

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

* Acting in a way that recognises 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

**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
* Effectively manage own time, workload and resources
* Apply the practice policies, standards and guidance
* Work within own limitations and experience
* Be aware of and co-operate with audit
* Work effectively with individuals in other agencies to meet patients’ needs
* Portray a professional image at all times

**Communication:**

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

* Communicate effectively with other team members
* Communicate effectively with patients and carers
* Recognise people’s needs for alternative methods of communication and respond accordingly.

**Other:**

This job description is neither exhaustive nor exclusive and will be reviewed periodically in conjunction with you. You are required to carry out any duties that may reasonably be requested by the practice management team.

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|  | Essential | Desirable |
| Physical requirements | Able to undertake the requirements of the post. | Reliable.  Flexible.  Excellent attendance record |
| Knowledge/ Qualifications | Registered Nurse (NMC) or Registered Paramedic (HCPC) or Registered Physiotherapist (HCPC), Registered Dietitian, Registered Podiatrist or Registered Pharmacist  Minor illness qualification at degree level assessed by OSCEs.  Current registration.  Relevant degree.  Independent non-medical prescriber or working towards it, or proven ability to use Patient Group Directions. | Undertaking a course in Advanced Clinical Practice at Masters level. |
| Experience | Practitioner-led management of minor illness.  Evidence of working autonomously, with some support and supervision.  First contact care.  Proven ability to evaluate the safety and effectiveness of own clinical practice. | Practitioner-led triage.  Experience of Microsoft Office applications.  Experience of GP Clinical IT systems.  Experience of audit. |
| Knowledge/Skills/  Competencies | Awareness of accountability of own role and that required of a Registered Practitioner.  Ability to assess and manage patient risk effectively and safely.  Good communication (oral and written) and inter-personal skills.  Keyboard skills.  Change management skills and ability to support patients to change lifestyle.  Ability to form good working relationships with a multi-disciplinary team.  Ability to listen and empathise.  Understanding of evidence-based practice.  Ability to organise and prioritise workload.  Demonstrable evidence and commitment to professional development. | Knowledge of health promotion strategies.  Negotiation and conflict management skills.  Knowledge of Quality and outcomes Framework. |
| Qualities/Attributes | Ability to work independently.  Awareness of own sphere of competence and level of support required to practice safely.  Ability to work as a team player.  Initiative and drive.  Pleasant and articulate.  Able to work under pressure.  Self-motivated and positive.  Empathetic, honest, caring.  Adaptable and forward looking.  Enthusiastic and energetic.  Diplomatic and considered.  Hard working, willing and flexible.  Observance of strict confidentiality.  Ability to use own judgement, resourcefulness and common sense. |  |
| Other | Motivated and enthusiastic.  Effective time management.  Self-directed.  Team player.  Able to work at the desired times.  Flexibility of hours for cover. | Good sickness record.  Current UK/EU driving license. |