

# Example Job description for Advanced Practice role

Trust/Board/Organisation

## Job Description

**Post:** Trainee Advanced Clinical Practitioner

**Department:**

**Grade:** Band 7 (Subject to AfC Review) throughout training period

**Hours:** Full time / Part time

**Responsible to:**

**Liaises with:** Patients/Families/Carers, Clinical Service Lead, Deputy Chief Nurses, Consultant Medical team, Divisional General/Directorate Managers, Medical Directors, Risk Management, Ward and Department Clinical teams, Multidisciplinary team, Students, Community Health and Social Care teams, GPs, Higher Education Institutes (HEIs), Research and Development Directorate, Clinical Audit, local Clinical Governance teams

**Responsible for:**

**Work base:**

**Job purpose:**

The post holder will undertake a 2-year master's programme in Advanced Clinical Practice to enable them to work towards independent, autonomous clinical practice as an Advanced Practitioner during training. The post holder will be allocated a medical supervisor and Senior Nurse/AHP/Pharmacist mentor to ensure successful achievement of the clinical skills required to fulfil the role of Advanced Practitioner. The trainee will be identifiable in their new role as an Advanced Clinical Practitioner in training. As part of the training programme the post holder will be released for XXXXX per week for study/placements required to successfully complete the programme.

On completion of the 2-year programme, they will exercise advanced clinical expertise, levels of judgment, discretion and decision making in clinical care demonstrated through the organisation's advanced competency framework, whilst maintaining a professional portfolio.

The post holder will provide advanced clinical skills and advice demonstrating a sound understanding of the issues related to the identification, assessment, diagnosis, treatment and management of the client/patient group.

The post holder will monitor and lead improvements to standards of care through, supervision of practice, clinical audit, evidence based practice, teaching and supporting professional colleagues and the provision of skilled professional leadership.

The post holder will lead the implementation of relevant research into practice contributing to the further development of the evidence base through research and audit.

The post holder will contribute to clinical governance within the service by leading audit and research as part of the multidisciplinary team (MDT) within the area of expertise.

The post holder will support the review, design and implementation of policies and guidance to ensure effective service provision/development. This will include initiating and supporting the education and training of relevant stakeholders.

## Main Duties and Responsibilities

Under supervision during training the trainee will:

1. Exercise advanced clinical expertise, levels of judgment, discretion and decision making in clinical care demonstrated through the organisation advanced competency framework
2. Provide advanced clinical skills and advice demonstrating a sound understanding of the issues related to identification, assessment, diagnosis, treatment and management of the client group
3. Monitor and lead improvements to standards of care through supervision of practice, clinical audit, evidence based practice, teaching and supporting professional colleagues and the provision of skilled professional leadership
4. Lead the implementation of relevant research into practice contributing to the further development of evidence base through research and audit
5. Contribute to the Clinical Governance agenda within the service by leading audit and research as part of the multi-disciplinary team within the area of expertise
6. Act in accordance with the HCPC Standards of Proficiency and BDA Code of Conduct.

### Clinical practice

The post holder will

1. Successfully complete the Masters of Advanced Clinical practice, with or without non-medical prescribing qualification
2. Assess, diagnose, plan, implement and review programmes of evidenced based care for the client group.
3. Utilise advanced clinical reasoning skills and assessment techniques: Identify the problem/diagnose
4. Set appropriate treatment aims and objectives with patient
5. Competently plan and carry out realistic programmes of investigation and treatment using best practice based on best evidence
6. Reevaluate programmes of treatment accordingly to assess impact and outcome

7. Relate findings to presenting pathology
8. Undertake advanced skills appropriate to the role, ensuring clinical competencies are maintained in accordance with the Trust/Board/organisation framework for Advanced Practice
9. Provide advice, information and support to Trust/Board/organisation staff caring for specific client groups
10. Provide advanced knowledge, advice and support to client groups
11. Identify local, demographic, cultural and environmental factors that influence the health and quality of life for client groups to ensure they are meeting the equality diversity and inclusion agenda.
12. Contribute to the coordination and effective management of the admission and discharge process
13. Incorporate advanced practice, in line with the framework of the organisation and HCPC.
14. Ensure that child protection and vulnerable adult legislation is adhered to within own practice and service
15. Lead on the development of/ evaluate policies/guidelines/protocols for advanced and specialist clinical practice and take responsibility for updating and monitoring policies/guidelines/protocols specific areas of expertise
16. Demonstrate a visible clinical profile, providing expert advice and demonstrating high levels of clinical competence in the delivery of patient care as directed by the Clinical Service Lead
17. Prepare accurate and concise reports both verbally and written
18. Communicate the needs of the client groups effectively within the MDT and the organisation
19. Deploy effective communication strategies to ensure that information and knowledge is imparted sensitively, according to the needs of patients, staff, and students in training
20. Continually review and evaluate own role and clinical practice informing the annual review process with the Clinical Service Lead
21. To act as a non-medical prescriber in line with organisation policy and HCPC guidance, ensuring prescribing activity is based upon evidence based best practice
22. Be an active member of relevant organisation committees and groups contributing to developing/ implementing local/national strategy
23. Plan and manage own workload and the workload of the service, in a flexible manner, ensuring that service provision meets the needs of clients
24. Keep relevant records and submit reports in a professionally acceptable manner
25. Promote a positive relationship with all stakeholders within the service
26. Contribute to the clinical governance process, including adverse incident reporting/investigation and the management of complaints, as appropriate

27. Collect and collate data as required by the area of expertise in order to inform internal and external professional and operational bodies
28. Relate complex communication processes to individual situations
29. Be involved in peer review of your own practice and that of others.

### **Leadership and Management**

The post holder will be expected to:

1. Contribute and lead the development of MDT/team objectives for the area of expertise
2. Act as a role model of standards of behaviour and professionalism, through commitment to the integration of policies and procedures within role and workplace. This will include the Equality Diversity and Inclusion (EDI)
3. Contribute to local and regional clinical networks and specialty specific groups, working in partnership with other key professionals
4. Analyse relevant local, regional and national policy, within area of expertise, advise on impact for service, leading the implementation of changes and evaluation of processes in partnership with the MDT
5. Maintain professional registration and practice through CPD
6. Maintain personal standards of conduct and behaviour consistent with Trust/Board/organisation and HCPC Standards of Proficiency and BDA Code of Conduct.
7. Allocate, coordinate, monitor and assess own workload and that of individuals or the service, ensuring resources are deployed appropriately
8. Take a proactive role in shaping the development of current and future service pathways, whilst engaging with appropriate internal and external stakeholders
9. Demonstrate fiscal awareness by ensuring the appropriate use of resources in order to meet service/client's needs
10. Participate in the implementation and delivery of the standards set within the organisation's quality strategy
11. Promote, champion and actively participate in key Trust/Board initiatives
12. Recognises and acts as an advocate for patients, carers, service and organisation. This will include EDI initiatives
13. Improve practice and health outcomes through the use of best practice standards and quality improvement processes/ models.

### Facilitated Learning

The post holder will:

1. Develop and deliver specific and relevant specialist teaching activities for all disciplines and grades of staff, client group and carers within the organisation in relation to their area of expertise
2. Review and evaluate all teaching programmes and lead on/contribute to the development of new programmes when a need is identified
3. Identify own development needs in line with service requirements within personal development plan whilst using the Trust/Board Advanced Practice Framework and HCPC requirements
4. Maintain and develop the specialist skills and knowledge required whilst working at an advanced level through reflective practice, attendance of Trust/Board/organisation mandatory training, appropriate in-service training, informal teaching and relevant local, regional and national educational activities
5. Ensure personal, peer support and clinical supervision needs are met
6. Act as mentor and resource person for all trainee Advanced Clinical Practitioners within your clinical area as appropriate
7. Provide clinical supervision both within and external to the organisation in order to support development of individuals and practice
8. Ensure mentorship training is updated annually
9. Ensure clinical environment is conducive to supporting the education and learning of all staff
10. Provide an environment that encourages client centred involvement where clients are facilitated to ask for help, advice and education
11. Attend and aim to actively participate and contribute to the Trust/Board/organisation advanced clinical practice initiatives.
12. Contribute to clinical governance outcomes.

### Research and Evidence Based Practice

The post holder will:

1. Evaluate clinical practice through audit of service, developing and managing strategies to address any shortfalls
2. Demonstrate knowledge of current research in all aspects of his/her work and to advise others on the implementation of relevant research findings

3. Develop skills to lead the development of research proposals with the multidisciplinary team specific to the specialty
4. Initiate and/or become involved in research projects in response to identified service needs
5. Disseminate and promote use of evidence based practice in area of expertise locally, regionally, nationally and internationally as appropriate
6. Disseminate audit results/research findings locally, regionally and nationally through quality improvement programmes, local/ regional/ national/international publications as appropriate
7. Implement research findings appropriate to practice
8. Demonstrate awareness of, promote and support the organisation's Research and Development Strategy.

**Add diagram of organisation showing lines accountability**

**Add infection Control, Health and Safety, Safeguarding etc. as own organisation**