**INSERT PRACTICE PCN HEADER OR LOGO**

**JOB DESCRIPTION**

1. **JOB DETAILS**

**POST:** Advanced Care Practitioner: Primary Care

**BAND:** 8a

**ACCOUNTABLE TO:** GP partner with responsibility for advanced practice

1. **JOB SUMMARY**

* The post holder will be responsible for providing advanced practice consultations to the registered practice population
* The post holder will be a highly competent, visible and experienced autonomous practitioner who uses specialist knowledge and advanced skills to support the [registered practice population
* The post holder will be able to take a relevant history; perform a holistic physical and mental health examination; undertake clinical assessment to establish a management plan and evaluate the progress of that plan within the limitations of their scope of practice. This will be carried out under the non-direct supervision of a medical mentor. They will demonstrate advanced clinical judgement and critical decision-making skills based upon evidence based practice.
* The post-holder will work under the supervision of [GP responsible for advanced practice]

1. **DIMENSIONS**

Scheme of delegation for this post:

Not applicable.

1. **ORGANISATIONAL CHART**

GP partner with responsibility for advanced practice

Specialty Lead for advanced practice

Advanced Care Practitioner for

Primary Care

1. **MAIN DUTIES AND RESPONSIBILITIES**

**5.1. Clinical**

As part of the multi-disciplinary team, and under the non-direct supervision of the practice GP lead for advanced practcie, the post-holder will utilise their advanced level knowledge and skills to:

* + assess, diagnose, plan, implement and evaluate treatments and interventions of the registered practice population.
  + under-take advanced physical and mental health examination as indicated by the patient’s condition; analysing complex clinical signs and investigating results to consider differential diagnoses and diagnose conditions, initiating any treatment as required
  + perform accurate clinical procedures appropriate to the history and examination of the patient, including further invasive testing, diagnostics and treatments requiring highly developed skills and precision within their competence (add specifics if required)
  + request investigations such as blood, urine and other laboratory tests, electrocardiographs (ECGs), ultrasound scans, x-rays and computed tomography (CT) scans in accordance with IR(ME)R regulations and as local policy allows (they should be signed on to the Cornwall imaging policy)
  + analyse and respond to highly complex information from multiple sources in making clinical judgements and decisions regarding diagnoses, treatment and management plans. This may involve responding to conflicting views and opinions, seeking advice when scope of practice is exceeded
  + undertake the role of Independent Nurse Prescriber within the clinical setting of [Primary Care] and in line with the practice and national policy guidance
  + lead the development of non-medical prescribing within the wider non-medical prescribing team
  + integrate both pharmacological and non-pharmacological treatment in patient care/management plans
  + assess patients with mental health needs and refer to appropriate services within locally agreed policy
  + produce accurate and complete documentation and patient records consistent with legislation, policies and procedures
  + receive, process and communicate highly complex information requiring persuasive, motivational, reassuring and empathetic communication skills to maximise co-operation with care and treatment programmes, often about complex, sensitive and potentially distressing information
  + anticipate and effectively respond to barriers to communication, ensuring patients, families and carers are kept fully informed and consent to treatment and care plans is maintained. This may include managing and reconciling inter and intra-professional differences of opinion
  + act as a resource for primary care staff advising on practice, primary care network, integrated care area and national policy, procedures and guidelines ensuring patient safety and clinical governance
  + understand and apply the legal safeguarding framework that supports the identification of vulnerable and abused adults/children and be aware of statutory vulnerable patients’ health procedures and Primary Care guidance. Ensure appropriate referral if required.

**5.2. Freedom to act**

* + 1. Work autonomously making highly complex clinical decisions with minimal supervision from [Primary Care GPs] working within local and national policies and being responsible for how these policies are interpreted.
    2. Autonomously assess patients; receive and make referrals; assess, order, interpret and act upon investigative tests; consider differential diagnosis; evaluate, treat, plan, refer and discharge patients/clients.

**5.3. Managerial**

* + 1. Work in partnership with the existing practice team driving development and change.
    2. Support staff development in order to maximise potential, encouraging everyone to learn from each other and from external good practice.
    3. Possess effective time management and personal organisation skills.
    4. Develop and contribute to local guidelines, interpreting and adapting national protocols and standards to enhance patient care and safety.
  1. **Education and Research**
     1. Take responsibility for own learning and performance including participation in clinical and professional supervision and maintaining awareness of relevant research evidence.
     2. Develop education in collaboration with the multi-disciplinary team ensuring that all patient care is based on current research and best practice.
     3. 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.
     4. Responsible for initiating and developing research and development programmes or activities.
     5. Teach and support nursing, medical and other members of the multi-disciplinary team.
  2. **Professional Responsibility**
     1. Recognise and work within own competence and professional code of conduct as regulated by the Nursing and Midwifery Council (NMC)/ Health Care Professionals Council (HCPC).
     2. Take every opportunity to expand one’s practice in line with the principles contained within their profession’s Code of Conduct (or equivalent). Identify personal career development pathway as part of formal appraisal system.
     3. Ensure that all elements contained within their profession’s Code of Conduct are adhered to and, in particular, those relating to professional accountability and revalidation.
     4. Through supervision and mentorship, identify personal learning needs; participating in personal continuing education and other activities to promote one’s own personal growth.
     5. Develop and further clinical knowledge and professional skills through relevant training and study.
     6. Adhere to occupational health guidelines at all times.
     7. Work on own initiative, independently and as a team. Read and interpret policy documentation, sometimes of a clinical nature requiring periods of intense concentration.

1. **KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED**

**6.1. Knowledge and skills**

* University qualification in autonomous practice/clinical skills (eg University Advanced Clinical Practice Masters/Advanced Clinical Skills PG Cert).
* Non-medical prescribing qualification (if appropriate for role)
* Completion of relevant extended role scope competencies such as [insert details].

**6.2. Experience**

* Significant clinical practice experience, including experience of working with primary care population.
* Clinical leadership experience.
* Audit or research experience.
* Teaching and education experience.
* Senior professional role in [insert details].

1. **KEY RESULT AREAS**

To deliver: [insert details below]

* …
* …
* …
* …

1. **COMMUNICATIONS & WORKING RELATIONSHIPS**

8.1. Ensures that privacy, dignity and confidentiality is maintained in all aspects and levels of communication especially pertaining to patients, carers and staff.

8.2. Demonstrates a sensitive and empathetic communication style to build trusting relationships, ensuring patients are fully informed and consent to treatment. Facilitates communication between patients, their relatives and the multi-professional team both within the organisation and with external stakeholders that results in clear responsibilities being identified and ensures that care is delivered both effectively and efficiently.

8.3. Actively involves patients, their relatives and carers in their treatment and encourages others to enable individuals to assist in their own recovery.

8.4. Communicates highly sensitive/difficult information and subsequently supports patients, relatives, carers and colleagues as appropriate. Imparts distressing news to patients/relatives in considerate and professional manner.

8.5. Communicates proactively with all staff on the clinical condition and treatment/discharge plans of patients and ensures accurate records are maintained by self and all other staff. Leads and supports others in co-ordinating the discharge process and ensures written and verbal advice is available to patients, their relatives and carers.

1. **MOST CHALLENGING PART OF THE JOB**

The most challenging part of the job is [insert details]

1. **JOB PLAN**

A provisional job plan is outlined below which illustrates the expected overall ratio of the post-holder’s time. The actual time-table may change from week to week in order to maintain flexibility within the department and utilise resources efficiently. **It is expected 80% of the job plan will be clinical and at least 20% will support the leadership and management, education and research pillars of the advanced practice framework**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| AM |  |  |  |  |  |  |  |
| PM |  |  |  |  |  |  |  |

Key:

1. **OTHER**

* The post holder must comply with all practice policies and procedures.
* The post holder must work within infection control guidelines to ensure that work methods do not constitute a risk of infection either to the health care professional, to the client or to any persons working/visiting the practice premises.
* This job description is subject to the Terms and Conditions of service of **[NAME OF PRACTICE / PCN]** and the post-holder will undertake any other duties which may be required from time to time.

**THIS JOB DESCRIPTION IS SUBJECT TO REVIEW IN CONSULTATION WITH THE POST HOLDER.**

1. **JOB DESCRIPTION AGREEMENT**

Job holder’s signature: Date:

Head of

Department signature: Date:

Title:

\*\*Please only include the following paragraph in job descriptions relating to vacancies that require DBS – please refer to the Trust’s DBS Policy if you are unsure:

Please note: This post is exempt from the Rehabilitation of Offenders Act 1974. A provisional offer of employment will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.

The nature of the post holder’s duties requires the following DBS check [please indicate as appropriate]:

|  |  |
| --- | --- |
| Standard |  |
| Enhanced without barred list information |  |
| Enhanced with children’s barred list information |  |
| Enhanced with adults’ barred list information |  |
| Enhanced with children’s and adults’ barred list information |  |

**[NAME OF PRACTICE / PCN] is a non-smoking organisation. Smoking will not be permitted by staff in uniform and/or wearing a practice identification badge in any location, in vehicles owned or leased by the practcie or in the homes (including gardens) of any patients visited at home.**



**Person Specification For The Post Of: Advanced Care Practitioner: [insert specialty]**

All requirements listed in this specification must be (a) essential to the post and (b) assessable within the selection process.

|  |  |  |  |
| --- | --- | --- | --- |
| **ATTRIBUTES** | **REQUIREMENTS** | | **METHOD OF ASSESSMENT** |
|  | **ESSENTIAL** | **DESIRABLE** |  |
| **QUALIFICATIONS** | NMC/HCPC registration  Educated to Masters level or equivalent  University qualification in autonomous practice/clinical skills (eg University Advanced Clinical Practice Masters/Advanced Clinical Skills PGCert)  Non-medical prescribing qualification  Completion of relevant extended role scope competencies, such as [insert details] | Advanced Life Support (ALS)  Leadership qualification  Teaching/assessment/mentoring qualification | Application Form  Interview |
| **EXPERIENCE** | Significant clinical practice experience, including experience of working with [insert details]  Clinical leadership experience  Audit or research experience  Teaching and education experience |  | Application Form  Interview  References |
| **PRACTICAL AND INTELLECTUAL SKILLS (INCLUDING ANY SPECIAL KNOWLEDGE)** | Ability to prioritise and manage own workload  Able to identify learning opportunities  Able to organise own learning and development  Ability to manage change  Able to develop others within the team  Excellent verbal and non-verbal communication skills  Ability to develop effective interpersonal relationships with colleagues across health and social care settings  Able to present information to professional groups  Demonstrate dexterity and accuracy in undertaking clinical skills, use of equipment and documentation  Competent and capable of using medical equipment  Able to undertake patient manual handling manoeuvres and non-patient manual handling manoeuvres |  | Application Form  Interview |
| **DISPOSITION / ADJUSTMENT/ ATTITUDE** | Able to respond to, prioritise and analyse complex health conditions and ensure effective interventions are actioned  Able to respond to problem situations and to ensure effective interventions are put in place |  | Interview  References |
| **TRAINING** | Mandatory training  Evidence of continuing professional development  Willingness to undertake training as required  Able to develop and support all grades of staff and deliver specialist training |  | Application Form  Interview |
| **ADDITIONAL CIRCUMSTANCES** | \*\*As above please only include this line if the vacancy requires DBS.  A criminal record check satisfactory to the organisation  OH clearance  Post-holder must comply with professional code of conduct and / or code of conduct for NHS managers where applicable.  Able and willing to travel and attend local, regional and national meetings  Flexibility around working times and commitments  Car driver with full UK licence to drive Trust vehicle (if required) |  | Application Form  Interview  References  DBS  OH Clearance |