#### JOB DESCRIPTION

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| **TITLE OF POST:** | **Advanced Clinical Practitioner : GENERAL PRACTICE** |
| **SALARY :** | £ |
| **HOURS OF EMPLOYMENT :** |  |
| **APPOINTMENT :** | \*\***(temporary or permanent contract)\*\*\*** |
| **RESPONSIBLE TO:** | GP PARTNERS Grosvenor Medical Centre Crewe |
| **ACCOUNTABLE TO:** | GP PARTNERS Grosvenor Medical Centre Crewe |

**JOB SUMMARY**

The post holder will be an experienced autonomous clinician who acting within their professional boundaries will provide care for the patient from initial history taking, clinical assessment, diagnosis, treatment and evaluation of their care. They will demonstrate safe, clinical decision-making and expert care for patients within the general practice. Works collaboratively as part of multi-disciplinary team to meet the needs of patients, supporting the delivery of policy and procedures, and providing leadership as required. In order to work at this Advanced level, the ACP must meet relevant requirements for advanced Practice following multi-professional framework for Advanced (Framework for Advance practice in England, HEE, October 2017).

Main Duties will involve:

* Work autonomously and be accountable for his/her own professional actions.
* Undertake clinical decisions at an advanced level using expert knowledge and clinical skills to deliver holistic care to people accessing primary care service.
* Assess undifferentiated patients with a range of acute, non-urgent and chronic medical decisions. Obtain a clinical history, undertake appropriate physical examinations, and investigations, formulate differential diagnosis and carry through management treatment plans ensuring relevant follow up. Undertake pre booked emergency clinics, face to face **consultations**, home visits, telephone or video consultation.
* Working as part of a larger primary care network to improve patient care and ensure more efficient ways of working.
* Promote a learning environment for patients, nurses and other health professionals.
* Developing innovative concepts, models, methods of practice which deliver new and improved primary care services to meet the changing need of the practice population. **e.g** remote prescribing, virtual wards rounds for Care Homes, **self-care strategies**

**1. SCOPE AND PURPOSE OF THE ROLE**

* To deliver a high standard of patient care as **an** Advanced Clinical Practitioner (ACP) in general practice, using advanced clinical skills, and **underpinned by** a broad and in-depth theoretical knowledge base
* To manage a clinical caseload, dealing with presenting patient’s needs in a primary care setting
* To adhere to existing referral pathways for Clinicians to the local acute NHS Trust services and to Diagnostic and Treatment Centres.
* To contribute to and have knowledge of public health, epidemiology health education and promotion
* To aid in research and development of services offered by the practice to ensure quality care to patients
* To provide clinical leadership and mentorship within the practice as required.
* Work as part of a clinical team and the wider primary care network.
* Support the practice to operate in a cost-effective manner

4. **KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

See person specification

5. **PRIMARY DUTIES & AREAS OF RESPONSIBILITY**

**(Consistent with Four pillar of Advanced multi-professional practice) needs ref**

**The post holder will:**

**A. ADVANCED CLINICAL ROLE:**

* Maintain their professional registration. Work within the most up to date relevant professional standards set by individual profession governing body.
* Record accurate consultation data in patients records in the clinical systems (eg: EMIS) in accordance with the up-to-date professional standards
* Make effective use of the clinical system by ensuring consistent and accurate data entry and use of read codes.
* Instigate necessary invasive and non-invasive diagnostic tests or investigations and interpret findings/reports to discuss with clinician as appropriate.
* As an independent prescriber, the post holder will prescribe safe, effective and appropriate medication as defined by current legislative framework within scope of practice.
* Provide safe, evidence-based, cost-effective, individualised patient care
* Offer a holistic service to patients and their families, developing where appropriate an on-going plan of care/support, with an emphasis on prevention and self-care and support patients **with** Socio-economic issues.
* Promote health and well-being through, health education, screening and therapeutic communication skills to improve self-care and promote independence for patients.
* Participate in screening patients for disease risk factors and early signs of disease.
* Refer patients directly to other services/agencies as appropriate or after discussion with a GP.
* Undertake home visits, (including care homes), telephone/video consultations, telephone triage and support future developments in order to improve service delivery and patient experience. Encouraging patients to rely on face-to-face consultations only where there is clinical need to do so.
* Triaging Patients for GP emergency surgery and support the on-call GP as appropriate.
* Working with allied health professional to ensure Quality and Outcome Frameworks are delivered
* Under complex decision making which involves sensitive or contentious information and occasionally deal with situations which are hostile or emotive.
* Exercise professional judgment to manage risk appropriately especially where there maybe complex and unpredictable events and supporting teams to do likewise to ensure safety of the individuals families and carers.
* Use enhanced communication, negotiation, and conflict management skills and demonstrate empathy, reassurance and adopt persuasive skills to overcome barriers to acceptance.
* Work with multi-disciplinary team within the Practice, and across the wider primary care network to promote integrated and seamless pathways of care
* Monitor the effectiveness of their own clinical practice through the quality assurance strategies such as the use of audit and peer review
* Ensure ethical practice underpins clinical practice including supporting principles of equality and diversity.

**B. FACILITATION OF EDUCATION AND LEARNING**

The post-holder will:

* During initial period in the role additional support will be available
* Participate in additional learning and courses as required according to scope of practice, including all mandatory training.
* Participation in practice education and events, For example: case review, clinical discussion, support from colleagues, awareness of practice
* To develop a portfolio of CPD relevant to their professional standards and scope of practice
* Contribute to the planning and implementation of the teaching for existing staff, such as medical students, NP students, GP registrars, Health Care Assistants, within the Practice.
* Act as a mentor for the student clinicians within the practice including nurses, registrars, assistant practitioner and associate practitioners, as well as supporting the personal and professional development of advanced clinical practitioners

**C. LEADERSHIP**

The post-holder will:

* Develop a leadership role within the practice
* Participate in clinical and practice meeting.
* Promote effective communication and relationships within the team
* Encourage clinical supervision with peers and facilitate clinical supervision for own development,
* Build and communicate effective working relationships with a array of statutory and voluntary organisations for the benefit of patient care and facilitate good working relationships.
* Develop and deliver presentations to colleagues.
* Work collaboratively with colleagues within and external to the practice as part of primary care network
* Act as **an** advisor to other members of the Primary Healthcare team where appropriate
* Encourage and develop teamwork within the practice.
* Identify appropriate opportunities to delegate both clinical and administrative tasks as appropriate
* Ensure that all Practice Policies are fully implemented and alert other team members to issues of quality and risk

**D. EVIDENCE RESEARCH AND DEVELOPMENT**

The Post holder will:

* Promote evidence-based practice through the use of the latest research-based guidelines and the development of practice-based research.
* 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 and cascade this information within the practice team to consider the impact and strategies for implementation
* Participate in audit and review of resource use personally and across the practice
* Help develop and set up new patient services and participate in initiatives to improve existing patient services
* Facilitate the use of up to date information technology in order to collate accurate and timely information as and when required by the practice.
* Contribute to the practice achieving its QOF targets to sustain the high standards of patient care and service delivery. .
* Identify and manage clinical risks on a continuing basis.
* Participate in practice clinical meetings and reporting progress as required.
* Participate in audits and inspections as appropriate.
* Work closely with the doctors and administrative managers in the setting up and/or improving of practice systems for monitoring/measuring performance against Clinical Governance and Quality Indicator targets.

**AREAS OF PRACTICE EXCLUDED FROM THE POST-HOLDERS REMIT:**

The post-holder will operate within their own scope of practice, agreed with clinical mentor.

The post holder can triage children (Under 16) but will not independently manage or treat their conditions until fully trained and qualified to do so.

Only registered practising midwife or doctor can care for a Women in relation to her pregnancy and therefore the clinician will work within the own scope of practice and collaboratively when caring for women and post-natal women.

**6.HEALTH AND SAFETY/RISK MANAGEMENT**

* The post-holder must comply at all times with the Practice’s Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents using the organisations Incident Reporting System.
* The post-holder will comply with the Data Protection Act (1984) and the Access to Health Records Act (1990).

## 7. EQUALITY AND DIVERSITY

* The post-holder must co-operate with all policies and procedures designed to ensure equality of employment. Co-workers, patients and visitors must be treated equally irrespective of gender, ethnic origin, age, disability, sexual orientation, religion etc.

**8.** **RESPECT FOR PATIENT CONFIDENTIALITY**

* The post-holder should respect patient, carers, colleague’s other healthcare workers information confidentiality at all times and not divulge information unless sanctioned by the requirements of the role.
* In the performance of the duties outlined in this job description, the role holder will have access to confidential information relating to and their cares, 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.

**9. SPECIAL WORKING CONDITIONS**

* The post-holder is required to travel independently between practice sites Grosvenor and Gresty Brook Surgeries, and to attend meetings etc hosted by other agencies where the practice requires this.
* The post-holder will have contact with body fluids i.e. wound exudates; urine etc while in clinical practice.

**10. REHABILITATION OF OFFENDERS ACT 1994 (optional)**

Because of the nature of the work, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1994 (Exceptions) Order 1995. Applicants for posts are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in disciplinary action or dismissal by the Practice. Any information given will be completely confidential and will be considered only in relation to an applicant of a position to which the order applies.

**11. JOB DESCRIPTION AGREEMENT**

**This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post-holder commensurate with the position. This description will be open to regular review and may be amended to take into account development within the Practice. All members of staff should be prepared to take on additional duties or relinquish existing duties in order to maintain the efficient running of the Practice.**

**Jobholder’s Signature:**………………………………… **Date:**………………………

**Practice Managers Signature:**……………………. **Date:**………………………

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**Planned review date for Job Description:**

* Policies and standards of operating procedures.

**Personal Specification :**

**Advanced Clinical Practitioner : General Practice**

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| **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD** |
| **Qualifications:**   * Registered General Nurse (Currently registered with the Nursing & Midwifery Council) or * Allied health care professional * Recognised Advanced Practice qualification at minimum of master level or equivalent | * Independent Prescriber * Teaching / Mentoring experience and /or qualification * Advanced clinical assessment and diagnostics skills | Original certificates, proof of professional qualification &  CV |
| **Experience:**   * Minimum of 5 years post registration experience   + Evidence of appropriate continuing professional development activity to maintain up-to-date knowledge and on-going competence in all aspects of the ACP role * Experience in management long term conditions e.g. asthma, COPD, diabetes, CHD * Evidence of working autonomously and as part of a team * Proven ability to evaluate the safety and effectiveness of their own clinical practice * Previous experience Leadership or managing and developing a team | * Interpreting and implementing local and National policy agendas for health * Interpreting investigations and results to deliver holistic patient care * Leadership qualification * Clinical supervision training. * Knowledge and/or Appropriate training in Long term condition training | CV & Interview |
| **Knowledge :**   * Understanding and knowledge of policy developments related to the delivery of primary care services including General Practice, the GMS/PMS contract, Clinical Governance, Quality & Outcomes Framework * Understanding of systems to gain an understanding of the health needs of the Practice population as they relate to primary care * Understanding of evidence based practice * Knowledge of national standards that inform practice (e.g. National Service Frameworks, NICE guidelines etc) * Understanding of their accountability arising from the relevant professional code of conduct and medical legal   aspects of the professional role   * Understanding of equal opportunity and diversity issues |  | CV & Interview |
| **Skills:**   * Ability to assess and manage patient risk effectively and safely * Well-developed word processing/data collection/IT skills * Excellent interpersonal, verbal and written communication skills * Reflective practitioner * Time management and ability to prioritise workload * Able to analyse data and information, drawing out implications for the individual patient/impact on care plan * Able to establish and maintain effective communication pathways within the organisation, the local CCG and with key external stakeholders   **Full driver’s Licence** | * Experience of use of a medical software package * Proven record of effective use of networking and influencing skills * Ability to think strategically * Experience of presenting information to wider audience | CV & Interview |