

Job Description

Role Title: Advanced Clinical Practitioner (ACP)

Band: 8a

Contract: Permanent

Responsible to: Lead Nurse Chemotherapy Services

Accountable to: Group Director of Nursing & Allied Health Professionals

Location: UHCW NHS Trust

Key working relationships:

Our Vision, Values and Behaviours

At University Hospitals Coventry and Warwickshire (UHCW) NHS Trust our vision is to be a national and international leader in healthcare, rooted in our communities. Our Organisational Strategy *More than a Hospital* (2022-2030) was shaped by the views of our staff, patients and stakeholders and sets a clear plan for improvements in healthcare.

We aim to deliver the best care for our communities, being exceptional in everything we do. We do this by providing proactive, joined up support for local people and we deliver specialised services for those with the most complex health conditions. We set out to create the best experiences for our staff and work positively in partnership with other organisations to achieve the best healthcare outcomes.

Our vision and purpose are underpinned by a clear set of values that reflect the culture we want to create *Compassion, Openness, Pride, Partnership, Improve, Learn and Respect*. Developed by our staff, our seven values guide what we do daily. Whatever our role or level, we commit to uphold these values as we work together to deliver world class care.



Net Zero and Sustainability.

UHCW NHS Trust, by virtue of its Green Plan, is committed to ensuring that the way we provide services minimises the impact on the environment and the future health of the public e.g. zero waste to landfill, reducing our carbon footprint and increasing our recycling and reuse percentages.

Job Summary

A high profile, accessible and responsive leader with clinical responsibility for the delivery of Advanced Clinical Practice in Haematology/Autologous Stem Cell Transplantation. Able to make informed decisions within their own specialty and scope of professional practice, involving patients and public to ensure agreed standards, targets and objectives are met.

The post holder will be an experienced health professional qualified to master's Level, who will act as a clinical leader within the Haematology/Autologous Stem Cell Transplant Service. They will autonomously assess patients including initial history taking, clinical assessment, diagnosis, treatment, and evaluation of care. They will demonstrate safe, senior clinical decision-making and expert care, for patients providing appropriate clinical management plans and prescription of any medication required.

The post holder will demonstrate critical thinking in the clinical decision-making process. They will work collaboratively with the haematology team to meet the needs of patients and will play a key role in service delivery and adherence to policy and procedures. They will also be instrumental in guiding junior medical and nursing staff in relation to relevant protocols and procedures.

The post holder will be required to work within all areas where haematology patients may be, this includes the emergency footprint, wards 34 and 35, and outlying wards providing support and guidance to nursing and medical staff in the management of Haematology/Stem Cell Transplant patients.

They will be instrumental in providing relevant education and training for nurses and analyzing ongoing training needs. The post holder will be required to ensure evidence-based care is delivered to patients and will be involved in audit of practice, research, and service improvement.

Indicative Job Plan

Based upon the four pillars of Advanced Practice:

- Clinical Practice (80%)
- Leadership and Management
- Education
- Research, Audit and Service Development.

The above is flexible, dependent upon service requirements.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Am		Clinical	Clinical	Clinical	Clinical	Clinical	
Pm		Leadership & Management	Clinical	Teaching/ Research/Audit	Clinical	Clinical	

Example of a WTE job plan

Main duties

As part of our commitment to patients and delivery of a world class service for all, we have created the UHCW Improvement (UHCWi) System in partnership with the Virginia Mason Institute in Seattle; this involves a structured approach to removing waste and putting the patient first using a lean management system and methodologies. Our culture and ways of working reflect and embed the practices and methodologies of UHCWi. You are expected, where identified, to attend and complete relevant training and development opportunities to support this. This may include Lean for Leaders, Advanced Lean Training, and the Human Factors Programme, amongst others. Full attendance and completion of identified courses is considered essential and a prerequisite for this post. Competence in Non-Medical Prescribing will be required, if supported by the practitioner's professional regulator.

Clinical

- Co-ordinate the care of Haematology/Autologous Stem Cell Transplant patients throughout their pathway with the multidisciplinary team and clinical services to ensure the effective management of this group of patients.

- Accountable for own actions in accordance with the Code of Professional Conduct. Will contribute to corporate objectives, acting within local, Trust and statutory guidelines and policies at all times.
- Lead and deliver clinical care, across a variety of settings, according to national and local guidelines ensuring delivery of evidence-based care and working towards the Trust vision of providing a World Class Service.
- Undertake an initial assessment to determine differential diagnosis, utilising advanced critical thinking and decision-making skills, deciding when necessary to refer to senior clinical colleagues.
- Act autonomously to assess, prioritise and provide expert clinical care which contributes to the patients' treatment plan to ensure that optimum physical, psychological, and social care needs are met and ensures quality care.
- Request and interpret relevant investigations to facilitate the development of the patient's management plan.
- Proactively refer to other clinicians (own or other services) depending upon patients' needs to deliver care beyond your limitations and scope of practice.
- Proactively initiate treatment plans for patients requiring intervention and treatment ensuring ethically based considerations.
- Proactively identify, diagnose, and manage treatment plans for patients at risk of developing long term conditions.
- Undertake relevant clinical procedures to facilitate patient care within the service, supported by the appropriate training and supervision.
- Assess, diagnose, prescribe (as per scope of practice and professional regulatory requirements), and review medications for therapeutic effectiveness in the context of acute/emergency illness/ chronic illness, considering any current treatment given including pre-existing medical conditions.
- Providing information and advice to patients on prescribed medication regimens, side-effects, and interactions ensuring compliance with evidence- based practice and national and practice protocols and within their scope of practice and professional regulatory body requirements.
- Integrates both pharmacological (as per scope of practice and professional regulatory requirements) and non-pharmacological treatments as appropriate into patient management plans.
- Document clearly all aspects of assessment, diagnosis, and management plan and present the findings, using the approved documentation framework.
- Facilitate shared decision making by discussing assessment outcomes with patients, carers, and other health care professionals, to enable patients to make informed decisions regarding treatment.
- Highly developed communication skills enabling maintenance of high-quality service within a complex and challenging environment with often, conflicting priorities.
- Support patients, families, and carers to adopt health healthy lifestyles strategies and apply principles of self- care, alongside clinical management plans.
- Understand and apply safeguarding measures that support the identification of vulnerable adults and children and be aware of statutory child/ vulnerable patient's health procedures and local guidance.
- Contribute to informed patient consent and act as patient advocate.
- Undertake delegated consent as appropriate and after successful completion of the relevant training and competencies.
- Report clinical incidents via Trust Datix reporting system.

Communication

- Use the SBAR tool to communicate clinical concerns to the senior medical staff if a patient is found to be critically unwell or deteriorating clinically.
- Communicate complex information effectively to patients and carers, recognising the need for alternative methods of communication to overcome different levels of understanding,

including religious, cultural, and sexual orientation, and preferred ways of communicating are respected.

- Maintain effective communication with the multidisciplinary team, stakeholders and other services including providing constructive feedback as appropriate.
- Demonstrate advanced communication skills in breaking bad news and ability to support patients, family, and staff.
- Anticipate barriers to communication and take action to improve communication.
- Act as an advocate for patients and colleagues.
- Access sources of support (e.g., PALS), guidance and information in an acceptable format to all patients, recognising any difficulties and referring appropriately.

Leadership and Management

- Act as a credible, professional, and effective leader.
- Deliver care according to local, national guidelines and quality standards to ensure delivery of evidence-based, safe, quality care.
- Demonstrate continual evaluation of practice within the defined specialist area, making agreed changes where appropriate.
- Critically evaluate and review innovations and developments that are relevant to the area of work.
- Provide leadership to appropriate staff in the service to deliver high quality and effective care, ensuring the needs of patients are a priority.
- Contribute to the appraisal of the team, providing feedback as appropriate.
- Monitor the performance of team members, identifying and implement actions to achieve/maintain standards of care in line with organisational policy.
- Encourage others to make realistic self-assessment of their application of knowledge and skills, challenging any complacency or actions that are not in the interest of the public and/or users of services.
- Responsible for the effective use of resources and budgets, where applicable
- Initiate and participate in the maintenance of quality governance systems and processes across the organisation and its activities.
- Continuously assess and monitor risk in their own and others practice and challenge about wider risk factors.
- Use a structured framework (e.g. root-cause analysis) to manage, review and identify learning from patient complaints, clinical incidents, and near-miss events.
- Advise and contribute to investigations following complaints and critical incidents.
- Share knowledge and expertise related to clinical and professional practice within and outside the organisation.
- Manage specifically identified services or projects as agreed.
- Contribute to the development of local guidelines, protocols, clinical pathways, and standards.
- Work effectively with others to clearly define values, direction and policies impacting upon patient care.
- Participate and contribute to advanced practice and specialist forums, locally, regionally, and nationally, to establish and maintain a network of contacts.
- Offer professional advise/consultation to a range of professionals on care practices, delivery, and service development.
- Work collaboratively within the organisation to provide developments, solutions and innovation to patient care and service delivery, utilising high level negotiation and influencing skills.
- Manages conflicting views and liaises between groups where there may be conflict to ensure resolution.
- Provide written reports and communications which are clear concise and articulate.

Education

- Undertakes mentorship and clinical supervision of staff, assessing competence against set local, regional and national professional and clinical standards.
- Actively promote the workplace as a learning environment, encouraging everyone to learn from each other and from external good practice.
- Develop, implement, and evaluate service specific speciality competences/capabilities to facilitate learning.
- Develop formal and informal teaching sessions and study days for nursing/midwives, medical and Allied Health Professional staff in and across the wider organisation and regularly participate in these activities.
- Assess own and other staff learning needs at an advanced level, utilising a learning needs analysis to ensure continual professional development and compliance with mandatory training and other learning as appropriate.
- Provide an educational role to patients, carers, families, and colleagues in an environment that facilitates learning.
- Contribute to and participate in the Trust's Education Strategy.
- Maintain a personal professional profile and promote the role of the Advanced Practitioner.
- Regularly participate in teaching activities for students, doctors, nurses/midwives, and Allied Health Professions.
- Facilitate the development of trainee and trained multi-professional staff within the department to incorporate the 4 pillars of Advanced Practice into their job plan.

Research, Audit, and service development

- Assess and evaluate effectiveness of care delivery through user feedback, self and peer review, benchmarking, and formal evaluation, to meet local and national targets, applying a broad range of evaluation approaches and methods.
- Assist in the accurate collection of relevant data to complete audit and research.
- Utilise, collate, and maintain spread sheet and databases using digital technology, ensuring compliance with information governance.
- Utilise the audit cycle as a means of evaluating the quality of the work of self and the team, implementing improvements where required.
- Assess the impact of policy implementation on care delivery.
- Evaluate patients' response to health care provision and the effectiveness of care.
- Critically evaluate and review innovations and developments that are relevant to the area of work.
- Critically appraise the outcomes of relevant research, evaluations and audits and apply them to improve practice.
- Alert individuals and organisations to gaps in evidence and/or practice.
- Dissemination of evidence-based practice, audit, service evaluation and research locally, regionally, and nationally via relevant forums.
- Identify areas for clinical research trials, sources of funding and initiate research projects.
- Be aware of relevant clinical trials and identify patients according to clinical research protocols for participation within the studies.

Other Associate Duties

- Any other duties/tasks reasonably expected by the Group Management Team/ and Clinical Leads for the service.

Person Specification

Job Title: Advanced Clinical Practitioner (ACP) (Band 8a) Haematology

Supporting Evidence

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Factors	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Current UK healthcare professional registration • Advanced Clinical Practitioner Master's degree • Evidence of continuous professional development • Teaching and assessing qualification. • Independent Non-Medical Prescriber (as per professional regulator guidance) • Advanced Communications skills course 	<ul style="list-style-type: none"> • PhD or working towards • Specialist relevant qualification • HEE/NHSE Advanced Practice digital badge • IRMER regulation training • ALS provider • Good Clinical Practice (GCP) training
Experience	<ul style="list-style-type: none"> • Senior clinical experience at Band 7 or above. • Significant clinical experience in relevant field. (Haematology) • Experience in research and audit • Proven record in change management and service development. • Evidence of journal/ book publication/ webinar/oral/poster presentations/ project work • Evidence of leading teams, staff development and teaching • Demonstrate ability to embed evidence-based practice. • Experience in collaborative working with a diverse range of internal/external stakeholders. • Experience of case load management 	<ul style="list-style-type: none"> • Successful completion of speciality/service specific capabilities/ competencies • Experience of patient/public involvement. • Experience of successful resource and budget management. • Experience of staff management - recruitment, selection, sickness
Knowledge	<ul style="list-style-type: none"> • A knowledgeable clinician with the ability to apply evidence-based practice. • Knowledge of clinical governance • Sound knowledge of national and local NHS agenda/policy/guidance/ integrated care boards and implications 	

Factors	Essential	Desirable
Skills & Abilities	<ul style="list-style-type: none"> • Advanced IT skills including data analysis and report writing. • Good interpersonal skills • Highly developed communication, influencing, negotiating skills and sharing of information. • Ability to prioritize and meet deadlines. • Excellent organisational and time management skills • Ability to be an innovative and effective decision-maker. • Demonstrate ability to assess, diagnose, interpret investigations and develop a clinical management plan for complex patients. • Ability to deal with sensitive/challenging/complex and stressful situations. • Skills in presenting at conferences/webinars. 	<ul style="list-style-type: none"> • Demonstrate resourcefulness. • Delegated Consent training
Personal qualities	<ul style="list-style-type: none"> • Confidence and ability to inspire others. • Motivated • Approachable, calm and objective • Personal emotional intelligence and professional credibility and capability. • Ability to work independently and within a multidisciplinary team. • Problem solver • Flexible attitude and openness to learn/change and adapt 	
Commitment to Trust Values and Behaviours	<ul style="list-style-type: none"> • <i>Must be able to demonstrate behaviours consistent with the Trust's values. (As detailed in UHCW's Values in Action document below)</i> • <i>Applicants applying for job roles with managerial responsibility will be required to demonstrate evidence of promoting equal opportunities through work experience</i> 	

Contractual Responsibilities

- **Confidentiality:** The post holder must maintain confidentiality, security and integrity of information relating to patients, staff and other Health Services business.
- **Health and Safety:** All staff must be familiar with the Trust Health and Safety Policy, including a thorough understanding of personal responsibilities for maintaining own health and safety and others.
- **Risk Management:** All staff need a basic working knowledge of risk management to enable them to participate in identification and control of all business risks they encounter in their area of work.
- **Equality and Diversity:** Everyone has the opportunity to be treated with dignity and respect at work and has a clear responsibility to comply with the detail and the spirit of the Dignity at Work Policy.
- **Infection Control and Prevention:** The Trust is committed to minimising risks of healthcare associated infection to patients, visitors and staff. All employees are required to be familiar with and comply with Infection Prevention and Control policies relevant to their area of work.
- **Safeguarding Vulnerable Adults and Children:** The Trust is committed to ensuring the safeguarding of vulnerable adults and children in our care. All employees are required to be familiar with their responsibilities in this area and to raise any concerns as appropriate.
- **Conflict of Interest:** The Trust is responsible for ensuring that the service provided for patients in its care meets the highest possible standard. Equally, the Trust is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Financial Instructions require any officer to declare any interest, direct or indirect, with contract involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.
- **Working Time Regulations:** The Working Time Regulations 1998 require that you should not work more than an average of 48 hours in each working week. For example, in a 26 week period you should work no more than 1,248 hours. Employees may choose to opt out by providing written notification as appropriate.

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other reasonable duties and responsibilities. Any changes will be made in discussion with the post holder according to service needs.

Our values in action

We live our values in action in our work with patients, visitors and colleagues.

- ✓ Being polite and introducing ourselves to everyone we meet.
- ✓ Treating everybody as individuals and respecting their needs.
- ✓ Being approachable, caring and helpful at all times.
- ✓ Communicating with patients, visitors and colleagues, respecting confidentiality and privacy.
- ✓ Taking the time to actively listen and understand individual needs.
- ✓ Being open and honest.
- ✓ Acknowledging that we don't always get it right.
- ✓ Speaking out when we see things aren't right and supporting others to do the same.
- ✓ Giving praise and saying thank you for a job well done.
- ✓ Celebrating and recognising personal, team and organisational achievements.
- ✓ Using the skills, experience and diversity of staff to better deliver our objectives and services.
- ✓ Actively working with patients and visitors to improve services.
- ✓ Seeking and adopting best practice from colleagues and other teams within UHCW.

- ✓ Taking personal responsibility for our own learning.
- ✓ Keeping up-to-date with mandatory and professional development .
- ✓ Developing ourselves and others, independent of our job role or profession.
- ✓ Taking personal responsibility to make improvements by suggesting new ways of doing things.
- ✓ Taking opportunities to learn with and from others.
- ✓ Embracing change and supporting others through it.
- ✓ Putting in place ways to receive feedback and acting to change things.
- ✓ Seeking and adopting best practice from colleagues and other teams within UHCW.
- ✓ Working across boundaries to improve the experience of patients, visitors and colleagues.

