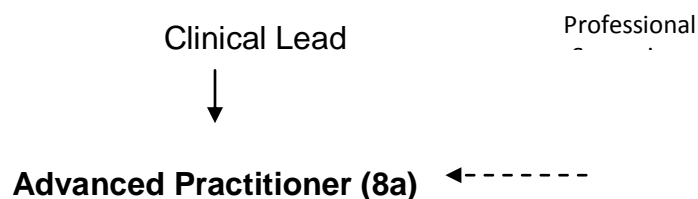


Job Description

Job Title	Advanced Practitioner
Pay Band	8a
Delivery Unit	Medicine
Service	OPAS
Reports to (Line Manager):	<i>DHON and Clinical Lead</i>
Accountable to (Professionally):	Unit Nurse Director
Safeguarding Children Training	3
Our Values In this Health Board we aspire to be driven by our values; where every person that works for us, regardless of their role, is expected to demonstrate the values of “caring for each other”, “working together” and “always improving”.	

Organisational Chart



Job Summary/Job Purpose

The post holder is identified as a clinical expert and is required to have a high clinical profile ensuring the provision of effective and efficient care. At this level the post holder is expected to work as a highly skilled senior practitioner and to have expert knowledge.

The primary focus of the role is to work as an advanced, autonomous practitioner providing patient-centred clinical care, encompassing the skills of assessment, examination, diagnosis and treatment of patients. The post is intended to provide improved outcomes for patients by improving timeliness and consistency of care.

The post holder will be expected to exercise a high degree of personal professional autonomy and make critical judgments to satisfy the expectations and demands of the role. The post holder will be guided by health, organisational or broad occupational policies, but in most situations the post holder will need to establish the way in which these should be interpreted and advise relevant stakeholders accordingly. He/she will be expected to work at an advanced clinical level within their level of competence and to work flexibly as part of the team.

The post holder will be expected to act as a practice leader, managing their own workload and work across professional, organisational, agency and system boundaries to improve services and develop practice. They will participate in networks, locally, regionally and nationally. The postholder will assess and manage risk and proactively challenge others about risk.

The following duties and responsibilities are designed around the Advanced Practice Pillars as outlined in the Framework for Advanced Nursing, Midwifery and Allied Health Professional Practice in Wales (2010).

All Advanced Practice Roles must adhere to the ABMU core job description. An additional scope of practice will be required to identify the specifics of the role.

Key Tasks and Responsibilities of the Post

Quality

- Has a high level of awareness of own values and beliefs.
- Negotiates care with service user/carers as an equal partner. Putting the values, views and understanding of individual service users and carers at the centre of everything we do.
- Manages complexity, uses critical thinking and analytical skills to underpin sound judgement, and ethical decision making.
- Incorporates critically reflection in daily activity.
- Promotes and influences others to incorporate person centred/values based care into practice.

- Develops advanced psychomotor skills.

Service Management

- Demonstrates effective leadership to create the environment where staff treat patients and each other with dignity and respect, and there are high levels of trust, and empowerment, underpinned by effective communication, collaboration and partnership working.
- Directs, leads and motivates staff to ensure a high standard of professionalism, efficiency and effectiveness in service delivery, ensuring that activity is fully aligned to the plans and strategies of the Health Board.
- Practices autonomously in planning and implementing tasks at a professional level. Exercises initiative and personal responsibility. Demonstrates self-direction and originality in tackling and solving problems.
- Strengthens multi-disciplinary and multi-agency partnership working with internal departments and external health, social care and other stakeholders.
- Takes an active role in local and national professional and multi-disciplinary working groups and networks.
- Collate evidence to demonstrate the benefits and impact of the Advanced Practitioner role, and systems to evaluate overall added value in terms of cost, quality and effectiveness.
- Develops policies, protocols and guidelines using sound evidence base.
- Demonstrates expertise in complex decision making in relation to the role. This includes determining what to include in the decision making process, and making a decision based on judgement and critical thinking/problem solving.
- Is a lead specialist in their field, with freedom to take action, based on own interpretation of board clinical/professional policies, advising the organisation on how these should be interpreted.
- Has freedom to exercise judgement about actions, in turn accepting responsibility and being held to account for them.
- Has freedom to initiate action within broad policies, seeking advice as necessary.
- Is responsible for interpreting policies in relation to a defined caseload or locality in the community.

Service Improvement

- Takes a lead role in continuous improvement and innovation, underpinned by a culture of learning, where staff maximise their potential and feel they are part of success.
- Role models AMBU organisational values and ensures individuals and teams have clarity about their roles and responsibilities, and are held to account for delivery of agreed objectives, team working and effective governance, ensuring the organisation provides the best possible health and well-being outcomes for the people we serve.
- Identify opportunities for service improvement. This includes identifying the need for change, developing cases for change, leading innovation

and implementing the change.

- Explores and analyses evidence, cases and situations in clinical practice, enabling a high level of judgement and decision making.
- Delivers advanced practice which is evidence based within service.
- Acts as a positive role model that enables change.
- Demonstrates self-direction and originality in tackling and solving problems and acts autonomously in planning and implementing tasks at a professional level.
- Is able to assess, diagnose, refer and discharge within set parameters.
- Assesses and manages risk.
- Demonstrates ethical decision making.
- Carries out non-medical prescribing in line with legislation.
- Develops therapeutic interventions to improve service user outcomes.

Communications

- Has a higher level of communication skill, using negotiation and influencing skills to communicate effectively.
- Make presentations at internal and external events and conferences when required.
- Makes regular contributions to articles and seeks opportunities for publication.
- Communicates effectively and establishes good working relations with a wide range of people.
- Presents and facilitates workshops to staff at all levels as individual interventions or as part of formal development programmes.
- Builds and maintains strong influential relationships with colleagues, staff and internal and external stakeholders.
- Involves patient/service user/ public involvement in development of service and role.
- Actively involves service users in providing feedback of their experience.
- Provides training, presentations and information to a range of groups comprising staff, senior staff and colleagues from partner organisations. The subject matter may include proposing development programmes requiring negotiation or agreement.
- Participate in and facilitate meetings at a variety of locations within and outside of the health board.
- Acts as the patients advocate, ensuring that patients and their families are fully informed and supported.
- Mediates in the best interests of the patient in situations where there are challenging relationships and conflicts of interest.

Finance and Resources

- Assists the senior management team in implementing systems to effectively monitor and control the use of appropriate resources.
- Responsible for the management and monitoring of budgets for services and

resources within their area of responsibility.

Personal and People Development and People Management

- Continues to advance own knowledge and understanding and develop new skills to a high level.
- Supports others to develop knowledge and skills. Provides on-going education and development to staff and patients/clients/carers using sound principles of teaching and learning. Promotes learning and the creation of a learning environment.
- Works with senior colleagues in the health board in the development and delivery of effective and efficient development programmes for the areas within their remit.
- Contributes to ongoing learning, education and development strategy which supports the delivery of a competent workforce at all levels across the health board. Acts as an adviser in the identification of development needs within specialist area, and contributes to the achievement of delivery of appropriate development.
- Prepare for and take an active part in the PADR process in accordance with organisation policy in partnership with reviewer, identifies opportunities to develop own competence/own skills in order to achieve objectives.
- Provide appropriate support to others to improve their knowledge and understanding and shares own knowledge, skills and experience with others during induction and training sessions for staff. This includes coaching, mentoring, assessment.
- Carries out independent learning required for continuing professional development and maintains a personal portfolio to include evidence to demonstrate the impact of the role.
- Document activities relevant to outcomes resulting from the diversity of the Advanced Practice work for continuous professional development and KSF purposes.
- Is responsible for developing service user/carer education materials in line with health board policies.
- Supports others effectively during times of change and work with others to overcome problems and tensions as they arise and ensure that own workload is managed effectively.
- Participates in recruitment and selection process where appropriate.
- Line manage and be responsible for ensuring an effective system of performance management, including PADR for all direct reports and their staff.
- Ensure all direct reports are aware of their managerial responsibilities for HR issues within their area of responsibility.
- Ensure that staff are working to competencies that are regularly assessed.

Information Processing

- Deal with complex issues both systematically and creatively, make sound

judgements in the absence of complete data and communicate their conclusions clearly to specialist and non-specialist audiences.

- Regularly access research and use information systems appropriately to underpin practice and service developments.
- Be involved in research projects, audit and service evaluation within the health board and wider where required.
- Implement research findings into practice – including use of and development of policies/protocols and guidelines.
- Implement research findings into practice – including use of, and development of, policies/protocols and guidelines, through the exercising of a high level of critical appraisal and evaluation skills.
- Use advanced clinical practice and judgement skills to support decision making and problem solving.
- Use critical thinking and analytical skills incorporating critical reflection.

General Considerations

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour framework in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the Health Boards individual performance review process to ensure continued professional development.
- **Job Limitations:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their Manager / Supervisor / Consultant. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Regulation and Organisational Policy (GDPR). Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB Disciplinary Policy.
- **Health & Safety:** The post holder is required to co-operate with the health Boards Health and Safety Policy to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Quality Improvement:** The Health Board is keen to promote an understanding of the principles of continuous quality Improvement and encourages all staff to undertake IQT ("Improving Quality Together") training.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Corporate Governance:** The post holder is required to ensure the highest standards of corporate governance and probity are maintained by ensuring all staff work within the provision of Standards of Business Conduct, Standing orders and Standing Financial Instructions.
- **Risk Management:** The Health Board is committed to protecting its staff, patients, assets and reputation through an effective risk management process.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organisation's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales

places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.

- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
 - **DBS Disclosure Check:** In this role you will have direct contact with patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Disclosure Barring Service Enhance check as part of the Health Board's pre-employment check procedure
 - **Safeguarding Children:** The Health Board is committed to safeguarding children and adults at risk. All staff must therefore attend the required level of safeguarding children & adult training. This post requires minimum level **3**
 - **Cognitive Dysfunction:** Some degree of cognitive impairment is now common in the communities that we serve. We encourage all our staff to undertake online training for dementia awareness, so as to understand and be responsive to the particular needs of people with cognitive dysfunction.
 - **Infection Control:** The Health Board is committed to meet its obligations to minimise infection. The post holder is required to comply with current procedures for the control of infection, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the Health Board.
 - **Records Management:** The post holder has a legal responsibility to treat all records created, maintained, used or handled as part of their work within the Health Board in confidence (even after an employee has left the Health Board). This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
 - **Job Description:** This job description is not exhaustive but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.
- For Clinical Staff Only:** All clinical staff are required to comply, at all times, with the relevant codes of practice and other requirements of the appropriate professional organisations NMC, GMC, GDC, HCPC etc. It is the post holder's

responsibility to ensure that they are both familiar with and adhere to these requirements.

- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites including buildings and grounds are smoke-free.

Person Specification

Job Title – Advanced Practitioner 8a

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Registered Practitioner (e.g. NMC/HPC) Relevant Masters Degree Accredited as an Advanced Practitioner Willingness to undertake further Masters level education relevant to role Registered as a non-medical independent prescriber and registered with relevant professional regulator 	<ul style="list-style-type: none"> Evidence of higher level of practice development within specialist area
Knowledge	<ul style="list-style-type: none"> Knowledge of Safeguarding Adults/Children including the Mental Health Act and Mental Capacity Act and Deprivation of Liberty Safeguards Knowledge of quality and service improvement methodologies Knowledge and understanding of current policy and issues in professional practice, compliance, standards and the wider NHS 	
Experience	<ul style="list-style-type: none"> Extensive previous experience of working within specialty area Demonstrable experience of complex decision making Leadership and management experience Significant experience where a degree of autonomous working has been required Experience of multi-professional working 	<ul style="list-style-type: none"> People management experience Teaching and education assessment experience
Aptitude and Abilities	<ul style="list-style-type: none"> Able to demonstrate situations where effective leadership and management 	<ul style="list-style-type: none"> Evidence of undertaking presentations to groups

	<p>skills have been used to improve care</p> <ul style="list-style-type: none"> • Be able to demonstrate tact and diplomacy when working with others • Ability to delegate and prioritise work • Ability to critically analyse research and apply to practice setting. • Evidence of their own interest and contribution toward developing clinical practice. • Ability to respond to and lead change • Leadership and change management skills • Effective communicator with patients, relatives and all members of the multi-disciplinary health care team involved in primary and secondary care. • Ability to work in a calm and efficient manner in situations of extreme workload • Self-motivator • Positive influencing skills • Able to maintain confidentiality • Caring attitude to patients and clients • Shows respect to team members • Professional attitude to work • Able to work independently 	<ul style="list-style-type: none"> • Mentorship/clinical supervision skills
Values	<p>Shows empathy and compassion towards others – a natural disposition to put yourself in someone else's shoes. Sees and treats others as individuals (patient, families, colleagues) and treats people with dignity and respect.</p> <p>Shows resilience, adaptability and flexible approach as situations arise and positivity when times are tough.</p> <p>Shows respect for others' views and appreciate others' inputs and encourage colleagues to display our values.</p> <p>Motivated to use initiative to recognise problems and seek solutions whilst understanding the importance of empowering and enabling others</p>	

	<p>(patients, families, colleagues).</p> <p>Friendly and helpful disposition, awareness of how our own and others' behaviours impact on people's experiences and the organisation's reputation.</p> <p>Willing to seek out learning, give and accept constructive feedback and committed to continuous improvement.</p>	
Circumstances	<ul style="list-style-type: none"> • Able to travel • Able to work hours flexibly 	<ul style="list-style-type: none"> • Welsh Speaker

**SCOPE OF PRACTICE
ADVANCED PRACTITIONER – (INSERT SPECIALTY)**

The scope of practice should be designed around the four Advanced Practice Pillars identified in the Framework for Advanced Nursing, Midwifery and Allied Health Professional Practice in Wales (2010).

Appraisal and Professional Supervision

The practitioner will have a designated Consultant appraiser for annual appraisal and support which will be conducted in conjunction with the relevant professional supervisor for the purpose of professional revalidation.

Professional supervision will be provided by the identified professional manager identified for the service. Joint professional and medical supervisor review will normally be at 3 months post appointment then 6 months and then annually.

1	Management and Leadership <ul style="list-style-type: none"> • <i>Identifying need for change, leading innovation and managing change, including service development.</i> • <i>Developing case for change</i> • <i>Negotiation and influencing skills</i> • <i>Networking</i> • <i>Team Development</i>
2	Education (either within clinical practice or education sector) <ul style="list-style-type: none"> • <i>Principles of teaching and learning</i> • <i>Supporting others to develop knowledge and skills</i> • <i>Promotion of learning/creation of learning environment</i> • <i>Service user/carer teaching and information giving</i> • <i>Developing service user/carer education materials</i> • <i>Teaching, mentorship and coaching</i>
3	Research <ul style="list-style-type: none"> • <i>Ability to access research/use information systems</i> • <i>Critical appraisal/evaluation skills</i> • <i>Involvement in research</i> • <i>Involvement in audit and service evaluation</i> • <i>Ability to implement research findings into practice – including use of and development of policies/protocols and guidelines.</i> • <i>Conference presentations</i> • <i>Publications</i>
4	Advanced Clinical Practice <ul style="list-style-type: none"> • <i>Decision making/clinical judgement and problem solving</i> • <i>Critical thinking and analytical skills incorporating critical reflection</i> • <i>Managing complexity</i> • <i>Clinical governance</i>

- *Equality and diversity*
- *Ethical decision making*
- *Assessment, diagnosis referral, discharge*
- *Developing higher levels of autonomy*
- *Assessing and managing risk*
- *Non-medical prescribing in line with legislation*
- *Developing confidence*
- *Developing therapeutic interventions to improve service user outcomes*
- *Higher level communication skills*
- *Service user focus/public involvement*
- *Promoting and influencing others to incorporate values based care into practice.*
- *Development of advanced psychomotor skills*

These underpinning Principles of Advanced Practice should be included in the Scope of Practice:

Autonomous Practice

Advanced Practitioners practice autonomously, have the freedom to exercise judgement about actions, in turn accepting responsibility and being held to account for them.

Critical Thinking

Practising autonomously required. Critical thinking allows Advanced Practitioners to explore and analyse evidence, cases and situation in clinical practice, enabling a high level of judgement and decision making.

High Levels of Decision making and Problem Solving

It would be expected that an Advanced Practitioner can demonstrate expertise in complex decision making in relation to their current role. This includes determining what to include in the decision making process, and making a decision based on judgement and critical thinking/problem solving. This in turn affects the ability to practice autonomously.

Patient Centred/Values Based Care

At this level of practice, individuals are required to have a high level of awareness of their own values and beliefs. Care is negotiated with service user/carers as an equal partner. 'Working in a positive and constructive way with difference and diversity. Putting the values, views and understanding of individual service users and carers at the centre of everything we do.'

Improving Practice

It is important that Advanced Practitioners deliver advanced practice which is evidence based within service, whilst acting as a positive role model, that enables change regardless of their “job title”.