

Saving *lives*,
Improving *lives*

NHS

Salford Care Organisation
Northern Care Alliance
NHS Foundation Trust

Salford Care Organisation

Job Description & Person Specification



Choose to make a Difference

Be developed • Be supported • Be inspired • Be empowered • Be rewarded • Make a difference

We're thrilled you're thinking of joining us!

Our new Northern Care Alliance NHS Group unites five local hospitals to deliver high quality care across the North East of Greater Manchester.

The Alliance provides the benefits of scale but delivers this locally through multiple hospital sites which make up four new Care Organisations – Bury/Rochdale, North Manchester, Oldham and Salford. Using our mantra of 'Saving lives, Improving lives', the aim is for our Care Organisations to work closely with the communities they serve to deliver safe, high quality and reliable care, which are trusted, connected and pioneering.

Our Care Organisations are designed to operate within our group arrangement of hospitals, community and healthcare services which bring together over 17,000 staff and the services of The Pennine Acute Hospitals NHS Trust and Salford Royal NHS Foundation Trust. Our size and geographical reach means we are creating an environment each individual will be inspired and empowered by to be the best they can be. This is a really exciting time to join our new team.

Salford Royal NHS Foundation Trust became only the second NHS Trust in the country and the first in the North of England to be rated "outstanding" by The Care Quality Commission. The Trust is consistently rated as one of the best places to work in the NHS and here are just a few of the reasons why:

- We are a major teaching hospital for the Universities of Salford & Manchester
- Our clear aim is to be the safest organisation in the NHS.
- Recent investment of £200 million to develop our main hospital site.
- Leading Major Trauma Centre for Greater Manchester
- Largest Dermatology Centre in Europe
- One of the most digitally mature Trusts in England (NHS England Digital Maturity Index).
- We are also an award winning Trust having been confirmed the best performing hospital in the North West and among the top 4% in England by the Healthcare commission, named Top Teaching Trust in England by Healthcare 100 and named a winner of the National Patient Safety Award.

The Trust has many nationally and internationally renowned clinicians who are pioneering the latest techniques and treatments. The Trust has an excellent reputation for quality and innovative clinical services, teaching and research.

Our Values

We have four core values which are a focus for how our staff and volunteers work with each other to provide care for our patients. We think of our values as a set of guiding principles to refer to when making decisions and interacting with people and they help us to work together to continuously improve the organisation and ourselves.

These core values form part of the Organisations Performance Framework which regularly reviews how staff are performing.

Patient & People Focus

This value enables us to place the patient first in everything we do.

All staff are required to demonstrate that they:

- Communicate effectively with patients, families and colleagues
- Pro-actively personalise the service, connecting with patients and carers
- Adopt and practice the 'safe, clean, personal' ethos.

Continuous Improvement

This value ensures that the organisation including individual staff are always moving forwards and improving the ways things are done.

All staff are required to demonstrate that they:

- Look at ways of measuring and auditing improvements
- Pro-actively develop goals and objectives in support of the Trust's vision
- Identify opportunities to reduce waste and inefficiency.

Accountability

This value enables us all to recognise our own part in keeping our organisation 'safe, clean and personal' in the way we care for people.

All staff are required to demonstrate that they:

- Are transparent and results focused
- Display personal accountability towards problem-solving
- Recognise and accept accountability beyond job role.

Respect

This value is about respecting patients and colleagues alike, and also the on-going reputation of the organisation.

All staff are required to demonstrate that they:

- Are supportive and empower staff involvement
- Are consistent and understanding of others and their needs

Job Description

Job Title: Advanced Clinical Practitioner

Band: Agenda for Change Band 8a

Reports to: Medical Consultant / Designated Medical Supervisor / Senior Manager

Responsible to: Assistant Director of Nursing/AHP Dependent of Professional Body

Base/Department: Salford Bevan Unit, Stott Lane

Main purpose of the job:

Salford has a newly built 60 bedded Unit opened just over a year ago. It supports Salford residents who are in need of rehabilitation and reablement following crisis at home or hospital admission. You will work with our multidisciplinary team of consultant geriatricians, nurses, therapists, social workers and pharmacy team to deliver comprehensive geriatric assessment and rehabilitation to Salford residents. The post holder will take a lead role in the advanced clinical assessment and treatment of a diverse and undetermined caseload of patients, who may have highly complex and/or chronic presentation. They will determine clinical diagnosis and treatments indicated, and maintain records as an autonomous practitioner. The post holder will provide clinical expertise for developing and enhancing the service. This will be done in collaboration with healthcare colleagues. They will ensure that evidence based practice is inherent in all aspects of care and treatment and ensure this knowledge is disseminated throughout the clinical area, Trust and externally as appropriate. They will:

- Undertake a significant clinical caseload to an advanced professional standard using specialist knowledge from theoretical and practical experience.
- Develop an extended scope of practice beyond their primary profession.
- Be responsible for the day to day medical management of patients within the intermediate care units, supported by weekly rounds by consultant geriatricians

Main Tasks & Overview of Responsibilities

- Develop and maintain communication with people about complex issues and/or in difficult situations.
- Develop oneself and contribute to the development of others
- Promote, monitor and maintain best practice in health, safety and security
- Contribute to the improvement of services
- Contribute to improving quality of care and services
- Support equality and value diversity
- Plan, develop and implement approaches to promote health and wellbeing and

prevent adverse effects on health and wellbeing.

- Assess complex health and wellbeing needs and develop, monitor and review care plans to meet those needs.
- Assess physiological and psychological functioning when there are complex and/or undifferentiated abnormalities, diseases and disorders and develop monitor and review related treatment plans.
- Plan, deliver and evaluate interventions and/or treatments when there are complex issues and/or serious illness.
- Gather, analyse and report a wide range of data and information.
- Demonstrate a high level of complex decision making in relation to the assessment, planning, intervention and evaluation of patient care.

Trust Values & Behaviours - Responsibility for upholding the agreed set of values and accountable for own attitude and behaviour

Patient & Customer Focus	Communicate effectively with patients, families and colleagues and proactively personalise the service, connect with patients and carers whilst adopting the ethos of Safe, Clean and Personal.
Continuous Improvement	Identify opportunities to reduce waste and inefficiency and look at ways of measuring and auditing improvements and proactively develop goals and objectives in support of the Trusts vision.
Accountability	Recognized and accept and display personal accountability beyond the job role and towards problem solving and act with integrity and focus on results.
Respect	Be considerate of others, their contribution and needs, support and empower staff involvement and act as a guardian of the Trusts reputation and resources.

Responsibility for Patient Care (Including monitoring, diagnostics & investigations)

- To be professionally and legally responsible and accountable for all aspects of own work, including the management of patients in your care and to ensure a high standard of clinical care for the patients under your management, and those of other staff, by providing expert care for a complex caseload of patients.
- To accept clinical responsibility for a diverse and often complex caseload of patients, and to organise this efficiently and effectively with regard to clinical priorities and use of time. To ensure a high standard of clinical care for the patients under your management.
- To receive referrals from and make referrals to consultants, GPs and other healthcare professions, review the patient and act accordingly, thereby reducing length of time patients wait for intervention.
- According to current legislation to undertake independent t

and extended prescribing and also make appropriate use of the administration of medication using Patient Group Directions.

Promotion and assessment of health and wellbeing

- To work effectively with people to identify their concerns about health and wellbeing and approaches available to improve their wellbeing or prevent deterioration.
- Work in partnership to plan and develop various approaches for health promotion.
- Act as a resource for improving health.
- Work closely with members of the public and users of the service so that health and wellbeing can be promoted effectively.
- Explain assessment process clearly including the benefits and risks of the assessment and any alternative approaches obtaining their consent whilst respecting their dignity, wishes and beliefs.
- To undertake the comprehensive highly specialist assessments of patients,
- Including those with a complex presentation, using investigative and analytical skills. The post holder will undertake first line assessment of patients.
- Follow a process of reasoning which demonstrates and enhances capacity for problem solving and critical decision making.
- Interpret all of the available information and makes a justifiable assessment.

Assessment and Treatment Planning

- Identify and review current information/factors available to determine and plan the assessment process.
- Undertake assessment in line with evidence based practice, legislation policies and procedures eg taking case history, examinations, requesting diagnostic investigations.
- Review and interpret all information available utilising a systematic process of reasoning to make a differential diagnosis.
- Develop and record a treatment plan consistent with the outcome of assessment and the most probable diagnosis.
- Refer to other practitioners and agencies as and when necessary.

Intervention and Treatment

- To develop the skills required to practice at an advanced level and to use an extended scope of practice beyond own profession (including referral for imaging, pathology reports, ordering and interpretation of investigations)
- Identifies appropriate interventions/treatments to be undertaken within the context of the overall treatment plan.
- Undertakes intervention/treatments in a manner that is consistent with evidence based practice/clinical guidelines applying own skills, knowledge and experience and using considered judgment to meet individuals complex needs.
- Evaluates the effectiveness of interventions/treatments and makes any necessary modification.
- To maintain accurate and legible patient notes (written and electronic) in accordance with Trust and national professional policies and guidelines.

Responsibilities for Human Resources

Personal and People Development

- To identify own development needs and set own personal development objectives in discussion with his/her reviewer keeping abreast of

any new trends and developments and incorporate them as necessary into your work.

- To take responsibility for own personal development and maintains own PDP.
- Makes effective use of learning opportunities whilst contributing to developing the work place as a learning environment.
- Contributes to the development of others enabling them to develop and apply their knowledge and skills in practice providing timely feedback.
- Generate and share clinical knowledge and expertise with all members of the multi-professional team, utilising any new knowledge feedback to inform and change practice.
- to be an active member of the continuing education in-house programmes by attendance and presentation at staff meetings, tutorials, training sessions, journal clubs, external courses, clinical supervision and reflective practice and to keep an active CPD portfolio.
- To be involved in the appraisal system and Trust Development Programmes.
- To undertake annual mandatory training updates and other relevant courses in line with Trust and local policies.
- Support the development of a learning organisation alerting managers to resource issues which may affect this.
- To take shared responsibility for the delivery of training and development programmes for the multi-disciplinary team.
- Identify and contribute to the ongoing clinical and service developments in order to enhance quality care.

Management of People

- To provide clinical supervision for designated practitioners demonstrating advanced clinical knowledge, judgment and decision making.
- To participate in the appraisal process for themselves and others.
- To identify, report and address poor performance issues.
- To diffuse challenging behavior, ensuring that the situation is managed in a sensitive way.
- To act as a role model providing mentorship and/or clinical supervision to other staff/learners supporting them in applying theory to practice.

Responsibilities for Physical and Financial Resources

- To be responsible for equipment used in carrying out clinical duties, and to adhere to departmental policy, including competence to use equipment and to ensure the safe use of equipment by others through teaching, training and supervision of practice.

Communications and Leadership

- To communicate effectively with a wide range of people in a manner consistent with their level of understanding, culture and background and preferred ways of
- Understanding communication skills of persuasion, motivation, explanation and
- gaining informed consent with be used with a wide variety of patients. Barriers of effective communication will regularly be evident, e.g. altered conscious level, sensory loss, altered perception, pain, fear and severe psychosocial problems.
- To assess capacity, gain valid informed consent and have the ability to work

within a legal framework with patients who lack capacity to consent to treatment.

- To explore complex issues and to make complex decisions encouraging the effective participation of all involved.
- To be empathetic and reassuring when communicating highly sensitive condition related information and advice to patients, carers and relatives.
- To competently receive highly sensitive information concerning patients medical condition.
- To use a range of skills to adapt the delivery of information through changing the environment, methods of communication or delivery of content using persuasive, reassuring skills as required. E.g. breaking bad news/special needs/dealing with anxious relatives.
- To provide spontaneous and planned advice, teaching and instruction to relatives, carers and other professionals, to promote understanding of the aims of physiotherapy and to ensure a consistent approach to patient care.
- To maintain comprehensive and accurate assessment and treatment records in line with legal and directorate requirements, and communicate assessment and treatment results to the appropriate disciplines in the form of letters and reports.

Leadership

- To inspire others and encourage them to seek advice and solutions to problems.
- To challenge others to take an active part in developing knowledge, ideas and work practice.
- To challenge tradition and take risks accepting joint responsibility for any arising problems and tensions and using these to inform future practice.
- To promote the service and disseminate good practice both internal and external to the Trust.

Planning and Organising

- To accept clinical responsibility for a diverse and often complex caseload of patients, and to organise this efficiently and effectively with regard to clinical priorities and use of time.
- To decide priorities for own work area, balancing other patient related and professional demands, and ensure that these remain in accordance with those of the service as a whole.
- To demonstrate a sound understanding of Clinical Governance and risk management and apply to work situation.
- To attend staff meetings and participate in discussions concerning the running of the service.
To actively contribute to and support agreed developments and directorate/Trust objectives.

Partnership Working/Service Development

- To accept referrals from other health care professionals and have the ability to refer patients directly to other specialties.
- To communicate effectively and work collaboratively with medical, nursing and therapy colleagues to ensure delivery of a co-coordinated multidisciplinary Service.
- To work both as an individual and across the team to ensure that policies,

strategies and service development enhance care delivery.

- To adhere to Trust Policies, procedures and current legislation which relate to own workplace and contribute to service development.
- To develop clinical protocols, standards and guidelines in own area.
- To evaluate with others, the effectiveness of any changes and how these have improved services, e.g. benchmarking services.
- To propose policy or service changes which impact beyond own area of activity.
- To participate in local/regional groups related to own area.

Analysis and Data Management

- To analyse and interpret highly complex information gained during clinical examination and history taking to diagnose an individual's problem or illness and decide on an appropriate course of action or treatment.
- To identify and agree the appropriate data to be collected.
- Effectively use the agreed systems/methods for obtaining data collection.
- To collate and analyse the information obtained using the appropriate methods.
- To report in a timely manner the data and information obtained.

Research, Development and Audit

Quality

- To act as a role model ensuring own actions promote quality and identify and manage any risks.
- To keep up to date and act consistently with quality standards and guidelines within their own clinical area and associated areas.
- To alert others to new developments and lead them in understanding how their practice should change to improve quality.
- To assess and monitor the quality of work in own area
- To raise quality issues and related risks with relevant people and follow this up and address poor performance as per Trust policy e.g. complaints, incidents and poor communication.
- To inform and influence Clinical Governance Issues.
- To informally and formally network and share achievements.

Research and Audit

- To lead in the promotion and implementation of evidence based care ensuring that Good Practice within the Trust is disseminated locally and nationally.
- To undertake the measurement and evaluation of your work and current practices through the use of Evidence Based Practice projects, audit and outcome measures, and lead others in doing so. Make recommendations for and lead change.
- To keep up to date with developments within your own specialised field, disseminate information, and ensure that practice is based on best available evidence.
- To demonstrate involvement/utilise research.
- To facilitate the process of audit.

Equality and Diversity

- To recognise and promote the importance of people's rights and interpret them in a way that is consistent with Trust procedures, policies and legislation.
- Acts in a way that acknowledges and recognises people's expressed beliefs preferences and choices (e.g. how people like to be addressed and spoken to).
- Respects people's diversity and values them as individuals.
- To challenge behavior that undermines the rights of others.
- To identify and take action where necessary to address discrimination.

Health and Safety

- Be aware of the Health and Safety aspects of your work and implement any policies which may be required to improve the safety of your work area, including
- the prompt recording and reporting of accidents to senior staff and ensuring that equipment used is safe.
- To comply with the organisational and departmental policies and procedures and to be involved in the reviewing and updating as appropriate.
- You are accountable for the effective deployment of activities that ensure that your department/ward/clinical team is reducing hospital acquired infection. You
- will ensure that you and your staff comply with the Trust's policies on infection, prevention and control. You will ensure that you and your staff receive the training required to maintain competence to execute the Trusts policies on infection, prevention and control. You have a responsibility to bring deficiencies in the deployment of such policies to the attention of your line manager.

Making Every Contact Count

- Front line staff are in an ideal position to offer support and advice on how to improve health and wellbeing
- Staff should use their interactions with the public to give them additional advice on health and wellbeing
- Staff will be given training and support to help them to signpost people to other services which may improve their health and wellbeing.

Electronic Patient Record

- Salford Royal NHS Foundation Trust uses an Electronic Patient Record (EPR). All Clinicians must use EPR as the primary patient record. It supports delivery of Safe, Clean and Personal patient care. Paper is used only for clinical record components (e.g. fluid charts) that do not at present have an EPR replacement.
- The majority of clinical documentation is entered directly on the EPR including health issues, case histories and continuation notes, condition specific structured records and risk assessments. EPR also provides systems for prescribing, requesting most tests and some services, and for viewing results, a local integrated record and correspondence.
- Access to this comprehensive EPR is via a unique login and password. All Clinicians

working at Salford Royal must receive EPR training.

Safeguarding

- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. You will be expected to fulfill your mandatory safeguarding training at the level applicable to this role.

Freedom to Act

- To work as an autonomous practitioner in line with the code of conduct and standards of practice having regard to the NMC “Code of Professional Conduct” for the nurse, midwife and health visitor and their professional contribution to Clinical governance.
- Not directly supervised.
- Is guided by Trust protocols and codes of conduct interpreting national guidelines and policies applicable to won sphere of autonomous practice.

Code of Conduct

- Professional staff that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Staff who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all time.

In order to work within the Trust Clinical Governance Framework, which includes NHA Standards accreditation, you must be fully competent and trained to undertake the tasks allocated to you.

To practice competently, you must possess the knowledge, skills and abilities required for lawful, safe and effective practice without direct supervision. You must acknowledge the limits of your professional competence and only undertake practice and accept responsibilities for those activities in which you are competent. This includes use of medical equipment.

Due to the Trust's commitment to continuous improvement, it is likely that the post will evolve over time. These duties will be subject to regular appraisal and any amendments will be made in consultation and agreement with the postholder

Person Specification

	Specification	Essential / Desirable	Evidence
Registration	Registered Nurse with current NMC registration (Part 1 Adult / General Level 1 or 2) or AHP with current HCPC registration	E	Nursing Registration or AHP registration
Essential Qualifications	<ul style="list-style-type: none"> • Clinical based Master's Degree • V300 Non-Medical Prescriber • Five years post registration experience of which 3 years • Evidence of extensive expert professional/clinical knowledge within specialty supplemented by specialist clinical training and CPD • Effective communicator able to communicate complex and highly sensitive information • Evidence of effective people management and leadership skills • Evidence of relevant involvement in meeting the Trust clinical governance objectives 	E	<p>Certificates</p> <p>Application Form / Interview</p>
Desirable	<ul style="list-style-type: none"> • Post basic qualification in specialty • Experience are within specialty at a senior level • Can demonstrate assertiveness, tact and diplomacy appropriately • Evidence of involvement in policy and practice change • Evidence of proactive involvement in the mentorship and development of Nurses/AHP and Nursing/AHP practice • Computer Literacy 	D	<p>Certificates</p> <p>Application Form / Interview</p>

<p>Knowledge, Skills and Experience</p>	<ul style="list-style-type: none"> • Demonstrates specialist expertise underpinned by theory acquired through CPD • Evidence of involvement in the development of programmes of care, protocols and clinical audit • Highly developed effective communication/negotiation skills • Excellent clinical reasoning / clinical decision making • Evidence of involvement and leadership in teaching and mentoring learners • Valid Driver license & car driver 	<p>E</p>	<p>Application Form / Interview</p>
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Physical & Mental Requirements

<p>Physical effort: The post holder will be required to exert frequent moderate physical effort for several short periods during a shift e.g. moving patients over 15 kilos with mechanical aids</p> <p>Mental effort: To exert frequent concentration on patient assessment and responding to frequent changing needs in the clinical area</p>	<p>Emotional effort: The post holder will at times be exposed to distressing and emotional circumstances (dealing with patients/relatives as a result of a serious incident)</p> <p>Working conditions: Frequent exposure to unpleasant working conditions (aggressive behavior of patients, relatives and carers). Daily exposure to blood and body fluid.</p>
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Interview Criteria

Criteria	Importance (High, medium, or low)
Able to demonstrate the Trust Values	H
Able to deliver a high standard of evidence based individual patient care	H
Evidence of expert professional / clinical knowledge supplemented by specialist clinical training and CPD	H
Evidence of ability to analyse complex situations using judgmental skills to recommend best course of action	H
Can demonstrate ability to take responsibility for development and implementation of programmes of care	H
Evidence of proactive involvement in the development of nurses and nursing practice	H
Evidence of involvement in leading and developing a team	H
Demonstrates evidence of contributing and/or leading on development of protocols, policies, standard setting and clinical audit	M
Evidence of relevant involvement in meeting the Trust clinical governance objectives	M

