

**Job title:** Trainee Advanced Clinical Practitioner

**Band:** 7

**Department:** Planned care Surgical Specialties

**Division:** Planned Care



# Contents

Letter from our Chief Executive	Page 3
Benefits	Page 4
Our mission, vision and values	Page 5
Job description and person specification	Page 6 onwards

# Letter from Adam Sewell Jones, Chief Executive

Thank you for expressing an interest in working here at East & North Hertfordshire NHS Trust.

East and North Hertfordshire NHS Trust is a very special organisation. Our teams are amazing, and this has been demonstrated even more so during the unprecedented challenges brought about by the Covid-19 pandemic. Our ability to be flexible and innovative in the way in which we work and deliver our services to our catchment has never been more important than it is now.

We are a large acute Trust which operates across four sites; acute services are offered at the Lister Hospital; specialist cancer services at the Mount Vernon Cancer Centre (MVCC); and non-acute services offered at Queen Elizabeth II and Hertford County hospital. We underwent an extensive £150m reconfiguration some years ago which saw all inpatient and complex services centralised at the Lister.

We are an organisation with a strong culture of positive values and our ambition is to provide high-quality, compassionate care to our community in all that we do, including patient experience, clinical outcomes, patient safety and financial sustainability.

We have many great people working for us doing all sorts of roles, ranging from porters to doctors, from administrators to nurses, and everything in between. But we all share one vision – we put our patients at the heart of everything we do.

If you decide to apply, you will be joining us at an incredibly exciting time as we continue on our transformation journey. I hope very much, that after reading this pack, you will want to join us on that journey.

I wish you the best of luck in your application.



**Adam Sewell-Jones**  
**Chief Executive**

# Benefits

As a Trust employee, you can access a range of financial and non-financial benefits to support our staff in all aspects of their life.

## Wellbeing:

- Get confidential advice and support on personal, work, family and relationship issues, 24/7, from our Employee Assistance Programme
- Offers and discounts at local gyms
- In-house Health at Work service with advice line and self-referral facility for staff as well as signposting and access to other support, such as weight management clinics and physiotherapy
- On site workplace pharmacy at Lister offering a minor ailment service, flu vaccinations, travel clinic, sexual health, smoking cessation and health check services
- Opportunity to discuss ideas, problems or concerns easily and anonymously with our Speak in Confidence service

## Travel:

- Save up to 30% on a new bicycle through our Cycle to Work scheme
- Reduced staff car parking costs through our Car Sharing scheme
- Discounts on local buses and trains
- Competitive rates through our car lease scheme
- Inter-site transport minibus which includes shuttle to Stevenage Railway Station

## Work/Life Balance:

- Pursue different interests with the security of employment on your return from your break of 3 months to 5 years with our Career Break scheme
- Generous annual leave with additional days awarded for long service
- A variety of different types of paid and unpaid leave covering emergency and planned leave, such as special leave/ emergency leave/carers leave, through our Special Leave policy
- A Retire and Return scheme, enabling you to draw your pension whilst continuing to work for us after a short break
- Options for flexible working to provide you with a healthy work/life balance such as part time working, term time only, compressed hours (subject to service requirements), and flexible work schedules

## Financial:

- Discounts on restaurants, getaways, shopping, motoring, finance through a variety of providers
- Access to the NHS Pension Scheme, providing generous benefits upon retirement, as well as a lump sum and pension for dependants

## Learning and Development

- Extensive range of learning and development opportunities, including coaching, for both clinical and non-clinical topics
- Access to our Grow Together scheme, ensuring that you have meaningful, quality conversations with your manager about what matters to you and your development
- We fully encourage our staff to develop to their full potential and are supportive of secondments, acting up opportunities and all learning and development activities.

## Other:

- Local and Trust wide staff award schemes where staff are nominated and recognised by their colleagues and peers for their hard work
- Assistance in relocating for some staff with our Relocation Policy

# Our vision, mission, and values

## Our vision is:

“To be trusted to provide consistently outstanding care and exemplary service”

## Our mission is:

Providing high-quality, compassionate care for our communities

## Our values are:



We value the diversity and experience of our community, colleagues and partners, creating relationships and climates that provide an opportunity to share, collaborate and grow together



We create a safe environment where we are curious of the lived experience of others, seek out best practice and are open to listening and hearing new ideas and change



We are committed to consistently delivering excellent services and continuously looking to improve through a creative workforce that feels empowered to act in service of our shared purpose

# Job description

<b>Job title:</b>	Trainee Advanced Clinical Practitioner
<b>Band:</b>	7
<b>Department:</b>	Planned care Surgical Specialities
<b>Base:</b>	To be determined by your terms and conditions of employment
<b>Responsible to:</b>	Divisional Nursing and Quality Director

## Job summary:

The post holder will be practicing under supervision as a trainee Advanced Clinical Practitioner (tACP) within a specialism (Acute General surgical specialties), to provide patient-centred quality care. This will encompass the skills of assessment, examination, diagnosis and treatment within an agreed scope of practice throughout acute Surgical specialties. The post holder, will under supervision, assist in the safe referral and discharge of patients with undifferentiated and undiagnosed presentations in designated areas of Acute Services.

## Key working relationships:

Clinical Lead – Advanced Clinical Practitioner  
Divisional Nursing and Quality Directors  
Acute General Surgical Consultant  
Service Managers

## Main responsibilities:

### Clinical

- To deliver and participate in the clinical care of patients within the specialism
- Provide a level of advanced assessment based on a specialist body of knowledge under supervision
- Direct responsibility for the management of patients within own caseload and for the supervision of junior members of the multidisciplinary team
- To appropriately assess, examine, investigate, diagnose and treat patients, resulting in the safe management and appropriate referral or discharge of patients with undifferentiated and undiagnosed presentations within the boundaries of the role as a trainee.
- To contribute to the development and improvement of systems and processes that facilitates patient flow
- Maintain own clinical development by keeping abreast of new treatments and technologies
- To improve the quality of the patient experience by identifying and meeting the individual clinical needs of patients
- To rigorously review all aspects of the patient's plan of care and identify and address issues that may result in a sub-standard service
- Contribute to the review and development of integrated care pathways and clinical guidelines to ensure a standardised approach to acute medicine
- Under supervision practice with confidence and competence within professional Guidelines (e.g. NMC/HCPC)

- To ensure that accurate documentation and records of patient care are kept
- To assist in the development of assessment systems, processes, and tools within the specialism and adjacent clinical/assessment areas
- Ability to adapt specialist clinical knowledge and skills to different clinical settings and influence service delivery and patient care
- Actively implement effective systems and processes for infection control management and relevant audit within their clinical area
- Willingness to learn and perform minor surgical procedures under local anaesthetic.

## **Management**

- To develop own leadership skills within the Advanced Clinical Practitioner Team
- To contribute to the development of evidence-based policies and procedures specifically required by the team
- To contribute to the development of clinical competencies for junior staff working within the team
- To develop and maintain effective communication with the multidisciplinary team to ensure high standards of care
- To work collaboratively with representatives of other clinical areas, disciplines, and services to provide a seamless pathway of care.
- Participate in the recruitment, selection and retention of staff.
- To be conversant with all Trust policies and procedures and ensure they are correctly implemented
- To represent the Trust on National Acute Care Forums related to Advanced Clinical Practice as appropriate

## **Education**

- To help identify, plan and assist in the implementation of goals for clinical development of staff working within the acute medicine and adjacent assessment areas.
- To develop and maintain a positive learning environment for the acute surgical teams by providing support, ensuring developmental requirements of junior staff are addressed
- To assist in the provision of clinical supervision and provide the opportunity to reflect and discuss areas of practice
- To participate in teaching programmes for nursing in the care of patients within acute medicine
- To exhibit a personal commitment to clinical education and development and successfully complete a competency framework i.e., Trust and/or Royal college

## **Audit and Research**

- Contribute/assist in the development of multidisciplinary research and clinical audit, implementing effective and evidence-based practice
- Develop research skills and provide support and appropriate implementation strategies for changes in clinical practice
- Participate and contribute to any ongoing regional and national research to evaluate the effectiveness of care strategies related to the patient experience within services
- To share best practice; through publications and attendance/presentation opportunities at conference level

## **Risk Management**

- To ensure that systems are in place to manage, reduce and prevent clinical risk to self and others within the emergency department

- To monitor incidents highlighted by members of the emergency team and communicate to appropriate areas to address risk issues
- Promote best practice in health & safety, utilising unit and Trust policies.

This job description is neither exclusive nor exhaustive and the duties and responsibilities may vary from time to time in the lights of changing circumstances and in consultation with the job holder.

## Supplementary job description information:

### Confidentiality

Each of us have a personal responsibility and liability under the Data Protection Act 2018 around the confidential nature of our jobs. Details of a confidential nature, including information relating to patients or staff, must not under any circumstances be divulged to any unauthorised person. Breaches in confidence will result in disciplinary action, which may result in dismissal. In exceptional circumstances this could result in a prosecution for an offence or action for civil damages under the Data Protection Act 2018.

### Health and Safety

You must take reasonable care of your own health and safety and that of other people who may be affected by acts of omission at work and to ensure that statutory regulations, policies, codes or practice and department safety rules are adhered to.

### Sustainable Development

We recognise the need for a sustainable development strategy that focuses on reducing carbon emissions. We do this through:

- Reducing environmental impact achieved by greener waste disposal and travel, energy and water consumption
- Being a good community role model and supporter of the local economy
- Providing excellent value for money
- In order to reduce our carbon footprint, every single one of us must play a part in ensuring we are an environmentally-responsible organisation. You recycle at home, we ask that you do the same simple things at work
- When you can, use public or inter-site transport, cycle between sites and claim for mileage
- Recycle all you can: paper, CDs, batteries – there are recycling stations throughout the Trust
- Always switch off lights, PCs and other electrical appliances when not in use
- Don't waste water

### Safeguarding

You must have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004.

You must treat all patients with dignity and respect and ensure that vulnerable adults are safeguarded from abuse and neglect within the provisions of the Hertfordshire Safeguarding Adults from Abuse Procedure.

### Infection Control

You are expected to take individual responsibility to ensure working practice is safe.

### Equality, Diversity and Inclusion

The organisations which make up Herts and West Essex Integrated Care System believe that fairness for people is fundamental to providing good care. We want to ensure that those who work with us and for us share this core value.

We are committed to equality, diversity and inclusion for all job applicants, staff, patients and the wider community. We are continuing to develop the strength of our inclusive approach, and creating a workforce which represents the diverse communities we serve is an important part of this.

We have agreed to:

- Work together to learn, celebrate and embrace diversity, end unfairness, discrimination and racism, and embed these changes into our everyday work
- Strive towards being an exemplar group of organisations for equality, diversity, inclusion, fairness and belonging
- Commit to value all people and promote a culture of zero tolerance to all kinds of harassment, bullying, discrimination and racism in the workplace
- Pro-actively champion national and local policies and initiatives to address health and workforce inequalities
- Work in partnership with other professional and health and care organisations to embed these principles Work in partnership with other professional, health and social care organisations, trade union and voluntary sector organisations to embed these principles

Each organisation with the Herts and West Essex Integrated Care System has agreed to include this statement on their job descriptions so that staff and job applicants are aware of this commitment. Staff are expected to be supportive of these principles and to demonstrate this in everything they do at work, regardless of their role.

You are required to always demonstrate behaviours which support our commitment to equality, diversity and inclusion, as detailed below, so that our workplaces are free from harassment and/or unlawful discrimination and where diversity is actively valued and celebrated.

### **Review**

These guidelines are provided to assist in the performance of the contract but are not a firm condition of the contract. The job description will be reviewed as necessary to meet the needs of the service, in consultation with the post holder.

# Person specification

Requirements	Essential	Desirable
<p><b>Qualifications / Training</b></p> <ul style="list-style-type: none"> <li>• Relevant professional qualification and registration with Professional Governing Body</li> <li>• Expectation of willingness to participate in Masters level further education</li> <li>• ILS</li> <li>• Relevant Masters level education</li> <li>• Non-medical prescriber</li> <li>• Advanced clinical assessment module</li> <li>• Leadership qualification</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
<p><b>Previous Experience</b></p> <ul style="list-style-type: none"> <li>• Significant post qualification experience, with experience at senior level in acute services</li> <li>• Team leadership experience, including effective staff management including HR issues, sickness, grievance and disciplinary management / investigation</li> <li>• Evidence of enhanced clinical skills</li> <li>• Well-developed IT skills</li> <li>• Awareness of relevant national and local key performance indicators</li> <li>• Awareness of relevant local and national strategies</li> <li>• Awareness of implications of advanced practice</li> <li>• Experience in recruitment and retention matters, staff appraisal and performance management</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to make decisions, organise and prioritise own workload</li> <li>• Leadership skills and self-motivation</li> <li>• Able to maintain judgement under pressure</li> <li>• Ability to form professional interpersonal relationships and to forge trust with colleagues and other stakeholders</li> <li>• Demonstrate enthusiasm, assertiveness and commitment to all elements of role</li> <li>• Adaptable, open and receptive to change</li> <li>• Demonstrates attention to detail, completion and evaluation</li> <li>• Evidence of effective and excellent teaching skills</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Y</p>

<p><b>Other requirements</b></p> <ul style="list-style-type: none"> <li>• Evidence of multi -disciplinary team working</li> <li>• Evidence of supporting others’ development</li> <li>• Competent and confident approach to practice</li> <li>• Flexibility around anti-social working patterns</li> <li>• Ability to synthesise information, consider and evaluate risks and options when making difficult decisions</li> <li>• Experience and evidence of engagement around equality, diversity and inclusion issues in relation to policy, service development and service delivery in respect of both services to users and the management of staff</li> <li>• Role model our Trust values every day</li> </ul>	<p>Y Y Y Y Y Y</p>	
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