

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Advanced Clinical Practitioner – Preoperative Assessment Unit</b>
<b>BAND:</b>	<b>NHS AfC: Band 8a</b>
<b>DBS DISCLOSURE</b>	<b>This post is subject to an Enhanced Disclosure and Barring Service Check</b>
<b>REPORTS TO:</b>	<b>Assistant Divisional Director of Nursing/Clinical Matron/Consultant</b>
<b>ACCOUNTABLE TO:</b>	<b>Divisional Director of Nursing and Quality</b>

### **Key Relationships:**

- Patients/Families/Carers
- Clinical Matron
- Consultant Anaesthetists
- Consultant Surgical and Medical staff
- Associate Director of Operations
- Directorate Manager
- Clinical Governance Team
- Various Clinical teams
- Multidisciplinary team
- Clinical Audit
- Service audit
- Divisional Director of Nursing
- Assistant Divisional Director of Nursing

### **Job Purpose:**

The post holder will exercise an advanced level of clinical practice and expertise within the pre-operative assessment setting in relation to the health optimisation of patients prior to elective surgery. There would also be the opportunity of a rotational role with surgical assessment should the successful post holder wish. The post holder will deliver advanced clinical expertise, levels of judgement, discretion and decision making in clinical care demonstrated through the

advanced competency framework provided through the MSc programme. S/he will provide advanced clinical skills and advice demonstrating a sound understanding of the issues related to the identification, assessment, diagnosis, treatment and management of the client group. S/he will monitor and lead improvements to standards of care and the adherence to National Clinical Guidelines through, supervision of practice, clinical audit, evidence-based practice, teaching, supporting professional colleagues and the provision of skilled professional leadership. S/he will lead the implementation of relevant research into practice contributing to the further development of the evidence base through research and audit. S/he will contribute to clinical governance within the service by leading audit and research as of the service.

### **Clinical duties:**

1. Provide expert assessment, screening treatment services and health care advice within the preoperative assessment setting.
2. Develop and maintain communication with people/patients about complex issues and/or in difficult situations.
3. Organise investigatory procedures, follow up and interpret results and action accordingly.
4. When appropriate, ensure patients are referred on to other health care specialist within secondary or primary care such as Cardiologists, Haematologists, GPs and support and guide others as required.
5. Liaise with relevant health care professional as appropriate when preoperatively managing patients with complex health care needs, for e.g. haematological conditions that need management plans in place for various blood disorders prior to surgery.
6. Identify and treat iron deficiency anaemias as part of the preoperative assessment process and investigations and action as per trust policy including referral on to Specialist Physician if appropriate. Prescribe appropriate supplement as per trust policy guidelines.
7. Ensure referral to other specialities are documented on the relevant electronic patient records.
8. When appropriate, liaise with relevant members of the MDT prior to the patients admission communicating vital information to prevent cancellations on the day.
9. Provide supervision of the clinical team, assisting and developing the team and individuals clinical skills.
10. Help facilitate training and educational opportunities for the trainee ACPs.
11. Facilitate shadowing sessions for medical students as required.
12. Monitor the teams safe clinical effectiveness.
13. The post holder will be expected to undertake all duties and responsibilities associated with an Advanced Practitioner working within the Preoperative Assessment Unit.
14. Assist in developing and maintaining clinical/nursing policies, procedures and protocols.

15. Service development and research projects applicable to the area of practice.

**Other responsibilities as an ACP within the Preoperative Assessment Unit:**

1. Continuous development within the 4 pillars; clinical practice, leadership and management, education, and research.
2. Shift leader; when rostered, organise, coordinate and lead the provision of the clinical team for the service.
3. Promote the service and maintain a positive reputation within the trust.
4. Ensure accurate legible notes of all consultations, treatments and attendances are recorded such as within the Onestop Preop Service.
5. Assist in data collection as required.
6. Lead and contribute in staff meetings.
7. Support and develop close working relationships with all clerical and clinical staff within the service.
8. Build and develop good working relationships with other service providers.
9. Be proactive in developing own professional practice, demonstrating evidence of increasing autonomy, clinical judgement and decision-making skills and contribute to the development of others.
10. Promote, monitor and maintain best practice in health, safety and security.
11. To provide clinical leadership and work closely when appropriate, with the Consultant Anaesthetists to deliver safe, effective evidence-based practice and maintain clinical excellence to deliver high quality care to patients.
12. To act as an expert practitioner demonstrating and applying advanced skills and knowledge in the area of Preoperative Assessment and provide expert evidence based advice.
13. Support equality and value diversity.
14. Plan, develop and implement approaches to promote health and wellbeing and prevent adverse effects on health and wellbeing.
15. Having a visible presence within the key points of entry across the Trust to prevent non-essential inpatient admissions. Gather, analyse and report a wide range of data and information.
16. Demonstrate a high level of complex decision making in relation to the assessment, planning, intervention and evaluation of patient care.

**Responsibility for patient care:**

1. 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.

2. 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.
3. To receive referrals from and make referrals to healthcare professionals review the patient and act accordingly, thereby helping reducing length of time patients wait their preoperative assessment and surgery date.
4. According to current legislation to undertake independent prescribing and also make appropriate use of the administration of medication using Patient Group Directions.

### **Promotion and Assessment of Health and Well Being:**

1. To work effectively with people to identify their concerns about health and well-being and to ensure avenues available to improve their well being or prevent deterioration.
2. Work in partnership to plan and develop various approaches for health promotion.
3. Act as a resource for improving health.
4. Work closely with members of the public and users of the service so that health and well being can be promoted effectively.
5. Explain the preoperative assessment process, it's aims and benefits and obtaining their consent whilst respecting their dignity, wishes and beliefs.
6. To undertake the comprehensive highly specialist assessment of patients, including those with a complex presentation, using investigative and analytical skills.
7. Follow a process of reasoning which demonstrates and enhances capacity for problem solving and critical decision making.
8. Interpret all of the available information and make a justifiable assessment.

### **Assessment and Treatment Planning:**

1. Identify and review current information/factors to determine and plan the assessment process.
2. Undertake assessment in line with evidence based practice, legislation policies and procedures, e.g. taking case history, examinations, obtaining x-rays, and requesting diagnostic investigations.
3. Review and interpret all information available utilising a systematic process of reasoning to make a differential diagnosis.

### **Intervention and Treatment:**

1. Practice at an advanced level and to use an extended scope of practice beyond own profession including for example; referral of x-rays, imaging, S/he identifies appropriate interventions/treatments to be undertaken within the context of the overall treatment plan.
2. Organises investigations in a manner that is consistent with evidence based practice. Clinical guidelines applying own skills, knowledge and experience and using considered judgement to meet individuals complex needs.
3. Evaluates the effectiveness of interventions/treatments and makes any necessary modification.
4. 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:**

1. To identify own development needs and set own personal objectives in discussion with his/her reviewer abreast of any new trends and developments and incorporate them into necessary work.
2. To take responsibility for own personal development and maintain own PDP.
3. Make effective use of learning opportunities whilst contributing to developing the workplace as a learning environment.
4. Contribute to the development of others, enabling them to develop and apply their knowledge and skills in practice providing any timely feedback.
5. 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.
6. To be an active member of continuing education in-house programmes by the attendance and presentation at staff meetings, tutorials, training sessions, external courses, clinical supervision and reflective practice and to keep an active CPD portfolio.
7. To be involved in the appraisal system and Trust Development Programmes.
8. Undertake annual mandatory training updates and other relevant courses in line with Trust and local policies.
9. Support the development of a learning organisation alerting managers to resource issues which may affect this.
10. Take shared responsibility for the delivery of training and development programmes for the multi disciplinary team.
11. Identify and contribute to the ongoing clinical and service developments in order to enhance quality care.
12. Support the coordination of staff induction, ensuring their skills are adequate to meet the needs of the patients, carers and multi-disciplinary team.

### **Management of People:**

1. Provide clinical supervision for designated practitioners demonstrating advanced clinical knowledge, judgement and decision making.
2. To participate in the appraisal process for themselves and others.



3. Identify report and address poor performance issues.
4. Diffuse challenging behaviour, ensuring that the situation is managed in a sensitive way.
5. Act as a role model providing mentorship and/or clinical supervision to other staff/learners supporting them in applying theory to practice.
6. Act as a resource for the nursing team.

### **Responsibilities for Physical and Financial Resources:**

1. 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.

### **Communication:**

1. 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 are essential.
2. 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.
3. Explore complex issues and make complex decisions encouraging the effective participation of all involved.
4. Be empathetic and reassuring when communicating highly sensitive condition related information and advice to patients, carers and relatives.
5. To provide spontaneous and planned advice, teaching and instruction to relatives, carers and other professionals, to promote understanding and to ensure a consistent approach to patient care.
6. Identify and manages challenging behaviour.
7. 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:**

1. Inspire others and encourages them to seek advice and solutions to problems.
2. Challenge others to take an active part in developing knowledge, ideas and work practice.
3. Challenge tradition and take risks accepting joint responsibility for any arising problems and tensions and using these to inform future practice.

4. Promote the service and encourage the Preoperative Assessment Unit to disseminate good practice both internal and external to the Trust.

### **Planning and Organising:**

1. 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.
2. 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.
3. To demonstrate a sound understanding of clinical governance and risk management and apply to the work situation.
4. To attend staff meetings and participate in discussions concerning the running of the service.
5. Actively contribute to and support agreed developments and directorate/trust objectives.
6. Plan, develop and lead on appropriate service developments and quality improvements within the Preoperative Assessment Unit..

### **Partnership Working/Service Development:**

1. To accept referrals from other healthcare professionals and have the ability to refer patients directly to other specialists.
2. To communicate effectively and work collaboratively with all health care professionals to ensure delivery of a coordinated multi-disciplinary approach.
3. To work both as an individual and across the team to ensure that policies, strategies and service development enhance care delivery.
4. To adhere to Trust policies, procedures and current legislation which relate own workplace and contribute to service development.
5. To help develop clinical protocols, standards and guidelines in own area.
6. To help evaluate with others the effectiveness of any changes and how these have improved services, e.g. benchmarking services.
7. To propose policy or service changes which impact beyond own area of activity.

### **Analysis and Data Management:**

1. To analyse and interpret highly complex information gained during clinical examination and history taking to help in the optimisation and management of an individual's health issues and decide on an appropriate course of action or treatment.

2. To identify and agree the appropriate data to be collected by self and others within the team.
3. Effectively use the agreed systems/methods for obtaining data collection.
4. To collate and analyse the information obtained using the appropriate methods.
5. To report in a timely manner the data information obtained.
6. Support the team in collating and analysing the information obtained in relation to their area of responsibility and encourages timely reports of the data and information obtained.

### **Research, Development and Audit Quality:**

1. To act as a role model ensuring own actions promote quality and identify and manage any risks.
2. To keep up to date and act consistently with quality standards and guidelines within their own clinical areas and associated areas.
3. Develop guidelines and disseminate to the appropriate staff to ensure quality of patient care is constantly improved.
4. To alert others to new developments and lead them in understanding how their practice should change to improve quality.
5. To assess and monitor the quality of work in own area.
6. 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, poor communication.
7. To inform and influence clinical governance issues.
8. To informally and formally network and share achievements.

### **Research and Audit:**

1. To lead in the promotion and implementation of evidence based care ensuring that good practice is disseminated locally, regionally and nationally.
2. 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.
3. To keep up to date with developments within own specialised field, disseminate information and ensure that practice is based on best available evidence.
4. To demonstrate involvement in utilisation of critically appraised research.

### **Equality and Diversity:**

1. 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.



2. Acts in a way that acknowledges and recognises peoples' expressed beliefs, preferences and choices (e.g. how people like to be addressed and spoken to).
3. Respects people's diversity and values them as individuals.
4. To challenge behaviour that undermines the right of others.
5. To identify and take action where necessary to address discrimination.

### **Health and Safety:**

1. 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 ensure that equipment used is safe.
2. To comply with the organisational and departmental policies and procedures and to be involved in the reviewing and updating as appropriate.
3. Monitors and maintains health, safety and security of self and others in own work area.
4. Identifies and assesses potential risks in work activities and proposes how to manage these risks appropriately.
5. Works within legislation and Trust procedures on risk management.
6. Takes immediate and appropriate action in relation to adverse incident reporting utilising the hospital incidents reporting system.
7. 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 Trust's 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.

### **Freedom to Act:**

1. 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 nurse, midwife and health visitor and their professional contribution to clinical governance.
2. Not directly supervised (once competent).
  3. Is guided by Trust protocol and codes of conduct interpreting national guidelines and policies applicable to own sphere of autonomous practice.

In order to work within the Trust clinical governance framework, which includes NHSLA 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 post holder.

## **GENERAL REQUIREMENTS**

### **1. Quality**

Each member of staff is required to ensure that:

- a) The patient and customer are always put first;
- b) That in all issues, the patient/customer requirements are met and all staff contribute fully to achieving the Trust's corporate goals and objectives;
- c) That all staff hold themselves personally responsible for the quality of their work and therefore seek to attain the highest standards achievable within their knowledge, skills and resources available to them in furtherance of the Trust's Vision and in embedding the organisation's Values.

### **2. Confidentiality**

Each member of the Trust's staff is responsible for ensuring the confidentiality of any information relating to patients and for complying with all the requirements of the Data Protection Act whilst carrying out the duties of the post. Any breaches in confidentiality will be dealt with by the Trust Disciplinary Procedure and may result in dismissal.

### **3. Data Protection/Freedom of Information Acts**

Carry out any requirements within the duties applicable to the Data Protection Act, 1998 and the Freedom of Information Act 2000.

#### **4. Health and Safety**

Each member of the Trust's staff is responsible for ensuring that they carry out the duties of their post in accordance with all appropriate Health and Safety legislation (Health & Safety At Work Act 1974), guidance and procedures and they do not, by any act or omission on their part, create a threat to the Health and Safety of any other person.

#### **5. Equality & Diversity**

It is the responsibility of all employees to support the Trust's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of the Trust's Equality and Diversity Strategies and Policies.

#### **6. Working Time Directive**

You are required to comply with the regulations governing working time and to any locally agreed associated arrangements.

#### **7. Harassment & Bullying**

The Trust condemns all forms of harassment and bullying and is actively seeking to promote a work place where employees are treated with dignity, respect and without bias.

#### **8. External Interests**

Each member of the Trust's staff is responsible for ensuring that any external interest they have does not conflict with the duties of their posts and they must disclose the external interest if this is likely to occur, or if they are in any doubt about a possible conflict of interest

#### **9. Mandatory Training**

Each member of the Trust's staff has a statutory obligation to attend mandatory training. It is the responsibility of each member of staff to ensure that they comply with this legal requirement.

#### **10. Flexibility**

This job description is intended to act as a flexible guide to the duties of the post and therefore will require revision in consultation with the post holder to reflect the

changing requirements of the post, to enable the Trust to achieve its corporate goals and objectives.

## **11. Smoke-free Policy**

In line with the Department of Health guidelines, the Trust operates a strict smoke-free policy.

## **12. Safeguarding**

The Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share its commitment.

Rigorous recruitment checks are carried out on successful applicants who may be required to undertake Enhanced Disclosure via the DBS.

## **Sustainability / Net Zero Carbon**

Blackpool Teaching Hospitals are committed to sustainable development, social value and achieving the NHS Net Zero Carbon reduction targets. All employees must play their part and adhere to the principals in the Green Plan, this will ensure our services are efficient, sustainable and carbon emissions are reduced. As an employee you will be expected to conserve energy and water, minimise waste in all formats, actively promote biodiversity and use sustainable transport whenever possible.

- **Energy:** Switch off non-essential electrical equipment / lighting when not in use. Report heating issues, building too hot / too cold to the Estates Team.
- **Water:** Do not leave taps running and report all drips, leaks, and condensation issues to the Estates Team.
- **Waste:** Follow the Trust waste policy – Reduce – Reuse – Recycle do not overorder equipment / medicines. Healthcare waste must be disposed of in line with the Trust's waste management policy.
- **Biodiversity:** Enhancing biodiversity has a wealth of positive outcomes for our colleagues, services users and the environment. Think of your site, can an area be improved to have a quality green space, specific planting for habitat improvement or the installation of a couple of bird boxes? Contact the estate team for further details
- **Transport & Travel:** Where possible lift share, cycle, walk or use public transport

## **Active Travel**

Blackpool Teaching Hospitals encourages employees to participate in active travel methods to and from their place of work, where possible. All main Trust sites are on local bus routes, have access to good cycle storage facilities and have safe paths for

walking. Please note, car parking is limited at main Trust sites and therefore other modes of transport may be a more suitable, healthy, and sustainable choice.