

**Job title:**           **Advanced Clinical Practitioner**

**Band:**               **8A**

**Department:**   **Surgical specialties**

**Division:**       **Planned care**



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# Letter from Adam Sewell Jones, Chief Executive

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

East and North Hertfordshire NHS Trust is a very special organisation. Our teams are amazing, and this was 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 the New QEII and Hertford County hospitals. We underwent an extensive £150m reconfiguration some years ago which saw all inpatient and complex services centralised at the Lister Hospital in Stevenage.

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.

We have recently partnered with the world-renowned Virginia Mason Institute in an exciting 3-year programme to create and embed a quality management system – our ENH Production System. Drawing on years of quality improvement and culture change experience, the ENH Production System will equip our teams to identify areas for improvement, make changes and measure impact – all with the patient at the centre.

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>       | Advanced care Practitioner  |
| <b>Band:</b>            | 8A  |
| <b>Department:</b>      | Planned care  |
| <b>Base:</b>            | Lister Hospital<br>(You may be required to work on a permanent or temporary basis elsewhere within the Trust)   |
| <b>Responsible to:</b>  | Lead Divisional ACP   |
| <b>Responsible for:</b> | Delivering and participating in the clinical care of patients with acute surgical conditions presenting to the Emergency department, SAU or Surgical Same Day Emergency Care. |

## Job summary:

The post holder will be practising autonomously as an Advanced Clinical Practitioner (ACP) within acute services to provide patient-centred quality care. This will encompass the skills of assessment, examination, diagnosis, and treatment within an agreed scope of the practice throughout Surgical acute services. The post holder will support a new way of working that emphasises a more efficient and patient focused service and will ensure the safe referral and discharge of patients with undifferentiated and undiagnosed presentations across a service area.

The post holder will deliver 80% clinical component to their role and 20% related to appraisal clinical audit, teaching, self-development, development of the service and research.

## Key working relationships:

- Clinical Lead
- Lead Advanced care practitioner.
- Deputy Director of Nursing planned care.
- Acute General Surgical consultants
- Service Manager

## Main responsibilities:

### Clinical:

- To deliver and participate in the clinical care of patients with acute surgical conditions presenting to the Emergency department, SAU or Surgical Same Day Emergency Care.
- Provide a level of advanced and comprehensive assessment based on a specialty body of knowledge.
- Direct responsibility for the management of patients within own case load and supervision / development of junior members of the multidisciplinary team
- To appropriately assess, examine, investigate and diagnose and treat patients, resulting in the safe management and appropriate referrals or discharge of patients with undifferentiated and undiagnosed presentations

- 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 within surgical acute and emergency care
- 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 surgical emergency care
- Practice with confidence and competence within professional bodies guidelines (E.g. NMC and RCS)
- To ensure that accurate documentation and records of patient care are kept including completing discharge summaries.
- To provide expert advice on patient care to the healthcare team taking into account all aspects of clinical governance, and act as a specialist resource within the ACP team and other assessment areas and the Trust
- To lead the implementation and development of assessment systems, processes and tools within the specialism and adjacent clinical/assessment areas
- Ability to adapt expert 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 the clinical area
- Willingness to learn and perform minor surgical procedures under local anaesthetic.

## **Management**

- Lead and develop an area of responsibility related to advanced clinical practice
- To co-ordinate and provide leadership for the Advanced Clinical Practitioner Team and trainee ACPs.
- Participate in the development of a specialist service and act as a change agent, where necessary leading staff and facilitating the change process whilst encouraging others to be innovative and adaptable in the approach to change
- To develop evidence based policies and procedures specifically required by the team
- To develop and maintain effective communication with the multidisciplinary team to ensure high standards of care
- To work collaboratively and strategically 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 Emergency Care Forums related to Advanced Clinical Practice as appropriate
- Participate in business planning and the development of financial bids for service development

### **Resource Management**

- To apply sound financial evaluation to proposed service developments
- Work within the multidisciplinary team, with agreed medical, nursing Trust protocols and guidelines
- Manage own workload
- Support junior nursing and medical staff to manage their work load
- Work as a member of the multidisciplinary team, sharing in the responsibility for the provision of 7 day care across 24hours, within agreed work patterns.
- Promote and adhere to the principles and practice of clinical governance
- Responsible on a shift by shift basis for the Advanced Clinical Practitioner management of all emergency surgical patients within the Trust, in conjunction with a Consultant / Specialty Registrar
- Demonstrate effective multidisciplinary team working and acknowledge the role of individual team members, ensure that expertise is seen as a resource within the team and the Trust
- Utilise a developed knowledge of child protection and vulnerable adult safeguarding procedures
- Support trainee, new and experienced ACP's to manage their workload

### **Education**

- To help identify, plan and implement goals for clinical development of staff working within the service and adjacent assessment areas, monitor the development of advanced skills within the team
- To develop and maintain a positive learning environment for the team by providing support, ensuring developmental requirements are addressed
- To support the provision of clinical supervision and provide the opportunity to reflect and discuss areas of practice
- Ensure those members of the team are line managed to have an annual appraisal and personal development plan

- To plan, implement and participate in teaching programmes for nursing, medical and allied health professional staff of all grades in the care of patients with acute surgical problems
- To provide in service training to staff from a number of disciplines working in the Acute Surgical setting.
- To maintain close links with local Universities and to participate in the development and delivery of new and established specialist practice programmes
- To exhibit a personal commitment to clinical education and development and have completed clinical competency framework
- Maintain own professional portfolio in accordance with Royal College of Surgeons requirements.

### **Adult and Research**

- Contribute and at times lead the development of multidisciplinary research and clinical audit in the service and adjacent assessment areas, implementing effective and evidence-based practice
- Exhibit advanced research skills and provide support and appropriate implementation strategies for changes in clinical practice
- Conduct audit to evaluate the Advanced Clinical Practitioner team and any strategies that have been implemented and disseminate results within the Trust, locally and nationally
- Participate and contribute to any on-going regional and national research to evaluate the effectiveness of care strategies related to the patient experience within surgical acute and emergency care
- Ensure the results of audit and research conducted by the team are disseminated at local, regional and national level
- 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 acute service
- Share lessons learned from significant events
- To monitor incidents highlighted by members of the emergency surgical team and communicate to appropriate areas to address risk issues
- Promote best practice in health and 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.

### **Continuous Improvement**

As part of our commitment to continuous improvement, we want to ensure that our culture and ways of working reflect and embed the philosophy and methodologies of our East and North Hertfordshire Production System (ENHPS). As a result, you may be invited to attend and complete relevant training and Kaizen (continuous improvement) events to support this commitment. Full attendance and completion of identified courses will be considered mandatory for this post.

## 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 registered professional qualification</li> <li>• MSc Advanced Practice</li> <li>• Advanced Non-medical prescribing</li> <li>• ALS</li> <li>• Recognised teaching qualification</li> <li>• Recognised leadership qualification</li> <li>• ALS Instructor</li> </ul>  | <p>Y<br/>Y<br/>Y<br/>Y</p>             | <p>Y<br/>Y<br/>Y</p>             |
| <p><b>Previous Experience</b></p> <ul style="list-style-type: none"> <li>• Significant experience in specialism, including successful completion at trainee Advanced Practitioner level or equivalent</li> <li>• Established Advanced Nurse/Clinical Practitioner, relevant experience of service transformation.</li> <li>• Portfolio of evidence showing achievements in practice/speciality</li> <li>• Evidence of ability and knowledge on how to undertake audit and feedback</li> <li>• Implementation of audit/research recommendations</li> <li>• Evidence of audits undertaken and outcomes</li> <li>• Evidence of presentations at local / national levels</li> <li>• Experience in recruitment and retention matters, staff appraisal and performance management</li> <li>• Commitment to the on-going implementation of the Trust nursing and midwifery strategy.</li> <li>• In-depth understanding of quality issues including clinical governance</li> <li>• Evidence of involvement with primary research</li> </ul> | <p>Y<br/>Y<br/>Y<br/>Y<br/>Y<br/>Y</p> | <p>Y<br/>Y<br/>Y<br/>Y<br/>Y</p> |
| <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent communication skills: interpersonal, written and verbal</li> <li>• Confidence to adapt to an evolving and changing service</li> <li>• Well-developed IT skills</li> <li>• Proven leadership skills, with a vision to work with others</li> <li>• Previous publication(s)</li> <li>• Change management experience and/or qualification (PRINCE2 etc.)</li> </ul>   | <p>Y<br/>Y<br/>Y<br/>Y</p>             | <p>Y<br/>Y</p>                   |

| Other requirements   |   |  |
|--|---|--|
| • Evidence of multi -disciplinary team working   | Y |  |
| • Evidence of supporting others' development   | Y |  |
| • Competent and confident approach to practice   | Y |  |
| • Flexibility around anti-social working patterns  | Y |  |
| • Ability to synthesise information, consider and evaluate risks and options when making difficult decisions   | Y |  |
| • 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 | Y |  |
| • Role model our Trust values every day  | Y |  |