

## JOB DESCRIPTION

### JOB DETAILS

**Job Title:** Chronic Condition Advanced Nurse Practitioner

**Pay Band:** Band 8a

**Directorate:** Community & Primary Care Pembrokeshire

**Department:** Community Nursing Services (Pembrokeshire)

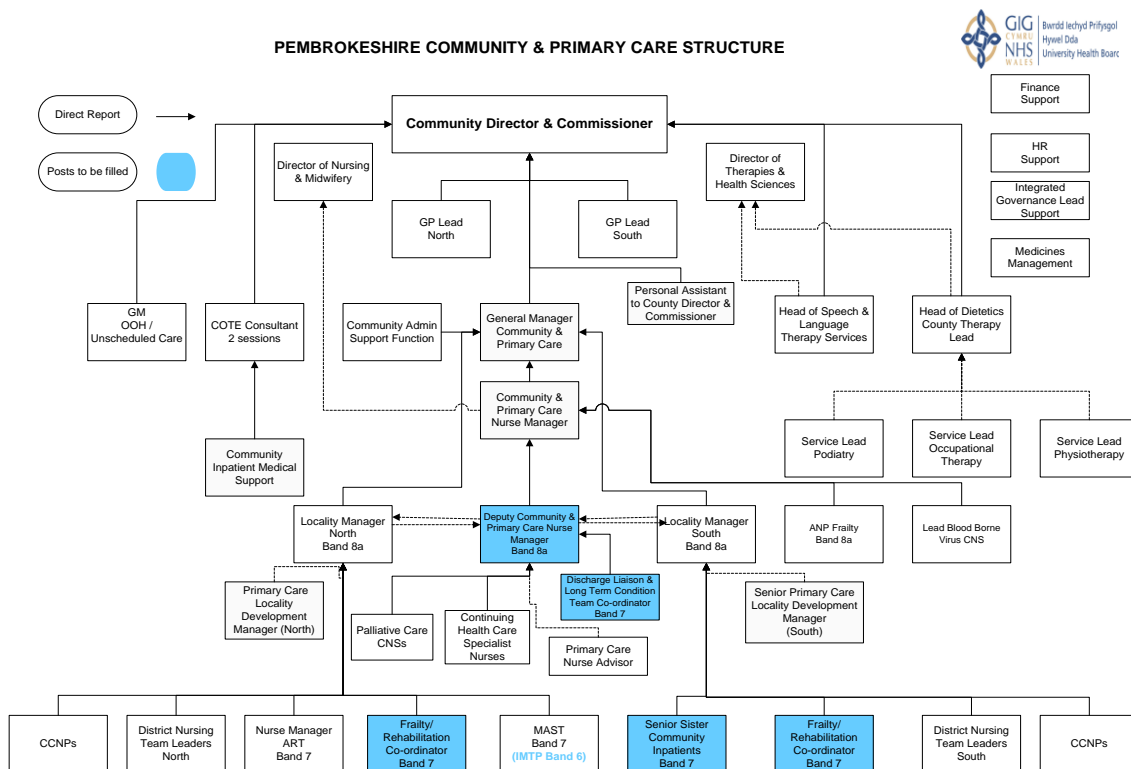
### ORGANISATIONAL ARRANGEMENTS

**Managerial Accountable to:** Locality Manager

**Reports to:** Locality Manager

**Professionally Responsible to:** Community & Primary Care Nurse Manager

**Organisation chart:**



## **The Definition of Advanced Practice for NHS Wales**

“A role, requiring a registered practitioner to have acquired an expert knowledge base, complex decision-making skills and clinical competencies for expanded scope of practice, the characteristics of which are shaped by the context in which the individual practices.

Demonstrable, relevant masters level education is recommended for entry level.”

*Framework for Advanced Nursing, Midwifery and Allied Health Professional Practice in Wales*

### **JOB SUMMARY / PURPOSE**

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

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

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

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

### **MAIN DUTIES AND RESPONSIBILITIES**

The following duties and responsibilities are designed around the Advanced Practice Pillars and guidance as outlined in the Framework for Advanced Nursing, Midwifery and Allied Health Professional Practice in Wales 2010 (FANMAHPPW). All Advanced Practice Roles must adhere to the Hywel Dda EAGLE Governance Framework for Advanced Practice (2010). An additional scope of practice will be required to identify the specifics of the role.

#### **Service Management**

Demonstrates effective leadership to create the environment where staff treat patients and each other with dignity and respect, and there are high levels of trust, and empowerment, underpinned by effective communication, collaboration and partnership working. (HDHB Culture Strategy 2010)

Directs, leads and motivates staff to ensure a high standard of professionalism, efficiency and effectiveness in service delivery, ensuring that activity is fully aligned to the plans and strategies of the Health Board.

Practices autonomously in planning and implementing tasks at a professional level. Exercises initiative and personal responsibility. Demonstrates self-direction and originality in tackling and solving problems. (FANMAHPPW p37)

Strengthens multi-disciplinary and multi-agency partnership working with internal departments and external health, social care and other stakeholders.

Takes an active role in local and national professional and multi-disciplinary working groups and networks. (Management & Leadership Pillar FANMAHPPW p 18)

Undertakes the Aston Team Based Working approach programme, and ensures that teams within remit work to these principles. (Management & Leadership Pillar FANMAHPPW p18)

Collates evidence to demonstrate the benefits and impact of the Advanced Practitioner role, and systems to evaluate overall added value in terms of cost, quality and effectiveness. (AW APF p23)

Present an annual impact assessment report through the agreed organisational governance structure. (FANMAHPPW p23)

Develops policies, protocols and guidelines using sound evidence base (FANMAHPPW p19).

Demonstrates expertise in complex decision making in relation to the role. This includes determining what to include in the decision making process, and making a decision based on judgement and critical thinking/problem solving.(FANMAHPPW p19).

Is a lead specialist in their field, with freedom to take action, based on own interpretation of board clinical/professional policies, advising the organisation on how these should be interpreted. (A4C Guidance)

Has freedom to exercise judgement about actions, in turn accepting responsibility and being held to account for them. (FANMAHPPW p19).

Has freedom to initiate action within broad policies, seeking advice as necessary. (A4C Guidance)

Is responsible for interpreting policies in relation to a defined caseload or locality in the community.

### **Service Improvement**

Takes a lead role in continuous Improvement and Innovation, underpinned by a culture of learning, where staff maximise their potential and feel they are part of Hywel Dda's success (HDHB Culture Strategy 2010)

Role models the Hywel Dda Way culture where individuals and teams have clarity about their roles and responsibilities, and are held to account for delivery of agreed objectives, team working and effective governance, ensuring the organisation provides the best possible health and well-being outcomes for the people the Hywel Dda serves. (HDHB Culture Strategy 2010)

Identifies opportunities for service improvement. This includes identifying the need for change, developing cases for change, leading innovation and implementing the change. (Management & Leadership Pillar - FANMAHPPW p 18)

Explores and analyses evidence, cases and situations in clinical practice, enabling a high level of judgement and decision making. (FANMAHPPW p19)

Delivers advanced practice which is evidence based within service. (FANMAHPPW p19)

Acts as a positive role model that enables change. (FANMAHPPW p19)

Demonstrates self-direction and originality in tackling and solving problems and acts autonomously in planning and implementing tasks at a professional level. (FANMAHPPW p19)

Is able to assess, diagnose, treat/manage, evaluate, refer and discharge (Advanced Clinical Practice Pillar FANMAHPPW p18) (EAGLE).

Assesses and manages risk. (Advanced Clinical Practice Pillar FANMAHPPW p18)

Demonstrates ethical decision making (Advanced Clinical Practice Pillar FANMAHPPW p18)

Carries out non-medical prescribing in line with legislation (Advanced Clinical Practice Pillar FANMAHPPW p18)

Develops therapeutic interventions to improve service user outcomes (Advanced Clinical Practice Pillar FANMAHPPW p18)

### **Communications**

Has a higher level of communication skill (Advanced Clinical Practice Pillar FANMAHPPW p18)

Uses negotiation and influencing skills to communicate effectively. (Management & Leadership Pillar FANMAHPPW p 18)

Make presentations at internal and external events and conferences. FANMAHPPW p18) (Research Pillar -

Makes regular contributions to articles and seeks opportunities for publication. (Research Pillar - FANMAHPPW p18)

Communicates effectively and establishes good working relations with a wide range of people including:

- Senior Managers

- Senior Clinicians
- Colleagues across the Health Board and in other NHS organisations
- Visitors from external organisations, stakeholders
- Primary care colleagues
- Staff in hospital and community locations

Presents and facilitates workshops to staff at all levels as individual interventions or as part of formal development programmes. (Education Pillar FANMAHPPW p18)

Builds and maintains strong influential relationships with colleagues, staff and internal and external stakeholders e.g. Third sector.

Involves Patient/service user/ Public involvement in development of service and role. (Advanced Clinical Practice Pillar FANMAHPPW p18)

Actively involves service users in providing feedback of their experience

Provides training, presentations and information to a range of groups comprising staff, senior staff and colleagues from partner organisations.

The subject matter may include proposing development programmes requiring negotiation or agreement. (Education Pillar FANMAHPPW p18)

Participate in and facilitate meetings at a variety of locations within and outside of the Health Board (Management & Leadership Pillar FANMAHPPW p18).

Acts as the patients advocate, ensuring that patients and their families are fully informed and supported. Mediates in the best interests of the patient in situations where there are challenging relationships and conflicts of interest.

### **Finance and Resources**

Assists the senior management team in implementing systems to effectively monitor and control the use of appropriate resources.

Responsible for the management and monitoring of budgets for services and resources within their area of responsibility.

Personal and People Development and People Management

Continues to advance own knowledge and understanding and develop new skills to a high level. (FANMAHPPW p37)

Supports others to develop knowledge and skills. Provides on-going education and development to staff and patients/clients/carers using sound principles of teaching and learning. Promotes learning and the creation of a learning environment. (Education Pillar FANMAHPPW p18)

Works with colleagues in Workforce and Organisational Development and Senior Managers across the Health Board in the development and delivery of effective and efficient development programmes for the areas within their remit. (Education Pillar FANMAHPPW p18)

Contributes to ongoing learning, education and development strategy which supports the delivery of a competent workforce at all levels across the Health Board. Acts as an advisor in the identification of development needs within specialist area, and contributes to the achievement of delivery of appropriate development.

Prepare for and take an active part in the PADR/Appraisal and Revalidation processes in accordance with organisation policy in partnership with reviewer, identifies opportunities to develop own competence/own skills in order to achieve objectives. (A4C guidance)

Provide appropriate support to others to improve their knowledge and understanding and shares own knowledge, skills and experience with others during induction and training sessions for staff. This includes coaching, mentoring and assessment. (A4C guidance)

Carries out independent learning required for continuing professional development and maintains a professional portfolio to include evidence to demonstrate the impact of the role. (Education Pillar FANMAHPPW p23)

Document activities relevant to outcomes resulting from the diversity of the Advanced Practice work for CPD and KSF purposes. (FANMAHPPW p23)

Is responsible for developing service user/carer education materials in line with Health Board policies. (Education Pillar FANMAHPPW p18)

Supports others effectively during times of change and work with others to overcome problems and tensions as they arise and ensure that own work load is managed effectively.

Participates in recruitment and selection process

Line manages and is responsible for ensuring an effective system of performance management, including PADR/Appraisal for all direct reports and their staff. (A4C guidance))

Ensure all direct reports are aware of their managerial responsibilities for HR issues within their area of responsibility. (A4C guidance)

Ensure that staff are working to competencies that are regularly assessed and appropriate in line with A4C, KSF, NMC Revalidation and Hywel Dda's EAGLE Frameworks. (A4C guidance)

### **Information Processing**

Deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data and communicate their conclusions clearly to specialist and non-specialist audiences.(FANMAHPPW p37))

Regularly access research and use information systems appropriately to underpin practice and service developments. (Research Pillar FANMAHPPW p18)

Be involved in research projects, audit and service evaluation within the Health Board and wider where required. (Research Pillar - FANMAHPPW p18)

Implement research findings into practice – including use of, and development of, policies/protocols and guidelines, through the exercising of a high level of critical appraisal and evaluation skills. (Research Pillar - FANMAHPPW p18)

Use advanced clinical practice and judgement skills to support decision making and problem solving. (Research Pillar - FANMAHPPW p18)

Use critical thinking and analytical skills incorporating critical reflection. (Research Pillar - FANMAHPPW p18)

### **Health, Safety and Security**

Acts within legislation, policies and procedures relating to information governance.

Attends statutory/mandatory training.

Responsible for ensuring the Health & Safety policies and procedures are implemented in their designated area of responsibility

### **Quality**

Has a high level of awareness of own values and beliefs (FANMAHPPW p 19)

Manages complexity, uses critical thinking and analytical skills to underpin sound judgement, and ethical decision making. (FANMAHPPW p19)

Incorporates critically reflection in daily activity. (FANMAHPPW p19)

Promotes and influences others to incorporate person centred/values based care into practice. (Advanced Clinical Practice Pillar FANMAHPPW p18)

Develops advanced Psychomotor skills (Advanced Clinical Practice Pillar FANMAHPPW p18)

### **Equality and Diversity**

Negotiates care with service user/carers as an equal partner. 'Working in a positive and constructive way with difference and diversity. putting the values, views and understanding of individual service users and carers at the centre of everything we do.' (AW AP Framework p19)

Actively promotes equality of opportunity and diversity in own area of responsibility. It is intended to go beyond compliance with equality legislation and move towards a situation where there is awareness in your area of and active commitment to the need to ensure equality of opportunity and the benefits of diversity. (A4C Guidance)

### **Effort and Environmental**

Lifting weights/equipment with mechanical aids for patient movement.

During a span of duty required to walk towards etc multiple times a shift.

Carries out clinical/social care interventions - making referrals to other services/ external agencies.

Analyses research reports and simple statistics.

Provides emotional support to families, relatives and staff in distressing and emotional situations.

Deals with patients with learning disabilities; mental capacity issues.

Deals with bodily fluid; foul smells.

May be exposed to sudden violent threatening behaviours by patients/public support usually available.

Moving patients / sanding during a span of duty required to walk to wards etc multiple times a shift.

Make referrals to other services/external agencies

Analyse research reports and simple statistics

Ability to travel to sites

Provides emotional support to families , relatives and staff in distressing and emotional situations / Offer basic counselling

### **General**

A scope of practice for this role outlines the specific tasks and duties for the role.

Other tasks and duties may be determined by appropriate line manager as the role develops

# SCOPE OF PRACTICE

## ADVANCED PRACTITIONER – (Chronic Conditions)

### **The Definition of Advanced Practice for NHS Wales**

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*Framework for Advanced Nursing, Midwifery and Allied Health Professional Practice in Wales*

Advanced Nurse Practitioners (ANPs) for Chronic Conditions are expert advanced practitioners, experienced clinicians and independent non medical prescribers who act within their professional boundaries and without direct supervision.

ANPs provide care for patients with complex co-morbidities, some of whom develop additional undiagnosed problems requiring differential diagnosis, the management and treatment for which is led by the Advanced Nurse Practitioner, in partnership with General Practitioners and hospital consultant teams. ANPs are often called upon to use their advanced skills to provide a differential diagnosis and lead the management and care for referrals made due to frequent admissions, as per referral criteria, with no identified cause.

The role requires ANPs to make assessments of patient's needs, using advanced skills of history taking, physical examination, decision making and problem solving skills, taking a holistic view. They make professionally autonomous decisions for which they are accountable, including prescribing medicines, investigations and interpretations of such. They initiate treatments and appropriate referrals to other agencies.

ANPs are identified as clinical experts within Chronic Conditions, ensuring the provision of effective and efficient care. At this level the post holder is expected to work autonomously as a highly skilled senior practitioner and to have expert knowledge.

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

The role requires ANPs to exercise a high degree of personal professional autonomy and make critical judgments to satisfy the expectations and demands of the role. While the ANP is guided by health, organisational or broad occupational policies, in most situations it is the responsibility of the ANP to establish the way in which these should be interpreted and advise relevant stakeholders accordingly.

The role requires individuals to work at their advanced clinical level. They also work flexibly as part of the team, whilst also acting as a practice leader, managing their own workload and working across professional, organisational, agency and system boundaries to improve services and develop practice. ANP's participate in networks, locally, regionally and nationally. They assess and manage risk and proactively challenge others about risk.

The role crosses clinical boundaries between nursing and medical care, enabling them to take on additional roles and responsibilities. The scope of practice for this role is designed around the four Advanced Practice Pillars identified in the Framework for Advanced Nursing, Midwifery and Allied Health Professional Practice in Wales (2010).

### **Advanced Clinical Practice**

Receive referrals for patients with chronic conditions who require support within the community, and require the skills of the ANP.

Make professionally autonomous decisions for which he/she is accountable within the scope of practice.

See patients referred with chronic conditions, often complex with co-morbidities and poly pharmacological interventions. The post holder reviews and assesses, utilising the advanced skills of history taking and physical examination which facilitates the monitoring of deteriorating conditions and acute exacerbations. Utilise problem-solving and clinical decision-making, to establish a management and discharge plan within set parameters and defined framework.

Instigate necessary invasive and non-invasive diagnostic tests or investigations and interpret findings/reports within set parameters.

As an independent prescriber, prescribe safe, effective and appropriate medication as defined by current legislative framework and formularies.

Provide safe, evidence-based, cost-effective, individualised patient care in line with Prudent Healthcare principles.

Offer a holistic service to patients and their families, developing where appropriate an on-going plan of care/support, with an emphasis on prevention and self care.

Holistic service will include palliative support throughout the pathway of care and in the end stages of chronic conditions.

Promote health and well-being through the use of health promotion, health education, screening and therapeutic communication skills

Refer patients directly to other services/agencies as appropriate

Utilise and demonstrate sensitive communication styles, to ensure patients are fully informed and consent to treatment.

Communicate effectively with patients and carers, recognising the need for alternative methods of communicating to overcome different levels of understanding, cultural background and preferred ways of communicating.

Use developed communication, negotiation, conflict management skills which require empathy, reassurance and persuasive skills where there can be significant barriers to acceptance which need to be overcome

Effective explanation of complex and potentially distressing information to professionals,

patients, families and carers.

Makes operational judgments within a set of defined parameters, manages complexity, risk and conflicting views and reconciles inter and intra professional differences of opinion

Record accurate consultation data in patients records in accordance with the latest NMC guidance and other pertinent standards

Contribute to the identification and reporting of adverse events in line with practice and Health Board Policy using DATIX System

Contribute to reviews/investigations for adverse events including learning from complaints and adverse events

Monitor the effectiveness of own clinical practice through the quality assurance strategies such as the use of audit and peer review and contribute to performance via relevant Community Dashboards.

Maintain professional registration and work within the latest NMC Code of Professional Conduct

Participate in continuing professional development opportunities to ensure that up-to-date evidence-based knowledge and competence in all aspects of the role is maintained

Recognises limitations within own professional knowledge and practice, and seeks advice and support as appropriate from other multi-disciplinary colleagues and Community Management Team.

The post holders work autonomously without direct supervision, taking responsibility for clinical decisions, prescriptions and referrals. The post holders evaluate and assess holistically, dealing with varying crises of care- emotional, physical and psychological.

The post holders break bad news; discuss life expectancy, poor and terminal prognoses. All of these require a skilled approach and a high level of in depth, intense mental effort and attention. The post holders carry out intricate clinical interventions, pro actively engaging and participating in clinical care, actively engaging with people which require a sustained level of concentration.

Working effectively managing a caseload population that is in its nature complex and unpredictable, adjusting workload in order to respond in a timely manner being reactive and proactive.

Prioritise health problems and intervene appropriately to assist the patient in complex, urgent and emergency situations, including initiation of effective, urgent or emergency care

Communicate and explain complex and potentially distressing information to patients, families and carers, including terminally diagnosis and end of life planning

Frequently deal with difficult, often volatile complex family dynamics and situations, using tact and negotiating skills to deal with challenging, antagonistic and hostile behaviour.

## **Management and Leadership**

The role crosses the clinical boundary between nursing and medical care, often working to co-ordinate care across a broad range of clinical specialities and services, ensuring patients receive evidence based care. Using advanced diagnostic history taking skills to lead complex care and case management and make differential diagnosis.

The post holders coordinate multi professional patient case conferences, where a substantial amount of detailed planning is required. The post holders initiate and coordinate the plan formulated by the professional team. The post holders often coordinate a variety services outside of the Health Board e.g. care agencies, specialist services, social services to provide best care which involves a full holistic care plan, including funding and appropriate placements.

The post holders are often responsible for the transfer of care for patients who relocate within the UK or otherwise. This includes planning and organising, negotiating and liaising of financial and wider individual professional care, specialists, consultants etc.

The post holders provide informal clinical supervision and support for District Nurse Teams, CNSs and ANPs as required. This includes colleagues undertaking MSc Advanced Clinical Practice and Nurses undertaking Independent Prescribing modules. Furthermore, the post holders provide weekly teaching, clinical supervision, assessment and support to Frailty Nurses both in the clinical setting and as formal teaching sessions. The post holders are currently active in coordinating clinical updating for all level nurses, in association with CNS, making expertise available to DNs, CNSs and ANPs. For example, joint study sessions on cardiac/respiratory ANPCC and Heart Failure CNS, Parkinsons update and sessions on diabetes diagnosis, treatment and management ANPCCs.

The post holders provide specialist training for members of the broad Multi Disciplinary Team – including GPs, nursing colleagues (band 8a and below) physiotherapy, OTs and other professional colleagues.

Responsibility for instructing and updating colleagues in service provision and by involvement in three counties policy development

Participation in recruitment

Direct, lead and motivate staff to ensure a high standard of professionalism, efficiency and effectiveness in service delivery, ensuring that activities fully aligned with plans and strategies of HDUHB , whilst acting as a positive role model

As a member of the Community Nursing team works autonomously within the scope of the role to manage own patient caseload

Contribute to the community nursing service achieving its quality targets to sustain the high standards of patient care and service delivery

Participate in identification of community health needs and develop patient/family-centred strategies to address them

Builds and communicates therapeutic working relationships with a wide array of statutory and voluntary organisations for the benefit of patient care and facilitates good working relationships

Promote evidence-based practice through the use of the latest research-based guidelines and the development of practice-based research

Work with the multi-disciplinary team within the community, and across the wider Health Board/Cluster Group, to promote integrated and seamless pathways of care

Contribute to the development of new patient services and participate in initiatives to improve existing patient services

Keep up to date with pertinent health-related policy and work with the community nursing service to consider the impact and strategies for implementation

Act as an expert nursing resource within the community nursing service within the University Health Board. In partnership with other clinical teams, collaborating on improving the quality of health care responding to local and national policies and initiatives as appropriate

Demonstrate pro-active promotion of the role of the CCNP within the service, and externally to key stakeholders and agencies

Responsible for the safe use of equipment

Work closely with the Community Management Team to report in to systems for monitoring/measuring performance against Clinical Governance and Quality Indicator Dashboards.

Prioritise, organise and manage own workload in a manner that maintains and promotes quality

Participate in meetings, reporting progress as required

Participate in audits and service monitoring as required

Responsible for cost effective non-medical / independent prescribing.

The post holders independently and autonomously, without direct supervision manage those at risk of costly admission to hospital.

The post holders actively work with acute services to reduce the length of stay when admission is unavoidable and hence reduce costs, with innovative approaches such as the new midline policy development.

Significant reduction in contacts to emergency out of hours and secondary care services.

Use resources cost effectively, refer appropriately and efficiently, order equipment appropriately, considering budgets.

Plan appropriate and cost effective advanced care.

Plan and implement cost effective treatment choices.

## **Education**

To have substantial specialist knowledge of Chronic condition management and to provide professional advice for colleagues within clinical practice and education in the University Health Board including:

- Principles of teaching and learning
- Supporting others to develop knowledge and skills
- Promotion of learning/creation of learning environment
- Service user/carer teaching and information giving
- Developing service user/carer education materials
- Teaching, mentorship and coaching

Support the development of nursing staff to promote sustainability of the service.

Contribute to the education and training for existing staff, such as medical students, nursing students, Community nurses, Health Care Assistants, within community services.

Develops and delivers presentations to large groups eg local and national conferences, clinical meetings; empowers staff to develop presentation skills in order to promote good practice

Promote a learning environment for patients, nurses and other health professionals.

Educate patients and carers about health care and support choice; for example – self management techniques, xpert patient programmes, and supporting end of life choices.

Teach patients and carers to recognise subtle changes that may signal illness or a change in their chronic condition and subsequent management.

Be pro-active and responsible for own professional development as appropriate to role. Ensure an up to date portfolio is available, including requirements of revalidation.

## **Research**

Actively contributing to wider research and development agenda

Oral presentations demonstrating research and development in practice

Ability to access research/use information systems

Critical appraisal/evaluation skills

Involvement in research

Involvement in audit and service evaluation

Ability to implement research findings into practice – including use of and development of policies/protocols and guidelines.

Conference presentations

Publications

The post holder will have expert knowledge in their field and will be expected to participate in original research, including publication in peer reviewed journals, and be able to implement changes in practice. They must have excellent critical appraisal skills and be able to understand where research evidence may be credible and applicable within their own service area. They will also lead/participate on service evaluations and audits and be expected to provide expert advice and guidance to the University Health Board in planning and implementing service change and practice developments. This will include writing clinical and operational policies and procedures.

### **Autonomous Practice**

The post holders work with full autonomy, without direct supervision, managing patients with a broad range of complex co-morbidities.

The role covers a range of specialities, crossing clinical boundaries between nursing and medical care on a daily basis working in a role traditionally undertaken by GPs.

The post holders have freedom to exercise clinical judgement, without direct supervision for decisions and actions and are professionally held to account for them.

The post holders have the professional responsibility to initiate new treatments and care plans and are autonomous, without direct supervision in reviewing and amending those treatments as appropriate. The post holders make judgements which may involve highly complex facts or situations which includes the analysis, interpretation and comparison of a wide range of options in relation to the care and management of the patient, initiating treatments, prescribing medication and referring appropriately.

Use advance clinical skills and autonomous judgement to prescribe drug treatments for patients following interpretation of clinical findings through assessment, requested blood and investigations across several broad and varied clinical fields.

Autonomously, without direct supervision, carry out an expert clinical review of full medical history, assess patient's needs from a physiological, and psychological holistic perspective and plan clinical care accordingly

The post holders are often called upon to use their advanced skills to provide a differential diagnosis and lead the management and care for referrals made due to frequent admissions, as per referral criteria, with no identified cause.

Responsible for autonomous initiation of own investigations/diagnostics, including X-Rays and blood tests. Responsible for interpreting findings and take appropriate action to manage.

The post holders are involved in policy and service, for example devising COPD bundles for the King's Fund, supporting the implementation of COPD Tele-health, representation on development of new community documentation across the Health Board and also advising on University syllabus for MSc in Long Term Conditions. The post holders have also been guest lecturing for Swansea University.

The post holders have previously represented on meetings to introduce A.N.G.E.L, as well as developed Emergency Care Plans for regular users of Ambulance and Out of Hours Services which is under ongoing review with plans to roll out across the Health Board.

The post holders are strongly involved in development and initiation of innovative actions and are responsible for their implementation, many of which are embedded in practice and adopted for HDUHB policy.

The post holders are actively liaising with the lead for chronic conditions to participate and encourage with the management of chronic conditions at a strategic level.

Pro active in sourcing funding for service development.

Participate in policy and protocol development at a local and national level.

### **Critical Thinking**

Practising autonomously required “self-regulatory judgement that results in demonstrating the ability to interpret, analyse, evaluate and infer” (Mantzoukas et al, 207; 33).

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

### **High Levels of Decision Making and Problem Solving**

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

### **Patient Centred/Values Based Care**

At this level of practice, individuals are required to have a high level of awareness of their own values and beliefs.

Care is negotiated with service user/carers as an equal partner. ‘Working in a positive and constructive way with difference and diversity. Putting the values, views and understanding of individual service users and carers at the centre of everything we do.’

### **Improving Practice**

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

## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications and Knowledge</b>	<p>Registered Practitioner - NMC</p> <p>Relevant Masters Degree</p> <p>Non-Medical Prescriber, or requirement to undertake.</p> <p>For trainee role ONLY 60 Credits at Masters Level, to complete – Full masters degree Non-medical prescribing within 2 academic years of appointment.</p>	<p>Evidence of higher level of practice delvelopment within specialist area</p>	<p>NMCRegistration</p> <p>Certificates</p> <p>Portfolio</p>
<b>Experience</b>	<p>Extensive previous experience of working within specialty.</p> <p>Demonstrable experience of complex decision making.</p> <p>Leadership and management Experience.</p> <p>Significant experience where a degree of autonomous working has been required.</p> <p>Experience of multiprofessional working</p>	<p>People Management experience</p> <p>Teaching and education assessment experience</p>	<p>Application form</p> <p>Personal portfolio</p> <p>Interview</p>
<b>Aptitude and Abilities</b>	<p>Able to demonstrate situations where effective leadership and management skills have been used to improve care</p> <p>Be able to demonstrate tact and diplomacy when working with others</p> <p>Ability to delegate and prioritise work</p>	<p>Evidence of undertaking presentations to groups</p> <p>Mentorship/clinical supervision skills</p>	<p>Interview</p>

	<p>Ability to critically analyse research and apply to practice setting.</p> <p>Evidence of their own interest and contribution toward developing clinical practice.</p> <p>Ability to respond to and lead change</p> <p>Leadership and change management skills</p> <p>Effective communicator with patients, relatives and all members of the multi-disciplinary health care team involved in primary and secondary care.</p> <p>Ability to work in a calm and efficient manner in situations of extreme workload</p> <p>Self motivator</p> <p>Positive influencing skills</p> <p>Able to maintain confidentiality</p> <p>Caring attitude to patients and clients</p> <p>Shows respect to team members</p> <p>Professional attitude to work</p> <p>Able to work independently</p>		
<b>Circumstances</b>	<p>Able to travel between community patients in a timely manner</p> <p>Flexible approach to needs of the service</p>	Welsh speaker	<p>Application form</p> <p>Interview</p>

## **GENERIC STATEMENTS**

### **NHS CODE OF CONDUCT FOR MANAGERS**

\*\* For Managers only:

The post holder will be expected to adhere to the standards laid down in the NHS Code of Conduct for Managers and at all times act in a manner that reflects and promotes the values of the HB. The post holder must ensure all activity and service objectives are effectively met in compliance with HBs standing orders and SFIs, scheme of delegated authority and employment legislation.

### **REGISTERED HEALTH PROFESSIONAL**

\*\* For Registered Health Professionals only:

All staff who are members of a regulatory body must comply with standards of professional practice/conduct. It is the postholders responsibility to ensure they are both familiar with and adhere to these requirements.

### **HEALTHCARE SUPPORT WORKERS**

\*\* For Healthcare Support Workers only:

All healthcare support workers should be familiar with and must comply with the Code of Conduct for Healthcare Support Workers in Wales.

### **COMPETENCE**

The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs. The postholder is required to demonstrate on-going continuous professional development. At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The postholder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

### **TEAM BRIEF**

The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board. Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

### **RISK MANAGEMENT/HEALTH & SAFETY**

The postholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice. The postholder has the responsibility for monitoring the progress on action plans in relation to risk, health and safety. The postholder has the responsibility for the development of risk profiles and a risk register within their area of responsibility. The postholder has the responsibility for developing systems to monitor performance against agreed performance indicators.

### **HARRASSMENT & BULLYING**

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

## **RECORDS MANAGEMENT**

The postholder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines. The postholder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

## **FLEXIBILITY STATEMENT**

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

## **CONFIDENTIALITY**

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and /or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

## **EQUAL OPPORTUNITIES**

Hywel Dda University Health Board is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff, patients and others reflects their individual needs and that individuals or groups will not face discrimination, harassment or victimisation, or be treated less favourably on the basis of sex, pregnancy and maternity, gender reassignment, disability, race, age, sexual orientation, religion and belief, family circumstances including marriage and civil partnership. To this end, the UHB has an Equality and Diversity Policy and Equality Impact Assessment Policy and Procedure and it is for each employee to contribute to enacting these policies.

## **OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS**

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of the HB.

## **ENVIRONMENTAL**

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation, transportation emissions, water use and resource consumption, have a significant impact on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimize the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

## **SMOKE FREE POLICY**

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients\*, visitors and the public.

**\*Those patients staying in residential mental health units will be exempt under the Smoke-Free Premises (etc) Wales Regulations 2007.**

## **SAFEGUARDING ADULTS AND CHILDREN**

Every employee of the Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children. Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.
- Understand their own safeguarding responsibilities and what actions they may need to take.
- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistle-blowing
- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

## **INFECTION CONTROL**

"The document Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis". IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing, Health Board Infection Prevention & Control Policies and procedures; and best practice guidance in order to maintain high standards of Infection Prevention & control.

## **GENERAL**

The postholder needs to ensure they are familiar with their terms and conditions of service.