

JOB DESCRIPTION

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

This Job Description should be used for all Band 7 Advanced Practice Roles. A separate scope of practice (Appendix 1) should be developed to describe specifics of the role if required. All Advanced Practice Roles should be developed within the Hywel Dda Health Board's EAGLE Framework for Advanced Practice, and confirmed by Hywel Dda's Advanced Practice Scrutiny Panel, to ensure appropriate registration of the role and protection of title.

JOB DETAILS

Job Title: Advanced Practitioner – (insert area/specialty)
Pay Band: 7
Directorate: (insert directorate)
Department: (insert directorate)

ORGANISATIONAL ARRANGEMENTS

Managerial Accountable to: (Who is the manager of this post?)
Reports to: (Who does the post holder report to?)
Professionally Responsible to: (Who is professionally responsible for this post?)
Responsible For: (Who does this post manage?)

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, within a defined framework. Expected results are defined but the post holder will decide how they are best achieved and is guided by principles and broad occupational policies. 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 as 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)*

Collate 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 judgment and critical thinking/problem solving. *(FANMAHPPW p19)*.

Is a lead specialist in their field, with significant discretion to work within a set of defined parameters, guided by principles and broad occupational policies. *(A4C Guidance)*

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

Decides how expected results are best achieved and is guided by principles and broad occupational policies or regulations and guidance provided by peers or external reference points. *(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)*

Identify 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)* within set parameters *(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. *(Research Pillar - FANMAHPPW p18)*

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

Responsible for the safe use of equipment.

Authorised signatory for small payments as delegated.

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 adviser 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 PDR process 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, assessment. *(A4C guidance)*

Carries out independent learning required for continuing professional development and maintains a personal 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

(Delete the following if not applicable)

Line manager and be responsible for ensuring an effective system of performance management, including PDR 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 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. *(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)*

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 APF p19)

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.

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

Analyse research reports and simple statistics.

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

Dealing with patients with learning disabilities; mental capacity issues.

Dealing with bodily fluid; foul smells.

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

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

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and Knowledge	<p>Registered Practitioner (eg NMC/HPC)</p> <p>Relevant Masters Degree, or evidence of masters level education and equivalent experience.</p> <p>Willingness to undertake further masters level education</p>	<p>Evidence of higher level of practice development within specialist area</p>	<ul style="list-style-type: none"> • NMC/HPC Registration Certificates • Portfolio
Experience	<p>Extensive previous experience of working within (insert specialty area).</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 multi-professional working</p>	<p>People management experience</p> <p>Teaching and education assessment experience</p>	<ul style="list-style-type: none"> • Application form, Personal portfolio and interview.
Aptitude and Abilities	<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>Ability to critically analyse research and</p>	<p>Evidence of undertaking presentations to groups</p> <p>Mentorship/clinical supervision skills</p>	<ul style="list-style-type: none"> • Interview

	<p>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>		
Circumstances	<p>Able to travel</p> <p>Able to work hours flexibly</p>	Welsh Speaker	<ul style="list-style-type: none"> • Application form and interview

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

It is the aim of the Hywel Dda HB to ensure that no job applicant or employee receives less favourable treatment on grounds of gender, religion, race, colour, sexual orientation, nationality, ethnic or national origins or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, the HB has an Equal Opportunities Policy and it is for each employee to contribute to its success.

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,