

# Advanced Clinical Practitioner in Frailty - 8a

## Frailty Assessment Unit

JOB DESCRIPTION AND PERSON SPECIFICATION



# 1. About the Trust

## Our organisation

The Hillingdon Hospitals NHS Foundation Trust is the only acute hospital in the London Borough of Hillingdon and offers a wide range of services including accident and emergency, inpatient care, day surgery, outpatient clinics and maternity services. The Trust’s services at Mount Vernon Hospital include routine day surgery, delivered at a modern treatment centre, a minor injuries unit and outpatient clinics.



The safety and well-being of our patients and of our staff is paramount and we are making urgent improvements to address this – particularly in infection prevention and control. We are making progress and going forward by working in partnership with local GPs, charities, community services, academic partners, our local authority, neighbouring hospitals and the wider North West London Integrated care system, and ensuring that we listen and work in partnership with our local population. We are absolutely focused on ensuring that our hospitals provide high quality, safe and compassionate care, while drive forward the building of the new Hillingdon Hospital.

We have over 3,500 members of staff that are proud to care for nearly half a million people, with a vision to be an outstanding provider of healthcare through leading health and academic partnerships, transforming services, to provide the best care where needed.

Our staff are real superstars; how they have responded to the challenge of the COVID-19 pandemic was amazing and reflects our values - which guide our decisions, our teamwork, how we support our people and how we deliver our patient care. The values form the mnemonic CARES:

Communication

Attitude

Responsibility

Equity

Safety



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Our patients are at the heart of everything we do and our mission is to provide high quality, safe and compassionate care, improving the health and wellbeing of all the people we serve. In addition to our Estates, Clinical, Workforce, Digital, Communications and Engagement strategies, our strategic objectives this year are focused on Quality, Workforce, Performance, Money, Well-Led and Partnership Working.

## 2. Role profile: Job description & Person specification

<b>Job title</b>	Advanced Clinical Practitioner in Frailty
<b>Salary scale</b>	
<b>Division</b>	Unplanned care
<b>Responsible to</b>	Clinical Lead for Frailty Assessment Unit
<b>Accountable to</b>	Divisional Director of Nursing
<b>Type of contract</b>	Permanent
<b>Hours per week</b>	18.75
<b>Location</b>	Frailty Assessment Unit

### Job summary

This is an exciting chance to be a part of our new multidisciplinary Frailty Assessment Unit (FAU). Our new unit provides an alternative pathway for older adults with frailty who present to hospital in an emergency. It is co-located with our Emergency Department. The unit accepts direct referrals from the community, London Ambulance Service and our Emergency Department.

The post holder will work as a part of a multidisciplinary team, which will comprise:

- 4 Frailty Advanced Clinical Practitioners (ACPs) or trainee ACPs
- 3 Frailty consultants
- 2 Frailty specialist nurses
- 1 Patient Flow coordinator
- A team of Occupational Therapists and Physiotherapists

The post holder will independently assess, investigate, diagnose, treat and manage older adults with a Clinical Frailty Scale (CFS) of 4+ presenting with a frailty crisis, or 5+ with a frailty crisis or an alternative suitable condition. They will work closely with the team to reduce unnecessary hospital admissions and length of stay for patients who require admission. The post holder will be responsible for delivering the highest level of quality patient centered care.

The post holder will be an integral part of developing this new role and service and would be well suited to a dynamic individual who has experience in change management with excellent communication and people skills.

The post holder will work in accordance with the Trust Framework for Advanced Practice. The post holder is expected to:

- Work autonomously as an Advanced Clinical Practitioner within the Frailty Assessment Unit to provide a high level of expertise to ensure patient-centred clinical care.
- Exercise advanced clinical reasoning, judgement, discretion and decision making whilst undertaking the skills of identification, assessment, examination and

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interpretation of investigations to provide a diagnosis and formulate timely treatment and management plans within an agreed scope of practice.

- To be competent in assessment and management of patients with frailty who present with a range of illnesses.
- Exercise advanced communication skills to patients, relatives and the wider multidisciplinary team, both in hospital and in the community.
- Proactively support the development of the Frailty ACP role supporting older people with frailty positively impacting on unnecessary hospital admissions, length of stay and the quality of patient care.
- Provide clinical expertise for developing and enhancing the service, including developing new pathways of care for older adults with frailty by working collaboratively with the multidisciplinary team.
- Co-ordinate the safe discharge of patients from the Frailty Assessment Unit and the Emergency Department taking a lead in areas of complexity.
- Provide onwards referrals for patients as required i.e., community support via community Rapid Response Team, follow up in RACE (Rapid Access Clinic for the Elderly) etc.
- Support integration of the Frailty Assessment Unit with the Emergency Department for seamless joined up care for patients.
- Monitor and lead improvements to standards of care through supervision of practice, clinical audit, evidence-based practice, teaching and supporting professional colleagues and the provision of skilled professional leadership.
- Contribute to clinical governance within the service by leading audit and research as part of the MDT within the area of expertise.
- Provide daily leadership and support to all levels of staff across Urgent and Emergency Care.
- Ensure high quality patient care is delivered and take appropriate action as required.
- Provide health education and advice.
- Participate in the delivery and organisation of formal and informal teaching and staff development.
- Successful completion of the Advanced Practitioner Pathway at MSc level.
- Ensure that the environment is maintained at CQC standards, taking appropriate action to rectify any inadequacies.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect the requirements of the Data Protection Act 1998.

- Adherence to Trust policies and procedures e.g., Health and Safety at Work, Equal Opportunities and No Smoking.
- Work collaboratively with the Clinical Site Team to maintain patient safety and flow on a daily basis.

### **Main Tasks and Responsibilities**

- To be professionally and legally responsible and accountable for all aspects of own work including the management of patients in your care and to ensure a high standard of clinical care for patients under your management including those of other staff, by providing expert care for a complex patient caseload.
- To receive referrals from and make referrals to consultants and other healthcare professionals, review the patient and act, accordingly, thereby reducing length of waiting time for patients requiring intervention.
- According to current legislation to undertake independent prescribing and appropriate use of the administration of medicine using Patient Group Directions (PGD's).
- Promote, monitor, and maintain best practice in health, safety, and security.
- Plan, deliver and evaluate interventions and/or treatments when there are complex issues and/or serious illnesses.
- Ensure interventions are undertaken in line with best practice.
- Prepare accurate and concise verbal and written reports.
- Ensure that patient experience is at the core of service delivery through implementation and continued monitoring of CQC standards and FFT's.
- Provide a visible clinical profile and offer both advisory and clinical input into patient care as directed by the Clinical Lead.
- Undertake assessment in accordance with evidence-based practice, legislation policies and procedures, e.g., taking a patient history, physical examinations, obtaining X-Rays and requesting diagnostic investigations within scope of practice.
- Develop and record a treatment plan consistent with the outcome of assessment.

### **Communication and Partnership Working**

#### **Communication**

- To assess capacity and obtain valid informed consent. To have the ability to work within a legal framework with patients who lack capacity to consent to treatment.
- Take a proactive role in producing accurate and complete records of activities and communications consistent with legislation, policies, and procedures.
- Provides feedback to co-workers on their communication at appropriate times.

- Explores complex issues and to make complex decisions encouraging the effective participation of all involved.
- To be able to communicate with all staff across Urgent and Emergency Care pathway, externals to the department, Trust, with external organisations and with the general public.
- Empathetic and reassuring when communicating highly sensitive condition related information and advice to patients, relatives, and carers.
- Competently receive highly sensitive information concerning patients' medical condition.
- Responsible for disseminating Trust policies and information as required.
- Effectively and appropriately manage patients, relatives and carers who may be experiencing stressful situations and are unable to communicate effectively.
- Identifies and manages challenging behaviour appropriately.
- Uses a range of skills to adapt the delivery of information through changing the environment, methods of communication or delivery of content using persuasive, reassuring skills as required e.g., communicating sensitive sometimes distressing information, special needs, dealing with anxious relatives/carers.
- The post holder must be skilled in communicating with a range of people on a daily basis some of whom may have communication barriers.

## **Governance, Quality and Performance**

### **Quality**

- To act as a role model ensuring own actions promote quality and identify and manage any risks.
- Provide representation on Trust committees and meetings as required.
- Actively participate in and represent the Trust in Regional networks.
- To participate in all relevant team, staff, departmental and organisational meetings.
- Demonstrates knowledge and understanding of the Trust's programme of audit and leads as appropriate in the quality audit cycle.
- To undertake the measurement and evaluation of your work and current practices through evidence-based practice projects, audit and outcome measures and lead other staff, making recommendation for and to lead necessary change.
- Ensures documentation is accurate, current and monitors and promotes high standards of documentation within the team.

- As an expert practitioner evaluates the quality of patient care and ensures that the results of evaluation are used to sustain or improve quality of patient care.
- Assist in the investigation of complaints and incidents ensuring appropriate action is taken and action plans are implemented.
- Participates in the development of evidence-based practice and ensures that clinical practice is based on the latest available clinical evidence to optimise patient care delivery.
- Actively manage patient flow across the Urgent and Emergency Care pathway to achieve key performance indicators for patient care.
- Identify and manage risks to ensure self and others adopt a risk managed environment.
- To inform and influence clinical governance issues.
- Assess and monitor the quality of work in own area.

#### **Policy Development**

- Contribute to the development of policies, procedures and guidelines and ensure these are regularly updated.
- Develops guidelines and disseminates to the appropriate staff to ensure quality of patient care is constantly improved.
- Alert others to new developments and lead them in understanding how their practice should change to improve quality.
- To keep updated with developments within own area of speciality, disseminate information and ensure that practice is based on best available evidence.

#### **Leadership, Culture and Values and People**

##### **People Management**

- Empower team members to enhance patient care and future succession planning within the team structure.
- Act as a role model to all staff.
- Provides clinical supervision for designated practitioners demonstrating advanced clinical knowledge, judgement, and decision-making.
- Identifies, reports, and addresses poor performance issues.
- Diffuses challenging behaviour, ensuring that the situation is managed in a sensitive and professional manner.

## Human Resources

- Provide clear feedback to team members in a way that is conducive to maintaining and improving performance. Where performance is poor, take necessary steps to effectively manage the individual with support from Human Resources (HR).
- Acts as a resource within the team to provide and ensure senior support.
- Leads with the recruitment and selection of staff.
- Prioritises and reviews activities to respond to changing circumstances within the Urgent and Emergency Care setting.
- Demonstrates effective management of all resources including staffing, supplies, budget etc.
- Takes responsibility for the organisation for managing individual patient load and overseeing the rest of the team's patient load.

## Learning and Development

- To identify own development needs and set own personal objectives in discussion with his/her reviewer abreast of any new trends and developments and incorporate them into necessary work.
- Contributes to the development of others, enabling them to develop, apply their knowledge and skills in practice and provide any timely feedback.
- To take responsibility for own personal development and maintain own PDP.
- Attend STAM Training and achieve 100% compliance whilst making effective use of learning opportunities whilst contributing to developing the workplace as a learning environment.
- With the support of the Divisional Director of Nursing for Acute Medicine and Governance and through the Trust's PDR process, development of an individualised plan identifying clear educational and professional development needs.
- Encourages de-briefing sessions, reflective practice and action learning for staff and self.
- To be involved in the appraisal process and Trust Development Programmes.
- Leadership role in Frailty education across the multiprofessional team.
- Takes shared responsibility for the delivery of training and development programmes for the multi- disciplinary team.
- Supports the coordination of staff induction, ensuring their skills are adequate to meet the needs of the patients and carers and multi-disciplinary team.



## Financial Health

### Management

- Act as a responsible custodian for equipment used in carrying out clinical duties and to adhere to departmental policy, including competence to use equipment and to ensure the safe use of equipment by others through teaching, training, and supervision of practice.

### Additional Information

- Ensure safe and consistent assessment of patients on admission or attendance.
- Adhere to Trust policies and procedures e.g., Health and Safety at Work, Equal Opportunities and No Smoking.
- This job description is not exhaustive and does not cover all aspects of the jobholder's duties but is a guide to the main areas of responsibility.

### Confidentiality

The post holder is required not to disclose such information, particularly that relating to patients and staff. All employees are subject to the Data Protection Act 1998 and must not only maintain strict confidentiality in respect of patient and staff records, but the accuracy and integrity of the information contained within. The post holder must not at any time use personal data held by the Trust for any unauthorised purpose or disclosure such as data to a third party. The post holder must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the Trusts, unless expressly authorised to do so by the Trust.

### Health and Safety

The post holder must co-operate with management in discharging responsibilities under the Health and Safety at Work Act 1974 and take reasonable care for his or her own health and safety, and that of others. The post holder must also ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees, and visitors.

### Equal Opportunities

The post holder is always required to carry out responsibilities with due regard to the Trust's Equal Opportunities Policy and to ensure that staff receive equal treatment throughout their employment with the Trust.

### Risk Management

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to, co-operate with any investigation undertaken.

### Conflict of Interests

The post holder may not without the consent of the Trust engage in any outside employment and in accordance with the Trust's Conflict of Interest Policy and must declare to their manager all private interests, which could potentially result in personal gain because of their

employment position in the Trust. Interests that might appear to be in conflict should also be declared.

In addition, the NHS Code of Conduct and Standards of Business conduct for NHS Staff (HSG 93/5) requires post holders to declare all situations where they or a close relative or associate has a controlling interest in a business (such as a private company, public organisation, or other NHS voluntary organisation), or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. The post holder must therefore register such interests with the Trust, either on appointment or subsequently whenever such interests are gained. The post holder should not engage in such interests without the written consent of the Trust, which will not be unreasonably withheld. It is the post holders responsibility to ensure that they are not placed in a position, which may give rise to a conflict between their private patient's interest and their NHS duties.

### **Infection Control**

It is the responsibility of all staff to recognise their role in maintaining a safe environment for patients, visitors, and staff to minimise the risk of avoidable Healthcare Associated Infection. Employees are responsible for ensuring that they are fully aware of the Trust's Infection Prevention and Control policies and the post holder will undertake infection control training on an annual basis.

### **Code of Conduct for Professional Group**

All staff are required to work in accordance with their professional group's code of conduct (e.g., NMC, GMC, HCPC, GPC, DoH Code of Conduct for Senior Managers).

This post has substantial access to children under the provision of Joint Circular No: HC (88)9, HOC 8/88, WHC (88)10. Therefore, any offer of employment will be subject to a satisfactory Criminal Records Bureaux check having been completed.

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

## Person specification

<b>Job title</b>	ACP Frailty
<b>Salary scale</b>	8a
<b>Division</b>	UPC

Evidence for suitability in the role will be measured via a mixture of application form, testing and interview.

Essential: E Desirable: D

<b>Education and Qualifications</b>	
<b>Professional registration with NMC / HCPC / GPC</b> <b>Master's Level Qualification in Advanced Practice</b> <b>Prescribing Qualification or meet criteria to undertake within 6 months of appointment</b> <b>Evidence of relevant, recent study continuing education</b>	E
<b>Management and Leadership qualification</b> <b>IR(ME)R Training</b> <b>ALS / APLS</b> <b>Recognised teaching qualification or mentorship (ENB 998 or equivalent)</b>	E
<b>Experience</b>	
<b>Extensive demonstrable experience in Frailty</b> <b>Awareness of local and national health policy</b> <b>Experience of implementing evidence-based practise</b> <b>Experience of participation in clinical audit</b>	E
<b>Information technology skills</b> <b>Experience of clinical governance</b> <b>Experience of research activity</b> <b>Experience of Service Improvement / Quality Improvement / Practice Development</b> <b>Experience of developing evidence-based protocols and clinical guidelines</b> <b>Basic knowledge of financial management</b>	D
<b>Skills, knowledge and abilities</b>	
<b>Excellent clinical and practical skills as an autonomous practitioner</b> <b>Extended skills practical skills beyond that normally expected of a Registered Professional</b> <b>Advanced diagnostic skills and ability to request and independently interpret a plethora of diagnostic tests</b> <b>Utilise advanced knowledge and judgment to effectively prescribe medications</b> <b>Evidence of management ability and leadership qualities</b>	E

**Ability to organise own time and that of others to ensure the skill mix is adequate and to re-organise as workload demands to ensure the smooth, safe running of the unit**  
**Evidence of ability to work autonomously within a variety of clinical situations**  
**Ability to recognise and analyse complex situations and take appropriate action**  
**Ability to communicate effectively both written and verbally**  
**Ability to communicate with all members of the MDT at any level**  
**Ability to communicate with patient in an empathetic manner regarding their treatment and procedures including high risk procedures**

**Personal qualities**

**Ability to communicate with staff at all levels**  
**Ability to communicate with multi-disciplinary team and external agencies**  
**High level of personal motivation**  
**Ability to challenge peers and other members of the multi-disciplinary teams practice to the benefit of patients and carer.**  
**Flexibility of work pattern – willing to work unsocial hours (evenings & weekends) as required**

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### 3. Advertisement

#### Advanced Clinical Practitioner in Frailty (0.5WTE)

8a

#### The Hillingdon Hospitals NHS Foundation Trust

We have over 3,500 members of staff that are proud to care for nearly half a million people across the Borough of Hillingdon, with a vision to be an outstanding provider of healthcare - our mission is to provide high quality, safe and compassionate care, improving the health and wellbeing of the people we serve.

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The post holder will be an integral part of developing this new role and service and would be well suited to a dynamic individual who has experience in change management with excellent communication and people skills.

**For further information please contact Dr Anna Jones, Clinical Specialty Lead for Elderly Medicine and Frailty Assessment Unit Lead at [anna.jones14@nhs.net](mailto:anna.jones14@nhs.net) or phone 01895 279 667.**

The closing date for applications is [enter closing date] with interviews taking place [enter date of interviews].