

JOB DESCRIPTION

Job Title:	Emergency Care Advanced Clinical Practitioner (EC ACP)
Band	Band 8a
Care Group	Medical Care Group
Directorate:	Urgent and Emergency Care
Department:	Emergency Department
Location:	Emergency Department
Accountable to:	Nurse Consultant
Accountable for:	
Main Purpose	<p>The Emergency Care ACP will develop the skills in which to undertake the following actions:</p> <ul style="list-style-type: none"> • Able to look after patients with a wide range of pathologies from the life-threatening to the self-limiting. • They can identify the critically ill and injured, providing safe and effective immediate care. • They have expertise in resuscitation and are skilled in the practical procedures needed. • They establish the diagnosis and differential diagnosis rapidly and initiate or plan for definitive care. • They work with all the in-patient and supporting specialties as well as primary care and pre-hospital services. • They can correctly identify who needs admission and who can be safely discharged. <p>The standard of practice is at the level of the ST3 trainee in Emergency Medicine or above. The scope of practice is defined in the RCEM curriculum and essentially mirrors the Medical ACCS plus EM curriculum.</p>

General Duties

The post holder will have successfully completed RCEM credentialing.

The post holder will undertake the following within all areas of the ED:

- Use their expert knowledge and complex decision-making skills in unpredictable

situations and making a differential diagnosis.

- Complete a full system physical examination
- Take a systematic patient history
- Screen patients for early signs of disease and risk factors
- Carry out where appropriate a range of invasive and non-invasive diagnostic and therapeutic procedures to agreed levels of competence
- Order a range of diagnostic's tests and procedures
- Make diagnostic decisions based on pathology or imaging results
- Initiate prescribed treatments and medication,
- Devise an individual care plan that includes all aspects of multidisciplinary care
- Refer to other health professionals as appropriate
- Discharge patients from hospital / service or arrange for their transfer of care to another health care setting

Communication and Working Relationship Skills

Co-ordinate the care of patients throughout the care pathway with the multidisciplinary team and clinical services to ensure the effective management of this group of patients.

Using highly developed communication skills enable the maintenance of a high-quality service within a complex and challenging environment with often, conflicting priorities. Maintain effective communication with the multidisciplinary team both within defined team / service and with other departments and teams.

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

Develop skills which support the ability to communicate complex and sometimes contentious information in a manner that is understandable and likely to achieve engagement.

Document clearly all aspects of physical and psychological assessment, diagnosis and management plans clearly and present the findings to Specialist Registrar or Consultant.

Use the SBAR tool to communicate clinical concerns to the senior medical staff in the event that a patient is found to be critically unwell or deteriorating clinically.

Participate in multidisciplinary team meetings, ward rounds, patient reviews and referrals from other specialities, outpatient clinics and reviews and undertake speciality reviews where this is a requirement of the service.

Analytical and Judgemental Skills

Assist the clinical and nursing teams, at all levels in the assessment and prioritisation of patient's pathway.

Use up to date knowledge and evidence to assess, plan, deliver and evaluated care and treatment to patients, communicate findings, influence changes and promote best practice.

Make person centred, evidence based judgments in partnership with others involved in the care process to ensure high quality care.

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

Assess own learning needs at an advanced level and beyond and undertake learning as appropriate.

Planning and Organisational Skills

Achieve and maintain a range of core and speciality clinical skills and competence specific to the post / department and service need including equipment training to enable the practitioner to undertake diagnostic and therapeutic procedures including the facilitation of efficient urgent care in the context of acute illness or sudden deterioration.

The group manager, clinical service lead and Matron will agree, update and approve a list of core clinical skills and competencies which are a requirement of the service. Practitioners will undertake practice in accordance with Trust expanded practice protocols associated with the named skills and competencies.

Responsibility for Patient/Client Care, Treatment and Therapy

Take a clear and concise history from patients by assessing their health and wellbeing; complete documentation (paper and electronic systems) ensuring all entries are accurate, legible timely and in accordance with Trust standards.

Recognise significant observations made during patient assessment and use them to develop and initiate care and treatment recommendations and devise plans of care.

Interpret and utilise data and clinical findings including patient physiological observations to proactively develop treatment plans for patients requiring urgent intervention including fluid resuscitation, oxygen therapy, antibiotics or other urgent treatment.

Use advanced clinical assessment skills to autonomously manage patients with complex needs presenting with an undifferentiated diagnosis to ensure that optimum physical and psychological care needs are met.

Initiate/ request and interpret relevant investigations such as X-ray, Ultrasound, ECG and blood tests to enable timely diagnosis and facilitate early decision making.

Prescribe, administer and review medication, appropriate to patient needs in the context of acute and chronic illness, taking into account any treatment given previously for pre-existing medical conditions, providing information and advice to patients on prescribed medication regimens, side-effects and interactions.

Work according to agreed rotas and where required by the service participates in on call duties taking steps to ensure that the medical on call team are supported.

Undertake intra and inter hospital transfer of patients where requested by the shift supervisor / named Consultant.

Provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning.

Act as a strong advocate for excellent patient care, establish and maintain effective relationships with clinical and managerial leaders providing perspective to ensure operational delivery is patient centred

Be aware of and take appropriate action in regard of deteriorating patients, clinical emergencies, cardiac arrest, fire and major incident.

Responsibility for Policy / Service Development

Critically evaluate and review innovations and developments that are relevant to the area of work.

Demonstrate continual evaluation of practice within the defined specialist area, making agreed changes where appropriate.

Take part in with others on the strategic review of the service, participate/ lead on action planning identified areas for improvement.

Facilitate changes in service delivery in accordance with evidence based standards and policies ensuring the pathway is seamless and of a high quality. Lead programmes of work as required.

Work with Consultants, Group Managers and Clinical Service Leads to ensure sufficient staff of appropriate ability, quality and skill-mix are available to meet current and future service delivery.

Contribute to specific services or projects as agreed with the team

Responsibility for Finance, Equipment and Other Resources

Participate in being cost effective in the delivery of high quality care.

Ensure correct utilisation of resources by minimising waste and unnecessary opening of stock.

Responsibility for Human Resources, e.g. Supervision, Training, HR Advice and Management

Where required use / participate in the use of a structured framework (e.g. root-cause analysis) to manage, review and identify learning from patient complaints, clinical incidents and near-miss events

Will contribute to department and care group objectives, acting within local, Trust and statutory guidelines and policies at all times

Support the service to prepare, plan and meet external and internal inspection criteria, ensuring quality and performance monitoring processes are fully implemented within the functions of the role, and action is taken to maintain and improve quality and performance standards in all areas.

Support trainee Advanced Practitioners in delivering high quality and effective care Actively

demonstrate commitment to clinical supervision ensuring sound reflective and facilitation skills.

Monitor the performance of individual trainee Advanced Practitioners and identify and implement actions in the event of standards not being achieved. Share knowledge and expertise related to clinical and professional practice within and outside the organisation.

Encourage others to make realistic self-assessment of their application of knowledge and skills, challenging any complacency or actions that are not in the interest of the public and/or users of services

Contribute to the development of local guidelines, protocols, clinical pathways and standards

Contribute to the development and delivery of formal and informal teaching sessions.

Responsibility for Information Resources and Administrative Duties

To act as a role model and be recognised an expert by colleagues by demonstrating and sharing skills and knowledge to enhance patient care. Provide advice on Health Advising issues in relation to clinical interventions, policies, protocols and service development.

Ensure awareness of sources of support and guidance (e.g. PALS) and provide information in an acceptable format to all patients, recognising any difficulties and referring where appropriate

Attend forums internally, externally and meetings and disseminate information.

Responsibility for Research and Development

Act as an advocate for patients ensuring a patient focused approach to care delivery. Recognise and act to avoid situations that may be detrimental to the health and well-being of patients. Promote and deliver evidence-based care for patients presenting to the service

Ensure Practice is evidence based, is undertaken in accordance with Trust standards of practice, clinical competence using Trust Policies, procedures and guidelines to support decision making.

Deliver care according to local and national guidelines ensure delivery of evidence-based care.

Participate in the continuous evaluation and auditing of the practice of self and others selecting and applying a broad range of evaluation approaches and methods.

Ensure all audit activity is registered within the clinical compliance and audit framework of the Trust.

Analyse data and use this to support for service development; facilitate new ways of working

Critically appraise the outcomes of relevant research, evaluations and audits and apply them to improve practice.

Alert individuals and organisations to gaps in evidence and/or practice

Contribute to local, regional or national audit/research and present findings

Identify areas for research, sources of funding and contribute to research projects.

Freedom to Act

The post holder is wholly accountable for his / her practice in line with the professional standards and codes of conduct by which they are regulated within the UK.

Be able to challenge clinical decisions in the best interest of patients.

Report and raise concerns about Safeguarding, accessing advice and support at the point of need.

Be conversant with Trust policies, procedures and systems for safeguarding including the assessment of Mental Capacity, the process for consideration requests for Deprivation of Liberty Safeguards (DOLS) and application of the principles of Prevent (counter terrorism awareness).

Mental, Physical, and Emotional Effort

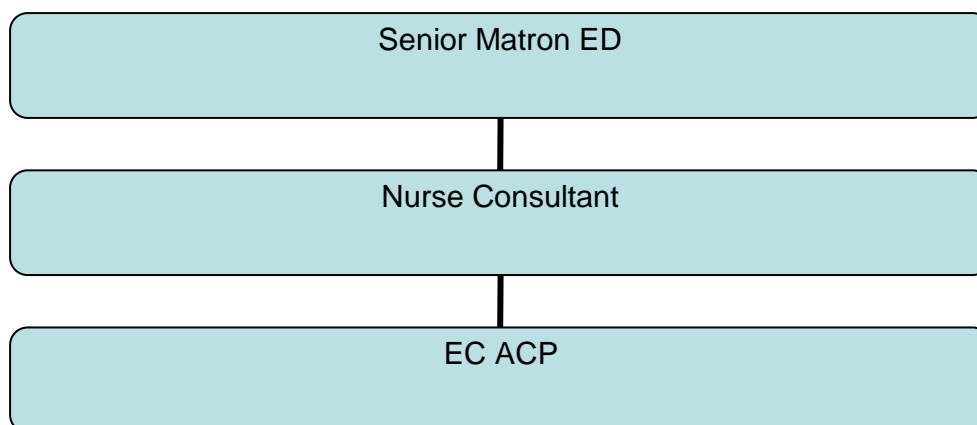
Ability to work well under pressure

Ability to manage time and workload effectively and to work in a high pressure environment

Any Other Specific Tasks Required

Willing to undertake and successfully complete 3 year RCEM Credentialing process and its requisite tasks in order to progress to Band 8a.

Organisational Structure of Department



Transforming our Hospital Services in Dorset

This is a very exciting time to join our hospitals in Dorset. We are in line to receive a significant national investment of £147 million to help transform our services and redevelop Poole Hospital and the Royal Bournemouth and Christchurch Hospitals, now merged as University Hospitals Dorset. We have been able to access these national funds because we have such a good plan in Dorset.

Our vision is to join up our services so they can be delivered in a more integrated way. We have a great opportunity together to improve outcomes for patients, make better use of all our resources, and ensure our services can be provided on a sustainable basis.

For developing our workforce, the aim is to establish modern, well-equipped centres of excellence with sustainable roles for staff, standardisation of education and training so that we can attract and retain skilled clinical and non-clinical staff to Dorset. This is a great opportunity for you to be part of the transformation as our two hospital trusts also merge.

CONDITIONS OF SERVICE

As laid down by the University Hospitals Dorset NHS Foundation Trust.

Smoking

The Trust has a responsibility to provide a safe and healthy environment for everyone who is working, visiting or living on hospital premises. Smoking is NOT allowed on site except for within the designated smoking areas and shelters for staff and patients.

The Trust will not tolerate smoking in undesignated areas and there is a zero tolerance approach to all staff who continue to do so. We will continue to provide support to staff, patients and visitors who want to give up smoking.

In the interests of promoting responsible healthcare all staff should refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place.

Data Protection

All staff are required to comply with the Data Protection Act and the Trust's Data Protection Policy. Staff are responsible for ensuring that any personal data which they hold is kept securely; that personal information is not disclosed either orally or in writing to any unauthorised third party; that personal data is only accessed where there is a legitimate business need and only where such processing is consistent with the purposes for which the data was collected.

Equality and Diversity

The Trust is positively committed to the promotion and management of diversity and equality of opportunity. Equality and diversity is related to the actions and responsibilities of everyone – users of services including patients, clients and carers; work colleagues; employees; people in other organisations; the public in general.

All employees have a responsibility to ensure that they act in ways that support equality and value diversity and must comply with the responsibilities placed upon them by employment legislation and the equality duties.

Health and Safety at Work

Everybody within the Trust has a legal responsibility for the health, safety and welfare of themselves and others at work. These duties are set out within the Health and Safety at Work etc. Act (HASAWA) 1974, the Management of Health and Safety at Work Regulations (MHSAWR) 1999, and in other relevant regulations and guidance notes.

All Staff

In accordance with HASAWA and the Trust Health & Safety policy, all staff have legal responsibilities;

- to take reasonable care for themselves and others that may be affected by their acts/ omissions
- to co-operate with their manager/ supervisor to enable them to carry out their legal duties e.g.
 - shall report all hazards and defects to their line manager/ supervisor
 - shall report all accidents, incidents, near-miss events to their manager/ supervisor and via an adverse incident report (AIR) form (Trust policy)
- to use all work equipment, materials and substances in accordance with any training and instruction provided (e.g. medical devices, chemicals, mechanical aids, machinery, plants, vehicles, and personal protective equipment)
- to ensure they attend all annual mandatory training and attend health and safety training as required for the post.
- to comply with trust and department health, safety & risk policies and procedures
- not to interfere with or misuse anything provided to secure health and safety .e.g. wedge fire doors open, remove first aid equipment, break locks off systems

All Managers/ Heads of Department and Clinical Leaders

In accordance with the Trust's Risk Assessment policy and Risk management strategy, all managers/heads of department and Clinical Leaders are responsible for ensuring that they and their staff, comply with all Trust and department health and safety policies and procedures.

Safeguarding

The University Hospitals Dorset NHS Foundation Trust is fully committed to safeguarding the welfare of all children and young people, and vulnerable adults by taking all reasonable steps to protect them from harm. All staff will receive appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out.

Infection prevention and control

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with Infection Prevention and Control Policies.

The Health Act 2008 establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections. It sets out criteria by which NHS managers ensure that patients are cared for in a clean environment, with a safe water supply, where the risk of Healthcare Associated Infections (HCAI) is kept as low as possible.

Managers, Heads of departments and Clinical Leaders are responsible for ensuring that:

- The necessary equipment and mechanisms are in place to support infection prevention

- health care workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCAI

Carbon sustainability

The Trust is committed to continual improvement in minimising the impact of it’s activities on the environment and expects all members of staff to play their part in achieving this goal and in particular to work towards a 28% reduction in carbon emissions by the end of 2020/21 (based on a 2013 baseline).

DBS/Disclosure and Barring Service (CRB)

As part of our recruitment procedure this post will be subject to a Criminal Record Disclosure. A Disclosure is a document containing information held by the police and government departments. Disclosures provide details of a person’s criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer. Where the position involves working with children, Disclosures will also contain details from lists held by the Department of Health and Social Care and the Department for Education and Skills (DfE) of those considered unsuitable for this type of work.

This post is subject to the policies, procedures and rules approved by the Trust and as varied from time to time. All staff are required to familiarise themselves with, and comply with the Trust’s policies, procedures, rules or statements of practice. These can be accessed through the Intranet, your Department Manager, or through Human Resources.

Job Description Agreement

All job descriptions which are developed for job matching purposes must be signed by both the line manager and the staff member and the effective date of when the role changed entered. Please see re-grading and job evaluation policy.

Any job descriptions amended or updated through the results of a personal review should also be signed and dated by both the line manager and staff member and a copy retained on the personal file.

Signed..... Date.....Manager

Signed.....Date.....Employee

Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description will be reviewed in conjunction with the post holder on an annual basis at appraisal.