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## ADVANCED CLINICAL PRACTITIONER (ACP) PERSON SPECIFICATION & JOB DESCRIPTION

### ACP GENERAL PRACTICE SPECIALIST ASSOCIATE (GPSA) JOB SUMMARY

The ACP GPSA will act autonomously within their professional scope of practice through the delivery of bespoke clinical advice to the clients of General Practice Solutions (GPS). Depending on the GPS services commissioned, ACP GPSAs will also be required to care for the patients face to face, via the telephone consultations and/or undertake video consults.

The ACP GPSA will use their skills, knowledge, and competencies as a qualified ACP to be responsible and accountable for mentoring GPS clients on the management of service user case-loads for treatments, referral, admission, and discharge. The ACP GPSA may also be required to simultaneously apply the same standards for the direct care of service users depending on the GPS services commissioned.

The ACP GPSA will be required to implement robust workflows and processes dependent on the client's needs and as outlined in the GPS mobilisation brief. Ones duties may well vary from paper-based exercises such as introducing best practice guidelines and processes to the physical management of patients.

The ACP GPSA will be a skilled Registered Nurse, Registered Pharmacist or Registered Allied Health Professional such as Paramedic, Physiotherapist, Dietitian or Podiatrist with the appropriate attitude, skills, and knowledge base. In addition, the ACP GPSA will hold a bachelor's degree (or equivalent,) or currently undertaking a Masters level programme in Advanced Clinical Practice.

ACPs are independent practitioners and able to work independently and make independent decisions enabled by a collaborative and supportive working relationship with their clinical supervisor. ACP GPSAs demonstrate safe and effective clinical decision-making and expert care, including assessment, diagnostic and management skills. As well as dealing with acute illness, ACPs may be involved in the management of long-term conditions.

### ANP GPSA PERSON SPECIFICATION

This person specification provides a list of essential and desirable skills and competencies that a candidate should have in order to perform the job.

QUALIFICATIONS	ESSENTIAL	DESIRABLE
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<i>Registered Nurse (NMC) or Registered Paramedic (HCPC) or Registered Physiotherapist (HCPC), Registered Dietitian, Registered Podiatrist or Registered Pharmacist</i>	<input checked="" type="checkbox"/>	
<i>Minor illness qualification at degree level assessed by OSCEs.</i>	<input checked="" type="checkbox"/>	
<i>Independent prescriber</i>	<input checked="" type="checkbox"/>	
<i>A full understanding of the Health and Social Care Act</i>	<input checked="" type="checkbox"/>	
<i>Attended a minimum of two CQC inspections carried out at your usual place of work</i>		<input checked="" type="checkbox"/>

<b>PERSONAL ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<i>Autonomous practitioner who can work independently and in partnership with other healthcare professionals.</i>	<input checked="" type="checkbox"/>	
<i>High level of clinical skills and competency relevant to the role.</i>	<input checked="" type="checkbox"/>	
<i>Works effectively independently and as a member of a team.</i>	<input checked="" type="checkbox"/>	
<i>Flexible approach to meet service needs and ensure a stakeholder focused response.</i>	<input checked="" type="checkbox"/>	
<i>Self-motivated and proactive.</i>	<input checked="" type="checkbox"/>	
<i>Continued commitment to improve skills and ability in new areas of work.</i>	<input checked="" type="checkbox"/>	
<i>Able to undertake the demands of the post with reasonable adjustments if required.</i>	<input checked="" type="checkbox"/>	
<i>Able to work across several sites and travel.</i>	<input checked="" type="checkbox"/>	
<i>Understanding of National Nursing strategy and implications for Nursing.</i>		<input checked="" type="checkbox"/>

<b>SKILLS AND EXPERIENCE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<i>Minimum of 2 years' experience post-registration experience of working in primary / community / acute health care setting.</i>	<input checked="" type="checkbox"/>	
<i>Able to analyse and interpret prescribing data.</i>	<input checked="" type="checkbox"/>	
<i>Able to manage acute illnesses, long term conditions and minor ailments.</i>	<input checked="" type="checkbox"/>	
<i>Refer service users independently as appropriate.</i>	<input checked="" type="checkbox"/>	
<i>Interprets a range of diagnostic tests and routine clinical procedures.</i>	<input checked="" type="checkbox"/>	
<i>Understanding and experience of inter-agency working across health groups and networks.</i>	<input checked="" type="checkbox"/>	
<i>Has provided effective health education and health promotion to service users presenting with a range of health needs.</i>	<input checked="" type="checkbox"/>	

<i>Has a planned and organised approach with an ability to prioritise their own workload to meet strict deadlines.</i>	☑	
<i>Excellent understanding of data protection and confidentiality issues.</i>	☑	
<i>Able to think analytically; anticipating obstacles and thinking ahead; using analytical techniques to come up with solutions.</i>	☑	
<i>Excellent verbal and written communication skills with team members, service users, carers, and other healthcare professionals whilst recognising people's needs for alternative methods of communication.</i>	☑	
<i>Has attention to detail, able to work accurately, identifying errors quickly and easily.</i>	☑	
<i>Experience of Clinical Governance and risk assessment.</i>	☑	
<i>Committed to own continuing personal development and an ability to support others to develop and progress.</i>	☑	

PHYSICAL REQUIREMENTS	ESSENTIAL	DESIRABLE
<i>Commit to a DBS Check.</i>	☑	
<i>UK Driving Licence.</i>	☑	

### ACP GPSA JOB DESCRIPTION

- Assess, diagnose, plan, implement and evaluate treatment/ interventions and care for service users presenting with an undifferentiated diagnosis from within their sphere of competence.
- Clinically examine and assess service user needs from a physiological and psychological perspective and plan care accordingly.
- Assess, diagnose, plan, implement and evaluate interventions/ treatments for service users with complex needs.
- Utilise their clinical supervisor/ mentor and other clinical staff appropriately to ensure safe and effective service user care, demonstrating awareness of their own limitations.
- Provide safe, evidence-based, cost-effective, individualised care within the surgery, patient's own home or other environment where service user care is carried out.
- Refer service users directly to other services/ agencies as appropriate, utilising GPS and local guidelines and in a timely manner.
- Pro-actively identify, diagnose, monitor and manage treatment plans for service users at risk of developing a long-term condition, as appropriate.
- Diagnose and manage acute conditions, integrating both drug and non-drug-based treatment methods into a management plan.
- Prescribe and review medication for therapeutic effectiveness, appropriate to service user needs and in accordance with evidence-based practice and national and practice protocols, and within own scope of practice.
- Utilise Patient Group Directions for the administration of medication as appropriate.
- Work with service users in order to support compliance with and adherence to prescribed treatments.
- Provide information and advice on prescribed and over-the-counter medication on medication regimens, side-effects and interactions.

- Prioritise health problems and intervene appropriately to assist the service user in complex, urgent or emergency situations, including initiation of effective emergency care.
- Support service users to adopt health promotion strategies that promote healthy living and to apply principles of self-care.
- Recognise, assess and refer service users with mental health needs as appropriate.
- Communicate with and support patients receiving 'bad news'.

#### **CARE MANAGEMENT**

- Communicate confidential and sensitive information to service users, relatives, and carers in relation to their condition.
- Contribute to local and national targets clinical remit e.g. QOF, prescribing incentive scheme, National benchmarking.
- To monitor and meet care outcomes against standards and recommend or initiate changes as necessary.

#### **HEALTH IMPROVEMENT**

- Management of health screening programmes and ensures other team members are aware of health priorities and screening objectives and programmes.
- Innovation to meet ongoing demands on the delivery of care.
- Improve health outcomes for service users by introducing new developments and can demonstrate them as reports and presentations where appropriate.
- Makes referrals to appropriate agencies (statutory and voluntary) where necessary.

#### **ADMINISTRATION AND PROFESSIONAL RESPONSIBILITIES**

- Produce accurate, contemporaneous, and complete records of patient consultation, consistent with legislation, policies, and procedures.
- Participate in the administrative and professional responsibilities of the team.
- Accurate and legible notes of all consultations and treatments are recorded in the service user notes.
- Ensure clinical systems kept up to date, recording and/or amending accurate details.
- Ensure appropriate items of service claims are made accurately, reporting any problems to a manager.
- Ensure accurate completion of all necessary documentation associated with service user health care and registration with the client provider.
- Attend and participate in practice meetings as required.
- Restocking and maintenance of clinical areas and consulting rooms.
- Attend GPS mobilisation meetings.

#### **TRAINING AND PERSONAL DEVELOPMENT**

- Maintain up to date skills and knowledge, maintaining awareness of professional issues at an advanced level.
- Training needs will be monitored by yearly appraisal and will be in accordance with GPS requirements. Personal development will be encouraged and supported by GPS.

- Assess effectiveness of care delivery through self-reflection and peer review, as well as benchmarking and formal evaluation.
- Contribute to the identification and assessment of learning needs of workers and other professionals and assist in planning effective programmes of education.
- Act as a mentor to GPS clients as per the GPS brief.
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work and ensure own educational commitment is at least sufficient to maintain revalidation requirements.
- Develop and maintain a Personal Learning Plan.
- Regularly participate in clinical supervision.

### **LEADERSHIP – PERSONAL AND PEOPLE DEVELOPMENT**

- Act as a clinical leader on behalf of GPS in the delivery of ACP services ensuring that the needs of the service users are a priority.
- Support worker development to maximise potential.
- Actively promote the workplace as a learning environment, encouraging everyone to learn from each other and from external good practice.
- Critically evaluate and review innovations and developments that are relevant to the area of work.
- Take part in recruitment processes where appropriate.
- Maintain effective communication and active involvement in the planning and processes of practice-based commissioning or similar initiatives.
- Promote the role of the ACP.

### **CONFIDENTIALITY**

In the course of seeking treatment, service users entrust professionals with, or allow them to gather, sensitive information in relation to their health and other matters.

- Comply with Legislation with regards to data protection act and ensure confidentiality is always maintained.
- The ACP GPSA must regard all information relating to service users and their carers, and other healthcare workers (as well as information relating to the client provider and GPS as a business organisation) as strictly confidential.
- Information relating to service users, carers, colleagues, other healthcare workers or the business of the GPS may only be divulged to authorised persons in accordance with the GPS policies and procedures relating to confidentiality, data protection legislation and the protection of personal and sensitive data, as well as other related healthcare legislation (e.g. the NHS Confidentiality Code of Practice).

### **HEALTH & SAFETY**

The GPSA will comply with policies, procedures and clinical guidelines for oneself and others. This includes but not limited to:

- Identifying, reporting, and correcting health and safety hazards and infection hazards immediately when recognised.
- Identifying issues and hazards / risks in relation to other work areas within the business.

- Awareness of national standards of infection control and cleanliness, as well as ownership of infection control and clinically based care protocols and implementing them across the client provider.
- Active observation of current working practices across GPS / the client provider in relation to infection control, cleanliness, and related activities, ensuring that procedures are followed, and weaknesses / training needs are identified, escalating issues as appropriate.
- Identifying the risks involved in work activities, raising them with appropriate management and managing those risks across clinical and service user processes.
- Safe management of sharps procedures, including training, use, storage, and disposal.
- Keeping own work areas and general / service user areas generally clean, sterile, assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with other managers.
- Demonstrate due regard for safeguarding and promoting the welfare of children.
- Routine management of own team / team areas, and maintenance of workspace standards;
  - Waste management, including collection, handling, segregation, container management, storage, and collection.
  - Spillage control procedures, management, and training.
  - Decontamination control procedures, management and training, and equipment maintenance.

### **EQUALITY AND DIVERSITY**

The ACP GPSA will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognizes the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation.
- Respecting the privacy, dignity, needs and beliefs of service users, carers and colleagues.
- Identify patterns of discrimination and take action to overcome this and promote diversity and equality of opportunity.
- Behaving in a manner that is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.
- Support people who need assistance in exercising their rights.

### **QUALITY**

The ACP GPSA will strive to maintain quality and will:

- Alert other team members to issues of quality and risk.
- Assess own performance and take accountability for own actions, either directly or under supervision.
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance.
- Work effectively with individuals in other agencies to meet service user needs.
- Effectively manage own time, workload, and resources.

## **COMMUNICATION**

The ACP GPSA should recognize the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members.
- Communicate effectively with service users and carers.
- Recognise people's needs for alternative methods of communication and respond accordingly.
- Ensure awareness of sources of support and guidance (e.g. PALS) and provide information in an acceptable format to all service user, recognising any difficulties and referring where appropriate.

## **CONTRIBUTION TO THE IMPLEMENTATION OF SERVICES**

The ACP GPSA will:

- Apply policies, standards, and guidance.
- Discuss with other members of the team how the policies, standards and guidelines will affect own work.
- Participate in audit where appropriate.