**Job Description & Person Specification**

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| Position: | Advanced Practitioner – Out Of Hours | Division: | Leicester, Leicestershire and Rutland (LLR) |
| Location: | Melton Mowbray, Enderby, Market Harborough, Hinckley | Reporting to: | Deputy Head of Clinical Services/Clinical Services Lead |

Purpose of the Role

The post holder will be responsible for the autonomous clinical assessment, treatment and/or referral or giving advice as appropriate to first contact patients across a wide spectrum of clinical conditions within the services provided by DHU Health Care CIC through telephone consultations.

A commitment to a quality service, excellence in clinical practice and continuous professional development are integral to the role and the development of the service.

The post holder will participate in promoting and advancing DHU Health Care CIC.

Our Values

* Compassionate: We show kindness, consideration and understanding in everything we do – and demonstrate our caring nature to our patients, people and communities.
* Accomplished: We are available day and night – a responsive, adaptable, professional NHS partner, providing the best advice, care and treatment for every individual.
* Respectful: We recognise the value that individual and team differences bring - welcoming views, listening, being honest, and learning from others’ experiences.
* Encouraging: We believe everyone matters, so we inspire confidence in others - promoting ‘speaking up’, fostering career-long learning and development, and supporting improvement ideas.

Key Areas of Responsibility & Accountability

Clinical

* To provide self-care advice, treatment or onward referral to patients as part of an online telephone consultation.
* To practice autonomously without direct supervision.
* To utilise advanced clinical skills to assess, diagnose, treat and refer patients requiring the clinical advice service.
* To recognise the need for and initiate, where appropriate, the advice of relevant specialisms.
* To exhibit excellent verbal communication skills when dealing with patients and carers. To have the ability to make clear decisions with confidence and communicate these effectively.
* To maintain appropriate clinical records in line with current practice guidelines.
* To work within the parameters of the skills and knowledge of the role, recognise the limitations to practice and to work within the bounds of training and capability according to regulatory codes of conduct.
* To maintain an awareness of developments in clinical practice.
* To optimise and use evidence based practice.
* To work effectively as part of a multi professional team in collaboration with other members of the service.
* To adhere to expected performance measures.
* To provide health promotion/accident prevention advice for patients and carers.
* To promote the protection of children and vulnerable adults in accordance with local safeguarding procedures.
* To adhere to the Infection Prevention and Control policy for the service being provided.
* To prescribe medication utilising electronic prescribing and work within the limitations of current extended Non-Medical Prescribing legislation.

Managerial

* To take part in the clinical audit cycle.
* To attend professional meetings and participate in team meetings.
* To participate in inductions for newly appointed staff, if appropriate.
* To be responsible for day-to-day supervision, delegation and co-ordination of staff making the best use of abilities as appropriate.
* To participate in the appraisal process.
* To identify, report and address poor performance issues when necessary.
* To diffuse challenging behavior, ensuring that the situation is managed in a sensitive way.
* To ensure efficient and effective use of material resources/supplies.
* To identify any problems with resource use/availability and make recommendations for corrective action.

Clinical Governance

* To participate in the clinical governance requirements within the work of the organisation.
* To practice with the parameters of company policies, protocols and guidelines.
* To participate in quality improvement within the organisation.
* To assess and evaluate outcomes of own practice, service intervention and treatment and identifies any short falls in service reporting to relevant managers.
* To provide mentorship leadership and training to other team members when required.
* To ensure the requirements of Health and Safety policy and legislation are maintained.
* To participate in research and development activities of DHU Health Care.

Education Practice Development

* To participate in the clinical supervision framework for health care professionals within the organization.
* To offer appropriate advice to health and social care professions on care practices, delivery and service development within the parameters of the role and scope of practice.
* To participate in the ongoing individual professional development opportunities within the organisation
* To complete the mandatory training programme to ensure full compliance at all times.

Professional

* To work within the regulatory requirements, codes and Professional Standards of practice of the NMC/HCPC/GPhC
* To maintain professional and clinical competence through mechanisms of continuing professional development.
* To act in such a manner at all times to promote confidence and public trust and uphold the reputation and image of DHU Health Care CIC.

Communications and Working Relationships

* Director of Nursing and Quality and other Executive Directors.
* UEC Clinical Director and Managing Director
* UEC Heads of Clinical Services
* UEC Operations
* Corporate Teams
* DHU Health Care CIC Governance Team
* DHU Health Care CIC Clinical Training Team
* Clinical and managerial staff within participating Integrated Care Boards (ICB)
* Clinical staff in local primary and secondary care services
* Other related services within the local health economy
* Social Services and local intermediate Care Services

Person Specification

The job holder will have;

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| Qualification | Essential | Desirable |
| Qualifications  Academic/ professional | * Registered Adult Nurse registered with the Nursing & Midwifery Council (NMC), Paramedic registered with the Health Care Professions Council (HCPC) or Pharmacist registered with the General Pharmaceutical Council (GPhC). * Registered as an independent non – medical prescriber. * A minimum of 2 modules at Level 7. 1 X module must have included assessment of clinical examination skills. | * MSc (Advanced Practice) * Mentorship qualification |
| Experience | * Substantial Autonomous practice working and multi-professional team * Substantive experience of telephone triage * Can show evidence of using autonomous physical examination and assessment skills in practice * Can demonstrate a broad and sound knowledge of complex and common conditions in primary care in both adults and children * Has experience in one of the following: nurse led clinics, emergency care centres ,out of hours facilities or walk in centres * Consolidated Independent Prescribing experience. | * Use of examination skills in practice. * Experience of Emergency Care * Experience of General Practice |
| Skills & Knowledge | * Can complete a concise clinical history and physical examination during a telephone consultation. * Can formulate a differential diagnosis and management plan. * Prepared to participate in service development * Demonstrable awareness of accountability in clinical practice * Can give evidence of using effective communication skills within practice * Must have excellent verbal and written skills * Computer literate * Is able to use negotiation skills * skills, employing critical thinking. * Ability to identify individual client needs * Able to prioritize, effective time management. * Commitment to lifelong learning * Counselling & communication skills * Facilitation & negotiation skills. * Aware of current structures and developments in out of hours care, health and social care * Specialist clinical/Technical skills |  |
| Job Circumstances | * Commitment to the role. Able to work unsocial hours including bank holidays * Flexibility to meet service/Rota needs |  |
| Personal Qualities | * Proven team player * Able to work autonomously * Committed to continuing professional development * High level of interpersonal skills * Willingness to continue with additional training to achieve a full MSc in advanced clinical practice. |  |

Diversity

DHU Health Care CIC believe our workforce should be as diverse as the range of services we offer, and the communities we serve. We are committed to valuing and encouraging diversity throughout our workforce, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. As part of our mission we are dedicated to eliminating discrimination

Safeguarding

DHU Health Care CIC is committed to safeguarding and promoting the welfare of Adults, Children and Young People and expects all staff and volunteers to share this commitment.

Infection Prevention & Control

Infection Prevention & Control is pivotal in ensuring a safe & clean environment for both patients and staff.  IP&C is everyone’s responsibility and strict adherence to the IP&C policy is expected of ALL employees of the organisation.

General

As you will expect the organisation may change from time to time and you will be expected to meet the operational requirements of the business and any other reasonable duties as required from time to time.

Acknowledgment

I acknowledge receipt and confirm my understanding and acceptance of the responsibilities specified in my Job Description. ***Please Note:*** *If you are unclear of any requirement in this document obtain clarification from your line manager.*

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| Signature of Post Holder: |  | Date: |  |
| Name: |  | | |