

## **JOB TITLE: Trainee Advanced Clinical Practitioner**

### **Position in Organisation**

**Reports to:** Head of Nursing  
**Line Manager for:** N/A  
**Department:** IPU/Community Nursing

### **1. Overview of Pilgrims**

Employing over 350 staff and supported by around 1,500 volunteers, Pilgrims Hospices is one of the largest hospices in the UK.

Pilgrims provides palliative care for adults with a range of illnesses that cannot be cured including cancer, heart failure, respiratory conditions and neurological diseases. Care is provided from the three sites in Canterbury, Ashford and Thanet, in patients' homes and via community programmes. Care is also extended to families and carers. Pilgrims well-resourced multidisciplinary team includes consultants, nurses, counsellors, social workers, complementary therapists and chaplains, with support from other dedicated therapy staff.

To keep delivering care to those who need it most, Pilgrims has to raise in excess of £11 million each year. The majority of this comes from our local community. Pilgrims Hospices has its own lottery and a chain of shops in east Kent.

In addition, Pilgrims has a central services team comprising Human Resources, Education, Accounts, IT, Supporter Services, Fundraising and Marketing.

### **2. Job Purpose**

This training role requires the post holder to develop the competencies and academic requirements to function at advanced practice level in line with the hospices intended service development plans.

Post holder will build on existing skills and develop the higher level of advanced practice expertise to enable them to identify, assess, diagnosis, treat and manage patients with palliative needs. During the training period, under the guidance and supervision of a medical and/or advanced clinical practitioner supervisor, the post holder will learn and practice how to exercise complex levels of judgment, discretion and decision making in clinical care developing and consolidating learning over time. The post holder will monitor and improve standards of care through goal setting, use of advanced care planning and other best practice tools and will become increasingly competent in measuring outcomes. The post holder will make appropriate use of the latest evidence base to supervise practice, audit clinical care, and hone teaching skills to ensure expert support for professional colleagues. The post holder will learn and practice how to bring a proactive influence to multidisciplinary team meetings internal and external to the hospice, increasingly imparting knowledge in a range of innovate ways to improve standards of end of life care for all patients on end of life pathways.

Post holders will develop their skills and competencies (having them assessed by their clinical supervisor) against a competency framework thus providing evidence and demonstrating safe practice at advanced level and their ability to champion innovative practice within the field of hospice and end of life care. It is anticipated that the training and developmental aspects of the role will be in a 60% - 40% ratio to clinical practice respectively. As the Trainee develops they will start to take on increased responsibilities and dimensions of the extended clinical role as agreed between the Clinical Supervisor / Professional Lead and



Trainee thereby consolidating their competence in preparation for practice as an Advanced Clinical Practitioner.

### 3. Job Dimensions

The Trainee Advanced Practitioner will, whilst undertaking training, develop their scope of practice to advanced level. The trainee will advance their clinical knowledge and expertise in the principles and practice of palliative care to demonstrate the attainment of skills and competencies required as an Advanced Practitioner in the field which includes competence and confidence for the assessment and clinical management of palliative patients with the most complex clinical needs. During the training period the post-holder will develop towards practicing as an autonomous practitioner accountable and responsible for their own actions and omissions in line with the relevant professional code and guidance on advanced clinical practice. The practitioner will be expected to develop their skills in educating others and in appraisal and utilization of the research base to direct practice on a day to day basis and to influence service development.

### 4. Nature and Scope of the Role

- Actions put patients first at all times
- Practices within the relevant professional code and adheres to all relevant professional, legal and regulatory guidelines.
- Develops role within the Scope of Professional Practice and guidance on advanced practice.
- Assumes responsibility for own professional development and updates and maintain own clinical skills as required for the role.
- Works to fulfill the requirements of the training post and successfully meet the competencies and skills required for the role of the Advanced Clinical Practitioner.
- Acts as a role model professionally and behaviorally.

### 5. Principle Accountabilities and Responsibilities and Clinical Practice Management

- Reports to and takes direction from their Clinical Supervisor.
- Maintains regular contact with Professional Leads for the purposes of agreeing the scope of the role in line with relevant professional bodies and regulatory guidance, to scope the role as it develops and to ensure involvement in the evolution of the agreed Competency Framework as part of a Specialist Palliative Care Team, learning to carrying out a high standard of clinical assessment using emerging advanced practice knowledge and skills, increasingly determining and providing clinical management plans treatment / interventions, as appropriate.
- Manages an increasing caseload of patients with supervision from a mentor and increasingly wherever clinical needs require.
- Maintains clinical records in line with hospice and relevant professional body guidance.
- To develop with supervised training, advanced clinical judgment to plan, implement and evaluate care for patients with complex palliative needs in clinic, in patient and community settings.
- Learns to anticipate problems and risks and takes action before crises arise.
- Gains knowledge and skills, qualifies and registers as an independent prescriber, in order to be able to prescribe safely accordance with local policies, national standards and formularies relating to independent prescribing.

- Acquires knowledge and skills to influence the setting of standards of practice, and to participate in the monitoring of standards to ensure best practice and the delivery of evidence based and cost effective care.
- Close to the end of the training period, begins to participate under supervision as part of the weekend specialist palliative care rota to enable proficiency to be developed, so that as an Advanced Practitioner the post holder ultimately can safely undertake ward rounds to ensure effective co-ordination of care and appropriate and timely responses for patients. Once qualified, will visit the ward to assess, reassess and review patients', instigating treatment for symptom control as required on the inpatient unit on Saturday and Sunday and at other times as required.

## 6. Professional Leadership

- Gains skills through the training program to encourage innovation and proactively influence the work of MDT's.
- Learns and then demonstrates leadership skills when undertaking the clinical assessment process, when planning and delivering care.
- Learns and demonstrates skills for influencing the care provided by other members of primary and secondary care services to support the patient and their carers throughout the palliative phase.
- Learns skills and techniques to motivate all staff and others through training, supervision and mentorship.
- Gains a repertoire of interpersonal skills is able to demonstrate how developed interpersonal skills are applied in response to the different needs of staff and colleagues.

## 7. Clinical Audit and Research

- Develops further knowledge and understanding of audit and research processes and demonstrates this by application to the delivery of high quality, clinically effective care in practice.
- Begins to lead on audits and evaluation of work that may be required to develop and improve palliative/end of life care.
- Develops and demonstrates an understanding of quality improvement initiatives to undertake and champion evidence based in service development plans / projects as agreed by Clinical Supervisor/ Professional Lead.

## 8. Resource Management

- Manages own time and work effectively to meet the objectives, skills and competencies required for the role.
- Develops as a proactive member as part of the senior clinical team in ensuring the totality of hospice skills are used to best effect to ensure appropriate and timely responses for patients.
- Proactively learns about the local policies of partner organizations with regards to care practices, treatments and prescribing formularies.



## 9. Governance and Education

- Participates in formal and informal reviews of palliative care.
- To be aware of professional responsibilities and comply with all policies, standards and guidelines. Understands and complies with guidance surrounding Advanced Practice.
- To be aware of one's own continuous professional development needs and maintain an annual personal development plan.
- Develop knowledge and skills to act as a resource and advisor in relation to Palliative Care Management for external health care providers.
- Increasingly contributes towards the palliative care educational needs of all practitioners within the local partner organizations and works with MDT members to develop a palliative care education program that addresses these needs.

## 10. Service Development

- Applies learnt and developed evaluation skills to review care pathways to ensure continual quality improvements.
- Works with other disciplines to integrate best practice tools to ensure decrease in duplication of elements of care, fragmentation of care and delays in response to patient's needs.
- Supports the implementation and monitoring of clinical practice guidelines including standards, policies and protocols in line with national directives.
- Maintains links with other Palliative Care Specialists in order to share or learn from examples of good practice.
- Learns skills to critically evaluate relevant research findings in order to develop current and future practice.

## 11. Effective Communication

### External

- Develops and demonstrates effective collaborative relationships with other health care professionals/relevant agencies across neighbouring Trusts and Social Service Department in order to promote planned, coordinated care.
- To demonstrate the skills for effective networking relationships and communication with Nursing/AHP and Advanced Clinical Practitioners colleagues and relevant organizations, primary care, cancer network and other hospices.
- Contributes to the development of policies, procedures and clinical protocols within the community and hospice related to Palliative Care.



## Internal

- Director of Nursing and Care Services
- Head of Nursing
- Director of Medicine
- Clinical Education and Training Lead
- Medical, AHP and nursing colleagues

## Key Duties and Responsibilities

### Clinical Responsibilities / Clinical Management

- Ensure that planning, implementation and evaluation of total care of the patient and family is individualised, evidence based and of the highest standard and quality.
- To be a leader and proactive role model with presence within the community setting integrating with the multi professional team, maintaining an overview of patient care, acting as a resource and offering guidance and support.
- At regular intervals, monitor the effectiveness of clinical care provided to patients and their families in the inpatient unit by undertaking quality checks, ensuring that working practices are followed at all times and that clinical services are delivered appropriately.
- Attend the multi professional team meetings to provide expert opinion on patient and clinical care issues.
- Attend or chair meetings both within the hospice and externally as required.
- Lead on the identification of risks which may impact upon patients and the delivery of a high quality clinical service. Promote awareness of risk management amongst junior staff and colleagues.
- Ensure staff give support and advice to patients families and other health care professionals contacting the hospice, both in and out of hours, and document appropriately
- Use complaints and concerns positively and proactively to review and improve the quality of the service and lead on the development and progression of action plans arising from complaints.
- Ensure the designated senior contact or Clinical Lead is informed of any significant changes in the day to day running of the Clinical services within the hospice.

### Professional Leadership

- Demonstrate the necessary skills to establish and maintain high level effective communication to patients, relatives and members of the multi professional team and external partners.
- In conjunction with senior colleagues within the multi professional team respond positively to change initiatives, demonstrating awareness of the implications and acting as an effective change agent.
- Ensure that communication within the team is a two way process, supporting and empowering staff to make suggestions or decisions around aspects of improvement to the patient experience.
- Actively establish and develop relationships with internal and external agencies and organisations as part of a wider system of promoting Pilgrims Hospice with key stakeholders.



- Supervise and evaluate documentation continuously and implement any required actions to ensure high quality professional documentation; ensuring all documentation is accurate, up to date and review dates are in place and achieved.
- In conjunction with Senior clinical colleagues and the wider nursing team, ensure that clinical policies and procedures reflect best practice, professional codes of . conduct, Fundamental Standards and Key Lines of Enquiry.
- Ensure attendance at team meetings to ensure dissemination of information and a two way forum for communication, and that minutes are circulated in a timely fashion and actions are completed.
- Take responsibility for accessing reflective practice.
- Ensure that the care given is fully compliant with the CQC and CCG standards at all times.
- Be aware of and accept responsibility for own clinical practice.
- Maintain and continue personal development in symptom control, leadership and management, teaching and communication skills.

### People Development

- Act as a role model and mentor, demonstrating positive attitudes and behaviour at all times as set out in the CODE.
- Deliver and participate in teaching sessions in areas of expertise within the hospice and externally if required.
- Take responsibility for your own professional development, including keeping up to date with relevant clinical, professional and management issues at local and national level.
- Ensure that you are fully compliant with the requirements of professional revalidation.
- Directly supervise student nurses in the clinical area on an ad hoc basis when students are shadowing practice.

### Audit, Research and Policy Development

- Engage in research, audit and quality initiatives, encouraging participation and awareness within the MDT.
- Implement any learning from audit and research projects.
- To contribute to the development of new policies and the review of existing policies and procedures.
- To participate in the implementation and monitoring of compliance against policies and procedures, including issues arising from complaints or incidents.
- Attend meetings within the Hospice, for example ward nursing staff/ multidisciplinary team handover, Health and Safety and relevant meetings and briefings as directed by the Ward Manager.



## General Statements

### Corporate Governance

The post holder must, at all times, act honestly and openly and comply with relevant corporate governance requirements, employment legislation and standards of business conduct.

Post holders are expected to be familiar with and comply with all policies and procedures published by Pilgrims Hospices in East Kent.

### Health and Safety

Under the Health & Safety at Work Act (1974), it is the responsibility of the postholder at every level to take care of his/her own health and safety and that of others who may be affected by their acts at work.

### Code of Conduct

The postholder is required to observe the following principles:

- Make the care and safety of patients his/her first concern and act to protect them from risk
- Respect the public, patients, relative, carers, staff and partners
- Be honest and act with integrity
- Accept responsibility for his/her own work and the performance of the people the postholder manages
- Show commitment to working as a team member by working effectively with team members and the wider community
- Take responsibility for own learning and development
- In all actions undertaken have regard for the hospice reputation

### Flexibility

The postholder is expected to work flexibly to be able to meet the challenges and opportunities of working within Pilgrims Hospices, which may mean working across sites and the community areas supported by those sites to maintain appropriate staffing levels.

### Data Protection

Ensure that all data is processed in a fair and lawful way for the specific identified purpose, in line with the General Data Protection Regulations (GDPR), national data protection legislation and Pilgrims Hospices' Data Protection Policy. Data must not be disclosed in any manner which is incompatible with the purpose and to any unauthorised persons or organisations.

### Other

Post holders are expected to be familiar with and comply with the policies and procedures published by Pilgrims Hospices. This job description is a reflection of the current position and the postholder is expected to view it as a guide rather than an exact description of all duties and responsibilities. It may be subject to variation from time to time.

The Job Description is not exhaustive. The Post holder will be required to undertake any other duties that may be required by the Line Manager, commensurate with the level of the post.



## Pilgrims Hospices – Person Specification

### Trainee Advanced Clinical Practitioner

This specification sets out the essential, minimum qualities we are seeking for this post. Please ensure that your application demonstrates how you meet the criteria. You may include voluntary, unpaid and paid work.

Essential	Desirable
<b>Experience</b>	
Palliative care experience	Previous experience at band 6 or equivalent within a specialist palliative care setting.
Experience of working with a patient-centered philosophy of multi-professional team working.	
Experience of formal and informal teaching	
Experience of standard setting and audit	
<b>Qualifications</b>	
Registered Professional	Completed advanced clinical examination skills training
Independent Prescriber specific to Palliative Care; or willing to complete within one year of commencing employment. Have a scope of practice to prescribe high dose controlled drugs	Healthcare Leadership
Undertaken mentorship training	
Relevant degree or working towards an MSc in Advanced Clinical Practice, Palliative Care or equivalent	
<b>Skills, Knowledge &amp; Abilities</b>	
Conversant in the use of Microsoft Office application	
Excellent verbal and written communication and negotiation skills	
Demonstrates positive leadership skills	
Strong time management skills	
Up to date knowledge of current palliative care issues	
Understanding and support of the benefits of clinical supervision and reflective practice	
Ability to work under pressure and to tight deadlines.	
<b>Other Requirements</b>	
Ability to work in a multi-professional environment	
Flexible approach to working patterns and the changing needs of healthcare	
Knowledge of IT & ability to use IT appropriately in the workplace	
Strong motivation to work at Pilgrims Hospice	
Car Driver / Access to a vehicle	





## Appendix 1 – Pillars of Learning

Pillar	1.0 Clinical Practice:
1.1	Work autonomously within professional, ethical codes and legal frameworks being responsible and accountable for their decisions, actions and omissions at an advanced level of practice
1.2	Demonstrate the underpinning biological, psychological, legal, ethical and social knowledge required for advanced level practice in palliative and end of life care
1.3	Demonstrate comprehensive knowledge of, and skills in, systematic history taking, clinical assessment and examination of patients with life-limiting conditions across the age spectrum who have complex needs in challenging circumstances, to develop a holistic, person-centred management and care plan
1.4	Use advanced clinical reasoning and decision-making skills to make a differential diagnosis and provide an evidence-based rationale for holistic, person-centred management and care plans
1.5	Initiate, evaluate and modify a range of interventions which may include medicines, (physical/psychological and social) therapies, rehabilitation, and self-care.
2.0 Leadership and Management Pillar:	
2.1	Identify, critically evaluate and reformulate understanding of professional boundaries and health policy to support new ways of working and impact on the multi-professional, multi-agency team within the context of organisational and service need
2.2	Exercise professional judgement and leadership to effectively promote safety in the presence of complexity and unpredictability
2.3	Demonstrate effective teamworking, leadership and resilience managing situations that are unfamiliar, complex or unpredictable
3.0 Education Pillar:	
3.1	Facilitate collaboration of the wider team providing general and specialist palliative and end of life care to support individual or inter-professional learning and development
3.2	Effectively use a range of evidence-based educational strategies/interventions to enable holistic, person-centred care with patients, their families and carers, and other healthcare colleagues
3.3	Critically assess and address own learning and development needs that reflect the breadth of on-going professional development across the four pillars of advanced clinical practice
4.0 Research Pillar:	
4.1	Critically appraise and apply the evidence base influencing palliative and end of life care
4.2	Develop and implement robust governance systems and systematic documentation processes
4.3	Demonstrate the application of quality improvement and research methodologies in improving service delivery and advancing palliative and end of life care knowledge and practice



