

JOB TITLE: Advanced Clinical Practitioner

Position in Organisation

Reports to: Director of Clinical Operations
Line Manager for: N/A
Department: IPU/Community Nursing

1. Overview of Pilgrims

Employing over 400 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

To use advanced practice skills to identify, assess, diagnosis, treat and manage patients with palliative needs. The post holder will exercise complex levels of judgment, discretion and decision making in clinical care. He / She will monitor and improve standards of care through goal setting, use of advance care planning and other best practice tools and measurable outcomes. The post holder will make appropriate use of the latest evidence base to supervise practice, audit clinical care, teach and support professional colleagues and to provide skilled professional leadership. He / She will bring a proactive influence to multidisciplinary team meetings internal and external to the hospice including to care homes, 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 be expected to champion innovative practice within the field of hospice and end of life care and work closely with the Director of Nursing and Care Services to develop progressive professional practice policy for Advanced Practice roles.

3. Job Dimensions

The Advanced Practitioner will demonstrate and work at advanced practice level applying their extended knowledge and skills in the principles and practice of palliative care to support patients with the most complex needs. Working as an independent practitioner the postholder is accountable and responsible for their own actions or omissions in line with the appropriate professional code of conduct and latest guidance on advanced practice. The postholder will use appropriate research in the field to drive decisions and practice development and thereby play a critical role in establishing & delivering future palliative care services for the local population.



4. Nature and Scope of the Role

- Actions put patients first at all times.
- Practices within the appropriate professional code of conduct and adheres to all relevant professional, legal and regulatory guidelines.
- Develops own role within the Scope of Professional Practice and guidance on advanced practice.
- Assumes responsibility for own professional development and updates and maintains own clinical skills as required for the role.
- Works within the boundaries of the role function as it continues to develop at Pilgrims Hospices, and as agreed by Consultants in Palliative medicine, Director of Clinical Operations, Head of Nursing and Lead for Education
- Acts as a role model professionally and behaviourally.
- Complete an MSc in Advanced Clinical Practice or Palliative Care as well as the Non-Medical Prescribing Course. These will work alongside the completion and maintenance of a competency framework specific to specialist palliative care.

5. Principle Accountabilities and Responsibilities and Clinical Practice Management

- Works as part of a Specialist Palliative Care Team, carrying out a comprehensive palliative care assessment, determining and providing plans treatment / interventions, advice or support as appropriate.
- Manages a caseload of patients within the specialist palliative care setting wherever clinical needs require.
- Maintains clinical records in line with hospice and professional guidance.
- Uses advanced clinical judgment to plan, implement and evaluate care for patients with complex palliative needs in clinic, in patient and community settings.
- Anticipates problems and risks and takes action before crises arise.
- As an independent prescriber, prescribes medicines for patients in accordance with local policies, national standards and formularies relating to independent prescribing.
- Participates fully as part of the specialist palliative care weekend rota team to ensure effective co-ordination of care, appropriate and timely responses for patients at all times. Duties are likely to include; ward and community visits to assess, reassess and review patients', instigating treatment for symptom control as required
- Assume a Clinical Lead role. Liaises with Consultant on call at weekends and out of hours as appropriate.
- Provides a source of expertise to all health care practitioners, including undertaking joint assessments as required.
- Identifies clinical issues and incidents within the specialty that may affect the quality of palliative care services. Working with the Head of Nursing, leads activities to counter these to ensure the delivery of a safe effective service.
- Works day to day with the Consultant in Palliative Medicine/ Lead Practitioner to ensure he/she is kept fully briefed of all palliative care patient activity. At times may function as the Clinical Lead
- Ensures nursing and MDT colleagues are aware of clinical activity ensuring the role links appropriately with all other nursing and therapy interventions in the best interests of patients.

6. Professional Leadership

- Demonstrates leadership skills when undertaking the comprehensive palliative care assessment and when planning and delivering care.
- Acts to ensure the care provided by other members of primary and secondary care service to support the patient or their carers throughout the palliative phase is in line with the patient's overall benefit.
- Identifies need amongst all clinical staff for training, supervision and mentorship and works to address these needs with MDT colleagues



- Applies a repertoire of interpersonal skills in response to the different needs of staff and colleagues.
- Encourages proactivity and innovation amongst the MDT and demonstrates flexibly within parameters of hospice policies.
- Acts as role model and is accountable for own professional actions and decisions.
- Leads the development of ideas and specialist practice within the scope of the role. Innovates through exploring ideas with others and takes action which brings in different ways of working.

7. Clinical Audit and Research

- Ensures the delivery of high quality, clinically effective care by prioritising and using research and audit in practice.
- Identifies and leads audits and evaluation of work that may be required to develop and improve palliative/ end of life care for patients and their carers.
- Undertakes quality improvement initiatives and champions evidence based in service development plans / projects wherever possible.

8. Resource Management

- Manages own time and work effectively to meet objectives and requirements of the role.
- Is proactive 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
- Makes proactive use of the skills, resources and expertise across the hospice to ensure professional resources are utilised for the patient's overall benefit
- Participates in the recruitment, selection and induction of hospice staff in order to efficiently utilise resources required to meet service objectives.
- Is aware of the local policies of partner organizations with regards to care practices, treatments and prescribing formularies.

9. Governance and Education

- Influences the setting and monitoring of standards of practice, ensuring delivery cost effective and evidence care.
- Supports the implementation and monitoring of clinical practice guidelines including standards, policies and protocols in line with national directives.
- Contributes to regular multi-disciplinary patient case reviews internally and externally.
- To be aware of professional responsibilities and comply with all appropriate 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.
- Act as a resource and advisor in relation to Palliative Care Management for external colleagues.
- Contributes towards the palliative care educational needs of all practitioners within local partner organisations and works with MDT members and the education department to develop a palliative care education program that addresses these needs.

10. Service Development

- Reviews care pathways feeding reviews into appropriate discussions to ensure continual quality improvements.
- Participates in the setting of service objectives when the hospice reviews its strategic plans.
- Works with other disciplines to integrate best practice tools and to ensure decrease in duplication of elements of care, fragmentation of care and delays in response to patients needs.
- Maintains links with other Palliative Care Specialists in order to share or learn from examples of good practice.
- Critically evaluates relevant research findings in order to develop practice.



11. Effective Communication

External

- Ensures effective working with external organisations in terms of communication, networking, policy development and coordination
- Assists in the development of policies, procedures and clinical protocols within the community and hospice related to Palliative Care.
- Develops and maintain close links with neighboring Community Trust, Acute and Mental Health Trusts and local nursing homes, in order to promote planned co-ordinated care for patients and education programmes for staff on palliative care issues.
- related to Palliative Care.

Internal

- Director of Clinical Operations
- Director of Medicine
- Head of Nursing
- IT Manager
- Clinical Education and Training Lead
- Medical, AHP and nursing colleagues



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

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
Experience	
Capable and experienced working independently, able to plan and prioritise with advanced decision-making skills.	Clinical leadership in a multi-professional service
Management of change.	
Partnership working across sectors	Research Experience Specialist Palliative Care Experience in a specialist palliative care setting.
Experience of formal and informal teaching	
Management of clinical issues related to Specialist Palliative Care.	
Able to demonstrate previous successful experience of working at advanced practice level in a palliative care setting.	
Qualifications	
1 st Degree	Community Nurse Qualification
Current registration on parts 1 of the NMC register	NVQIV in Management or equivalent
Independent Prescriber with scope of practice to allow the prescribing of high dose controlled drugs in a specialist palliative care setting	Teaching qualification
Masters in Palliative Care or Advanced Clinical Practice or a very closely related subject	Advanced Practice Certificate
Completion of competency framework in palliative care	
Skills, Knowledge & Abilities	
Completed Advanced Communication Skills	Recent academic study
Effective IT skills.	Presentation skills and advanced IT Skills
Comprehensive physical assessment, history taking and clinical decision-making skills	
Applied pharmacology and evidence –based prescribing	
Leadership and team working abilities	
Motivational skills both for self and others	
Clear understanding of clinical governance – specifically related to advanced practice	
Critical evaluation	
Has developed effective local and national networks	
Understanding of the current issues influencing Primary Care and the charity sector	
Understanding of community services	
Can describe the role of the specialist palliative care in relation to other developments in health and social care	
Other Requirements	
Leader of people	

Understanding of a specialist palliative care setting	
Effective team player with skills in maximizing MDT working	
Ability to liaise and network effectively	
Commitment to equal opportunities	
Ability to think laterally, problem solve and work flexibly	
Available to be on call and work flexibly over a 24 / 7 365 day per year service as services and patients' needs dictate.	
Ability to manage time, self and own workload	
Car Driver/owner	

