Torbay and South Devon
NHS Foundation Trust

Email: foi.tsdft@nhs.net
Our Ref: TSD10201

29 October 2026

Dear Sir/Madam

Request for Information

We are writing to confirm that we have now completed our search for the information you requested.

A copy of the information is below:

Please could you provide us with the following information relating to advanced practitioners:

1. **Please provide the total number of advanced practitioners employed in your Trust/Board for each of the years 2021 to 2025. If possible, please break this information down by department or specialty.**
   Please see the accompanying dataset shown in Appendix A for headcounts and salary ranges for 2021 to 2025, broken down by department or specialty. Two datasets are provided: one identifies advanced practitioners by recorded "Role" and the other by "Position Title". These produce different headcounts and are presented separately; they should not be added together. Salary ranges are provided because some areas employ advanced practitioners at both Band 7 and Band 8a.

2. **a) Please could you provide the salary range for advanced practitioners employed in your Trust/Board for each of the years 2021 to 2025.**
   As above

   b) Please could you provide the total salary expenditure for advanced practitioners employed in your Trust/Board for each of the years 2021 to 2025.

Financial year	Costs £	Worked hours
2021/22	£1,742,811	59,614.93
2022/23	£1,857,830	59,468.60
2023/24	£2,078,449	61,094.52
2024/25	£2,168,431	60,977.68
Grand Total	**£7,847,520**	**241,155.73**

3. **Please could you provide the total number of hours worked by advanced practitioners employed in your Trust/Board for each of the years 2021 to 2025.**
   Please see table shown for question 2b.

4. **a) Please could you provide us with any existing documentation which describes the job duties and responsibilities of advanced practitioners within your Trust/Board.**
   Please see the following Job Descriptions attached:
   - Advanced Clinical Practitioner (ACP) Emergency Department
   - Advanced Practitioner
   - Advanced Clinical Practitioner (ACP) Paediatric Emergency Department

   The generic Trust Advanced Practitioner job description is used in all areas except the Emergency Department and were developed to ensure advanced practitioners work at the same level, with space to add the relevant area or specialty. Older Emergency Department job descriptions and person specifications are available separately for adult and paediatric advanced practitioners. These were based on the Royal College of Emergency Medicine advanced practice curriculum, which has since been updated.

   b) If not covered in existing documentation, please confirm whether in your Trust/Board advanced practitioners ever

   i) make referrals to other specialties
   Yes. Advanced practitioners make referrals to other specialties where appropriate to their role and work setting.

   ii) hold crash / emergency bleeps
   Yes, in the Emergency Department only.

5. **Within your Trust/Board, please could you tell us**

   a) if advanced practitioners are ever deployed on medical rotas
   No. Advanced practitioners are not deployed on medical rotas. The Emergency Department has a separate advanced practitioner rota covering trainee and qualified advanced practitioners.

   b) if advanced practitioners are permitted to cover doctor rota gaps
   No. Advanced practitioners are not permitted to cover doctor rota gaps.

   c) what grade of doctors advanced practitioners are permitted to cover for
   None. Advanced practitioners are not permitted to cover doctors of any grade.

d) if merged/tiered/general rotas with mixed staffing groups are used and if so, which types and grades of clinicians appear on these rotas.
Merged, tiered or general rotas with mixed staffing groups are not used for advanced practitioners.

6. **a) Please provide us with a copy of bank shift rotas currently used for all medical and non-medical roles within your Trust/Board**
There are no bank advanced practitioners.

b) Please provide us with the current hourly rate-range paid to advanced practitioners working bank shifts in your Trust/Board, broken down by years of service if applicable.
Not applicable.

The information supplied to you continues to be protected by the Copyright, Designs and Patents Act 1988. You are free to use it for your own purposes, including any non-commercial research you are doing and for the purposes of news reporting.

If you wish to discuss any of the above, please contact us, quoting the FOI reference number above.

If you are unhappy with the way in which we have handled your request, please contact the Data Protection and Freedom of Information Lead in the first instance. If you wish to make a formal complaint, you should write to our Complaints Manager at Torbay and South Devon NHS Foundation Trust, First Floor Bowyer Building, Torbay Hospital, Torquay TQ2 7AA or by email to tsdft.feedback@nhs.net

If you are not content with the outcome of your complaint or the internal review, you may apply directly to the Information Commissioner for a decision. Generally, the Information Commissioner will only make a decision once you have exhausted the complaints and/or internal review process provided by us. The Information Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or through this link https://ico.org.uk/global/contact-us/

Yours sincerely,

Freedom of Information Team

Advanced Practitioners - by "Role"

Care Group	Division	Directorate	Sub Directorate	01-Apr-25			01-Apr-24			01-Apr-23			01-Apr-22			01-Apr-21		
Adult Social Care Torbay	Torbay Community Services Adult Social Care (ASC)	Community Services Adult Social Care (ASC)	Adult Social Care (ASC) Baywide	Headcount	Top of Range	Bottom of Range	Headcount	Top of Range	Bottom of Range	Headcount	Top of Range	Bottom of Range	Headcount	Top of Range	Bottom of Range	Headcount	Top of Range	Bottom of Range
Families & Communities	Child Health	Child Health	Child Health Med, Mgmt and Misc Specialty	4	£55,690	£62,682							4	£41,659	£54,619			
	Therapies	Therapies	Therapies	1	£55,690	£62,682												
Families & Communities Total				**5**	**£55,690**	**£62,682**							**4**	**£41,659**	**£54,619**			
Medicine and Urgent Care	Emergency Care and Medicine in Planned Care	Emergency Services	Emergency	3	£47,810	£62,682							8	£41,659	£47,672	6	£40,057	£45,839
		Urgent Care	Urgent Care										3	£41,659	£47,672	4	£40,057	£45,839
		Virtual Wards	Virtual Wards	1	£47,810	£54,710												
	Emergency Care and Medicine in Planned Care Total			**4**	**£47,810**	**£62,682**							**11**	**£41,659**	**£47,672**	**10**	**£40,057**	**£45,839**
	Medicine and Older Peoples Care	Older Peoples Care	HOP and Frailty	1	£47,810	£54,710												
			Stroke Services	1	£47,810	£54,710												
	Medicine and Older Peoples Care Total			**2**	**£47,810**	**£54,710**												
Medicine and Urgent Care Total				**6**	**£47,810**	**£62,682**							**11**	**£41,659**	**£47,672**	**10**	**£40,057**	**£45,839**
Planned Care and Surgery	Cancer & Clinical Support Service		Clinical Health Psychology				4	£46,148	£60,504	3	£43,742	£50,056	3	£41,659	£47,672	4	£40,057	£45,839
			Non Surgical Cancer Services	1	£55,690	£62,682							1	£48,526	£54,619			
	Cancer & Clinical Support Service Total			**1**	**£55,690**	**£62,682**	**4**	**£46,148**	**£60,504**	**3**	**£43,742**	**£50,056**	**4**	**£41,659**	**£54,619**	**4**	**£40,057**	**£45,839**
	Surgery		Breast Care	1	£47,810	£54,710												
			General Surgery	1	£55,690	£62,682	1	£46,148	£52,809	1	£43,742	£50,056						
			Head & Neck													1	£47,126	£53,219
			Ophthalmology	2	£47,810	£54,710												
			Radiology										1	£41,659	£47,672			
			Theatres & Anaesthetics							1	£43,742	£50,056						
			Therapies - Surgery	1	£47,810	£54,710												
	Surgery Total			**5**	**£47,810**	**£62,682**	**1**	**£46,148**	**£52,809**	**2**	**£43,742**	**£50,056**	**1**	**£41,659**	**£47,672**	**1**	**£47,126**	**£53,219**
Planned Care and Surgery Total				**6**	**£47,810**	**£62,682**	**5**	**£46,148**	**£60,504**	**5**	**£43,742**	**£50,056**	**5**	**£41,659**	**£54,619**	**5**	**£40,057**	**£53,219**
Grand Total				**17**	**£47,810**	**£62,682**	**5**	**£46,148**	**£60,504**	**5**	**£43,742**	**£50,056**	**21**	**£41,659**	**£54,619**	**16**	**£40,057**	**£53,219**

Advanced Practitioners - by "Position Title"

Care Group	Division	Directorate	Sub Directorate	01-Apr-25			01-Apr-24			01-Apr-23			01-Apr-22			01-Apr-21		
				Headcount	Top of Range	Bottom of Range	Headcoun	Top of Range	Bottom of Range	Headcoun	Top of Range	Bottom of Range	Headcoun	Top of Range	Bottom of Range	Headcoun	Top of Range	Bottom of Range
Families & Communities	Child Health	Child Health	Child Health Med, Mgmt and Misc Specialty	4	£55,690	£62,682	4	£53,755	£60,504	4	£43,742	£57,349	4	£41,659	£54,619			
	Therapies	Therapies	Therapies	1	£55,690	£62,682												
Families & Communities Total				**5**	**£55,690**	**£62,682**	**4**	**£53,755**	**£60,504**	**4**	**£43,742**	**£57,349**	**4**	**£41,659**	**£54,619**	**0**		
Medicine and Urgent Care	Emergency Care and Medicine in Planned Care	Emergency Services	Emergency	10	£47,810	£62,682	10	£46,148	£60,504	9	£43,742	£57,349	5	£41,659	£47,672	3	£40,057	£45,839
		Urgent Care	Urgent Care	9	£47,810	£54,710	11	£46,148	£52,809	6	£43,742	£50,056	4	£41,659	£47,672			
Medicine and Urgent Care Total				**19**	**£47,810**	**£62,682**	**21**	**£46,148**	**£60,504**	**15**	**£43,742**	**£57,349**	**9**	**£41,659**	**£47,672**	**3**	**£40,057**	**£45,839**
Planned Care and Surgery	Cancer & Clinical Support Service		Non Surgical Cancer Services	1	£55,690	£62,682	1	£53,755	£60,504	1	£43,742	£57,349	1	£48,526	£54,619			
			Radiology	11	£47,810	£54,710	12	£46,148	£52,809	10	£43,742	£50,056	10	£41,659	£47,672			
	Cancer & Clinical Support Service Total			**12**	**£47,810**	**£62,682**	**13**	**£46,148**	**£60,504**	**11**	**£43,742**	**£57,349**	**11**	**£41,659**	**£54,619**	**0**		
	Surgery		General Surgery	3	£47,810	£62,682	1	£46,148	£52,809	1	£43,742	£50,056						
Planned Care and Surgery Total				**15**	**£47,810**	**£62,682**	**14**	**£46,148**	**£60,504**	**12**	**£43,742**	**£57,349**	**11**	**£41,659**	**£54,619**	**0**		
Grand Total				**39**	**£47,810**	**£62,682**	**39**	**£46,148**	**£60,504**	**31**	**£43,742**	**£57,349**	**24**	**£41,659**	**£54,619**	**3**	**£40,057**	**£45,839**

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Advanced Clinical Practitioner (ACP) Emergency Department

Compassionate Leadership
It starts with me

Job description

Job title	Advanced Clinical Practitioner (ACP) - Adults
Reports to	Consultant Lead for ACP's
Department/ directorate	Emergency Department
Band	7 in training – 8a when qualified
AfC reference	2022/054R

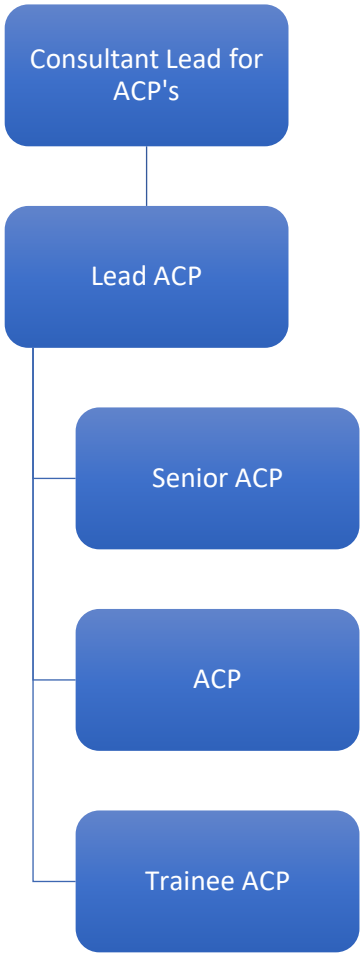
Job overview

The Royal College of Emergency Medicine (RCEM) has created a training programme for nurses and paramedics to become Advanced Clinical Practitioners (ACPs) in Emergency Medicine. ACPs are expected to complete a RCEM e-portfolio, complete a Masters in Advanced Clinical Practice and work to a fully independent clerking practitioner working at a SHO level.

The training is expected to take 3 years, and will include financial support to complete life support courses, Masters Course and other subsidiary courses such as x-ray reporting. There is a yearly assessment of competence and progression and an expectation to attend monthly regional training days. There are three training stems available: adults and paediatrics, paediatrics only and adults only. This job is for the adults only stem.

Our Advanced Clinical Practitioner will provide direct clinical care to all groups of patients attending the emergency department, including majors, minors and resus patients of all ages. They will be required to work at a level equivalent to the level of a Common Trainee 3 (CT3)/Specialist Trainee 3 (ST3) level Emergency Medical trainees. Advanced Clinical Practitioner will take leadership for all patients directly seen by the practitioner and provides advice to junior doctors and trainee advanced clinical practitioners (ACPs).

More information can be found at: ACP Curriculum 2022 | RCEM


Consultant Lead for ACP's
Lead ACP
Senior ACP
ACP
Trainee ACP

Main duties of the job

Clinical

- To deliver and participate in the safe clinical care of adult patients
- To provide a level of advanced and comprehensive assessment based on a specialist body of knowledge under supervision of a clinical mentor (ED Consultant)
- To assume direct responsibility for the management of patients within own case load and for the supervision of junior members in the multidisciplinary team
- To appropriately assess, examine, investigate, diagnose and treat patients, resulting in the safe management and appropriate referral and/or discharge of patients within the boundaries of the role as a trainee and under the supervision of clinical mentor
- To contribute to the development and improvement of systems and processes that facilitates patient flow
- To maintain own clinical development by keeping abreast of new treatments and technologies within their designated directorate
- To improve the quality of the patient experience by identifying and meeting the individual clinical needs of patients
- To rigorously review all aspects of the patient's plan of care and identify and address issues that may result in a sub-standard service
- To contribute towards the review and development of integrated care pathways and clinical guidelines to ensure a standardised approach to clinical care
- To work in a confident and competent manner within their own professional guidelines (e.g. NMC, HCPC)
- To ensure accurate documentation and records of patient care are kept. To contribute to the development of assessment systems, processes and tools across clinical and/or assessment areas
- To adapt own specialist clinical knowledge and skills to different clinical settings and influence service delivery and patient care
- To actively implement effective systems and processes for infection control and management

- Communicate service-related information to senior managers, staff, patients and their carers as well as external agencies – such as the Police and Social Services, with a high level of negotiation, persuasion, motivation and reassurance. Some of this communication will be in hostile, antagonistic or highly emotive atmospheres, including dealing with people with severely challenging behaviour
- The post holder will be expected to be able to formally present at departmental meetings
- The post holder will be able to communicate in highly distressing or emotional circumstances, such as: communicating new diagnosis of terminal illness or unexpected death to patients and/or relatives
- Analyse and respond to highly complex information from multiple sources in making clinical judgements, forming diagnoses and differentials, prescribing appropriate treatment options and management plans
  The post holder will be expected to independently analyse and interpret the results from diagnostic tests (such as blood, urine and other laboratory test and diagnostic imaging) and form a differential diagnosis based on the available data

Management and Leadership

- To develop and enhance an area of special interest within specialist area of clinical practice
- To develop own leadership skills within own clinical directorate and within the Corporate Advanced Clinical Practitioner team
- To contribute to the development of a specialist service and act as a change agent to facilitate the change and process whilst encouraging others to be innovative and adaptable in the approach to change

- To develop evidence-based policies and procedures specifically required by the multi-disciplinary team
- To develop clinical competencies for junior staff working within the multi-disciplinary team
- To ensure high standards of care are achieved by developing and marinating effective communication within the multi-disciplinary team.

- To provide a seamless pathway of care by working collaboratively with representatives of other clinical areas, discipline and services.
- Participate in the recruitment, selection and retention of other staff
- To be conversant with all Trust policies and procedures and ensure they are correctly implemented
- To represent the Trust on National Forums related to Advanced Clinical Practice or own specialist area of practice

About your new team and department

The Emergency Department team is a fast paced, high-pressured environment comprised of a wide variety of multi-disciplinary teams, with a vast array of knowledge, skills and experience.

You will be part of a small group of ACPs working within a mixed adult and paediatric Emergency Department.

There is a dedicated consultant lead for ACPs.

You will be able to negotiate non-clinical time to dedicate towards specialist interests as part of an individualised job plan, with approximately 80:20 clinical: supporting professional activity split.

As a department we work closely with other specialities within the Trust such as Surgical, Trauma, Orthopaedic and the Critical Care Outreach Teams. Our close working relationship with SWAST (South West Ambulance Service Trust) can be observed on a daily basis. We thoroughly enjoy supporting and developing newcomers to our department and conduct a twice daily huddle within the paediatric area of ED to ensure the safety and well-being of our staff and patients.

The most rewarding aspects of the role involve clerking, examining and formulating diagnosis before treating paediatric patients with the widest possible range of acute presentations. Lifelong learning and limitless opportunities for developing clinical and management interests, along with significant interactions with all other medical and surgical specialities are guaranteed.

ADDITIONAL INFORMATION

Clinical Governance and Risk Management

The Trust believes everyone has a role to play in improving and contributing to the quality of care provided to our clients. You are expected to take a proactive role in supporting the Trust's clinical governance agenda by:

- Taking part in activities for improving quality such as Valuing Everyone's Experience training or (for staff working within clinical specialties) clinical audit
- Identifying and managing risks through incident and near miss reporting and undertaking risk assessments
- Following Trust polices, guidelines and procedures
- Maintaining and improving your skills through continued professional development/your personal development plan agreed annually with your line manager.

All clinical staff making entries into health or social care records are required to follow the Trust standards of record keeping.

Code of Conduct

You are required to work in accordance with the code of conduct for your professional body.

Confidentiality and Information Governance

You must ensure that you adhere to the relevant Trust guidance in relation to Confidentiality and Information Governance, which includes the collection and sharing of information in relation to staff, patients, relatives, partner organisations and third parties. The Trust has created guidance which satisfies the requirements of the relevant Acts of Parliament, including the Data Protection Act (2018), Freedom of Information Act (2000) and Access to Health Records Act (1990) as well as Department of Health guidance.

Conflict of Interests

You may not without the consent of the Trust engage in any outside employment and in accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust.

In addition, the NHS Code of Conduct and Standards of Business Conduct for NHS Staff requires you to declare all situations where they or a close relative or associate has a controlling interest in a business (such as a private company, public organisation, other NHS or voluntary organisation) or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently, whenever such interests are gained. You should not engage in such interests without the written consent of the Trust, which will not be unreasonably withheld. It is your responsibility to ensure that you are not placed in a position which may give rise to a conflict of interests between any work that you undertake in relation to private patients and their NHS duties.

Disclosure and Barring Service (DBS)

Applicants for posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. Where relevant to the role, applicants who are offered employment will be subject to a criminal record check from the Disclosure and Barring Service. This

includes details of cautions, reprimands, final warnings, as well as convictions. Further information is available from the Disclosure and Barring Service at www.homeoffice.gov.uk

Equal Opportunities

The Trust aims to promote equal opportunities. A copy of our Equality Scheme is available from the Trust website. You must ensure that you treat members of staff, clients and visitors with dignity and respect at all times and report any breaches that you witness to the appropriate manager.

Environmental issues

The Trust is committed to reducing its impact on the environment by preventing pollution, continually improving its environmental performance which increases the wellbeing of staff and clients. As a member of staff you are expected to adhere to policies to assist the Trust in meeting its environmental and sustainability target.

Health and Safety

You must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974 and take reasonable health and safety precautions for yourself and others and ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

Infection Control

The post holder, whether clinical or non-clinical, is required; -

- To undertake all mandatory and essential training in Infection Prevention and Control.
- To familiarise themselves with and adhere to current Infection Prevention and Control policies relevant to them and their area of work.
- To take responsibility to ensure the workplace is kept clean and tidy so that it is safe for all other users of that area.
- To communicate any identified infection risks to the Infection Prevention and Control Team and where appropriate report any Healthcare Associated Infections in line with the Trust's Incident Reporting Policy.
- To take part in the safety improvement projects related to infection prevention and in particular follow the Trust requirements regarding hand hygiene.

Fire Safety

Fire Safety in all the premises from which we operate is the concern of all those who work within these premises. It is of the utmost importance that all members of Staff whether part-time, temporary, bank or permanent are fully aware of and familiar with the Fire Safety Policy and Procedures in the department they are working in. All new employees will receive Fire Safety training within the Trust's induction training programme.

Freedom of Information

You should be aware of the responsibility placed on employees under the Freedom of Information Act 2000 and are responsible for helping to ensure that the Trust complies with the Act when handling or dealing with any information relating to Trust activity.

Identity and Registration Authority Badges

Your identity badge should be on your person at all times whilst working in the organisation and available for inspection if challenged. Registration Authority Smartcards should be used in strict accordance of the Terms and Conditions agreed when signing the application form. Employees must comply with all trust policies in relation to IT access and confidentiality.

Information Quality Assurance

You are expected to take due diligence and care in regard to any information collected, recorded, processed or handled by you during the course of your work and that such information is collected, recorded, processed and handled in compliance with Trust requirements and instructions.

Medical Examinations

All appointments are conditional upon prior health clearance by the Trust's Occupational Health Service. Failure to provide continuing satisfactory evidence will be regarded as a breach of contract.

NHS Constitution

You are required to comply with the NHS Constitution in relation to the staff responsibilities that it sets out for NHS employees. You are expected to adhere to the NHS core values described in the NHS Constitution, which the Trust has adopted.

Professional Registration

All post holders undertaking work which requires professional/state registration are responsible for ensuring that they are so registered and that they comply with any Codes of Conduct applicable to that profession. Proof of registration must be produced on appointment and, if renewable, proof of renewal must also be produced.

Risk Management

You have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

Safeguarding Children and Adults at Risk

The Trust is committed to safeguarding and promoting the welfare of children and adults at risk and is dedicated to robust recruitment checks. Every employee has a responsibility for safeguarding and the protection of children and adults at risk. As such if the post holder witnesses, suspects or is told that abuse is occurring they

have a duty to report the incident. Please refer to the Trust policies on Safeguarding Children and Vulnerable Adults.

Work Visa/ Permits/Leave to Remain

The Trust will consider British /EEA nationals for appointment in the first instance. If the applicant is a non-resident of the United Kingdom or European Economic Union, they are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ the applicant/post holder if they require but do not have a valid work visa and/or leave to remain in the UK.

Person specification

Job title	Trainee Advanced Clinical Practitioner (ACP) - Adults

Attributes	Essential	Desirable	How tested*
Qualifications and training (*Trainee*)	• Registered Nurse or Paramedic. • Evidence of advanced clinical skills commensurate with a band 6 role • Willingness to undertake non-medical prescribing course (level 7) within 1 year • Competence in self- reflection and self-directed learning	• Masters level education or working towards MSc • Autonomous practice qualification • Acute assessment Skills Level 6/7 • Non-Medical Prescribing level 6/7	A / I / T / C
Qualifications and training (*Qualified)*	• Initial professional registration with HCPC or NMC • Masters level education in the following: management, leadership, communication, pathophysiology, physical assessment • Advanced Life Support • Advanced Paediatric Life Support/European Paediatric Life Support • Advanced Trauma Life Support/European Trauma Course • Independent non-medical prescriber	• MSc in Advanced Practice • Teaching/mentoring qualification • RCEM EM-ACP credentialling • Level 1 ultrasound qualification	
Knowledge and experience	• Proven relevant acute or emergency care experience with clerking of undifferentiated patients as a core part of job role over the last 3 years. • Competence in the interpretation of diagnostics and clinical decision making • Understanding of Health Care Governance and its application • Awareness of own scope of practice	• Experience of teaching at informal and formal level • Change management experience • Previous autonomous practice as nurse practitioner • Experience in leading, managing and developing team	

Knowledge and experience (*Qualified)*	• Ability to manage risk • Effective time management and organisational skills • To ensure agreed standards of patient care are achieved by the use of audit • Excellent communication skills with all members of the multidisciplinary teams • Specialist experience as an advanced practitioner working within an Emergency Department for a minimum of 3 years • Evidence of working at an equivalent level of a CT3/ST3 doctor	Experience in Quality Improvement	
Specific skills	• Proven experience of leadership and management at band 6 level • Familiarity with evidence-based practice • Flexibility with rostering • Frequent exposure to bodily fluids and odors Occasional exposure to angry/aggressive relatives/patients	• Evidence of successful implementation of a leadership project	
*Assessment will take with reference to the following information A = Application form I= Interview T= Test C=Certificate			

Physical effort	• Frequent moving and manual handling of patients • Walking and standing for most of the shift • Manual dexterity for complex tasks such as cardiac massage
Mental effort	• Able to make sound clinical decisions • Constantly monitoring patients and acting on changes • Overseeing the nurses/medical decision making and care • Ensuring adequate skill mix for the dependency of the patients • Multiple demands on time • Experience of managing patients with behaviour changes
Emotional effort	• Dealing with the consequences of illness, including breaking bad news • Dealing with the concerns and anxieties of colleagues and showing support • Complaints handling, managing conflict

Working Conditions	• Ability to cope with body odour and fluid, dust, noise • Ability to work in a verbally and physically aggressive environment when hazards are limited •

Our People AT THEIR BEST

NHS
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NHS Foundation Trust

Job description

Advanced Practitioner

Compassionate Leadership
It starts with me

Job description

Job title	Advanced Practitioner – (insert area)
Reports to	Associate Director of Nursing – Professional Practice
Department/ directorate	
Band	Band 8a
AfC reference	2024/155

Job overview

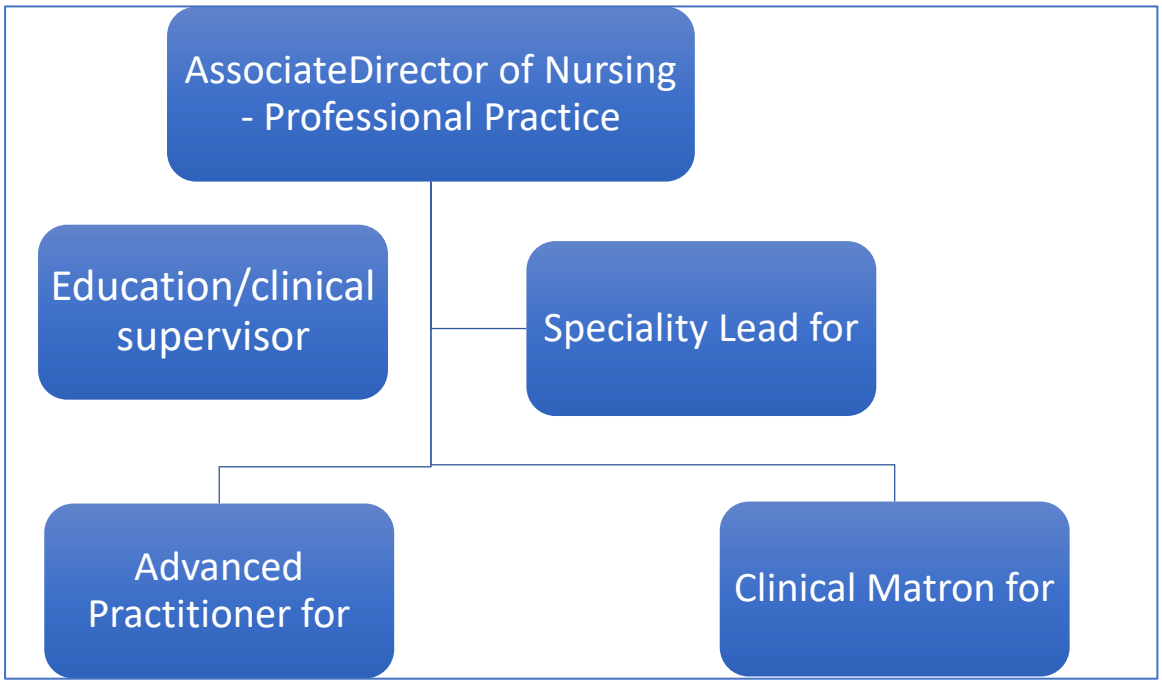
- Be a highly competent, credible, and experienced autonomous practitioner who uses their breadth and specialist knowledge and professional visibility and advanced clinical skills across the 4 pillars of practice to support *insert area.*

- Will have completed or be willing to complete an advanced practice Masters' programme including credentialing in their specialist area of practice.

- Within the scope of their practice, will be able to take a relevant history; perform a holistic physical and mental health examination; undertake clinical assessment to establish a management plan and evaluate the progress of that plan recognising the limitations of their scope of practice. This will be carried out under the non-direct supervision of a medical mentor. They will demonstrate advanced clinical judgement and critical decision-making skills based upon evidence-based practice working across all 4 pillars of advanced clinical practice.

- Be expected to exercise a high degree of personal professional autonomy and make critical judgements to satisfy the expectations and demands of the role, within a defined framework.

If you undertake a Trainee ACP pathway - This will be in line with NHS England Workforce, Training and Education Directorate (NHSWTE) requirements. You will follow a robust and structured ACP pathway which will lead to qualification and accreditation as an Advanced Clinical Practitioner, following completion of the training pathway. The requirements of this Job Description are aimed at fully qualified Band 8A ACPs which a Trainee will be expected to meet after completing their training.



Main duties of the job

The Advanced practice role is service driven and structured around the NHSWTE multi-professional framework for advanced practice. There are 4 pillars that underpin this practice and the postholder will work in accordance with the multi-professional framework for advanced clinical practice (HEE, 2017).

Clinical Practice: The postholder must be able to deliver high quality care to patients, enable other practitioners to maintain professional expertise and be able to exercise a high degree of personal autonomy within their role.

Professional leadership and management: The postholder should be able to demonstrate leadership skills which will support and motivate others in order to continuously improve quality of care and standards of practice. They should be a source of expertise and knowledge for others in their specialist fields.

Education, training, and development: The postholder should contribute to the training and education of others, establishing formal links with local education providers where practicable. They should also contribute to the development of the multi-professional workforce within their specialist fields.

Research: The postholder should contribute to the development of professional practice, through the promotion and service integration of evidence-based practice and audit/service evaluation of standards of care. They should also have a role within research within their specialist fields.

Supporting Professional Activity / Off-the-Job Time (SPA/OTJ)

The anticipated ratio split for clinical: non-clinical time is 80:20. While this is expected to be flexible to meet service and personal professional needs, the 20% SPA/OTJ time allows the practitioner the ability to partake in activities associated with the education, research and leadership pillars. This is a professional responsibility and expectation. Provision of SPA time comes with an expectation to be able to demonstrate output from activities and how it is associated with portfolio of practice. There may be occasions when the service or the operational pressures of the hospital require the clinician to work clinically during their SPA session.

About your new team and department

Insert information about the team, work ethic, or any key information

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Detailed job description and responsibilities

Communication and working relationships
• Communication of highly complex information on managing specialist area conditions including risks and benefits and provide details of alternative options where appropriate. The postholder will communicate highly sensitive and contentious information supporting patients and their carers to make informed decisions about their care and treatment. This will require a high degree of empathy and advanced communication skills to support patients and their families. • Ensure every person receives personalised care starting with a 'What matters to you' conversation and including shared decision making at the heart of all decisions. • Assess, diagnose, plan, implement and evaluate treatments and interventions for patients across the Trust/division/specialty. • Perform accurate clinical procedures appropriate to area of practice and within scope and competence of practice, from undertaking history taking and examination of the patient, including further invasive testing, diagnostics and treatments requiring highly developed skills and precision. • Request investigations such as blood, urine and other laboratory tests, electrocardiographs (ECGs), diagnostic imaging in accordance with regulatory and governance requirements, and as local policy allows. Interpret and act on investigation results, planning and managing clinical care and interventions as required. • Analyse and respond to highly complex information from multiple sources in making clinical judgements and decisions regarding diagnoses, treatment and management plans. This may involve responding to conflicting views and opinions, seeking advice when scope of practice is exceeded. • Produce accurate and complete documentation and patient records consistent with legislation, policies and procedures.

- Receive, process and communicate highly complex information requiring persuasive, motivational, reassuring and empathetic communication skills to maximise co-operation with care and treatment programmes, often about complex, sensitive and potentially distressing information.
- Anticipate and effectively respond to barriers to communication, ensuring patients, families and carers are kept fully informed and consent to treatment and care plans are maintained. This may include managing and reconciling inter and intra-professional differences of opinion.
- Act as a resource for staff advising on local, Trust and national policy, procedures and guidelines ensuring patient safety and clinical governance.
- Understand and apply the legal safeguarding frameworks that supports the identification of vulnerable and abused adults/children. Be aware of statutory vulnerable patients' health procedures such as mental capacity act and supporting best interest decisions around care and working within Trust /systems guidance. Ensure appropriate referral if required.
- Maintain up to date core professional clinical skills.
- Interpret relevant clinical guidelines and professional guidelines and establish local means of implementing these across professions and agencies.
- Ensure that all aspects of clinical governance are addressed by the team and reported to appropriate organisations.
- If required by role, provide highly specialist advice to GP's, other healthcare professionals and primary health care teams, especially in situations where there are conflicting views or opinions on the best course of action or care e.g. ethical dilemmas.
- Provide support for patients, carers and family members to ensure that advice and information is accessible to them and to promote empowerment, informed choice and self-management.
- Act as a clinical/ professional practice leader, managing their own workload and work across professional, organisational and system boundaries to improve services and develop practice. Participate in networks, locally, regionally and nationally and assess and manage risk proactively challenging others.
- Co-ordinate care for patients and relatives by communicating closely with different care centres to ensure smooth transition of care between differing hospitals.

Analytical and judgement

- Apply critical judgements to inform clinical decision-making, recommendations and prescription of treatment, including making referrals as necessary.
- Utilise highly complex reasoning skills to provide diagnoses, present treatment options and health promotion advice within the area of expertise to patients.
- Effectively manage conflicting perspectives and reconcile professional differences of opinion.
- Recognise and adhere to the limits of personal competency.
- Challenge established practice standards and contributed to constructive change.

- Demonstrate critical reflection of own practice, fostering self-awareness, emotional intelligence and willingness to embrace change.

Planning and organisation

- Plan and organise complex activities, programmes and those requiring adjustments.
- Generate and implement new solutions that will best suit the needs of patients and carers, through thinking laterally about practice.
- Act as a positive role model and provide highly specialist advice and consultancy for multidisciplinary colleagues including colleagues' working in the Acute Trust, Primary Care, Social Care, charitable sector and other external agencies.
- Work with colleagues in the development of regional and national guidance in speciality area.
- Review and monitor standards for best practice contributing towards preparation for performance evaluations.
- Overcome barriers to understanding using leadership and management skills.
- Provide expert advice and information to other professionals and agencies to ensure appropriate referral to the service.

Physical skills

- Advanced psychomotor skills, high level of manual dexterity
- Highly developed physical skills requiring accuracy, high degree of precision.

Patient and client care

- Conduct comprehensive holistic assessment for patients with specialist care needs, referred to the service, via the requesting/undertaking and interpretation of diagnostic results.
- Assess patients as an expert clinician, facilitating stepped-up care provision where required.
- Provide direct patient care and undertake procedures, whilst maintaining privacy & dignity and acting as a role model for other members of staff
- Develop highly specialised programmes of care and provide highly specialised advice regarding care.
- Familiar with and use a variety of diagnostic, symptom management and patient outcome tools.
- Competent in the clinical skills required for the role e.g. prescribing, interpretation of phlebotomy, microbiology and imaging results.
- Competent at undertaking clinical procedures relevant to the role and be responsible for developing competency and capability frameworks and training to ensure safe and effective care.
- Highly developed physical skills with great degree of accuracy and precision

Policy and service development

- Proactively lead strategic developments and other activities that monitor and improve the quality of healthcare and the effectiveness of practice.
- Improve clinical practice within the services areas, proposing policy or service changes, including those that impact beyond own area.
- Be aware of developments in practice at a national and international level and implement changes that reflect benchmarked best practice.
- Engage in appropriate audit programmes within the service at both individual and systems level. Select and apply valid and reliable approaches and methods which are appropriate to the service user group and act on the findings.
- Continually assess and monitor risk in their own and others' practice and challenge others about wider risk factors within the service
- Use evidence-based practice to underpin clinical guidelines and integrate research into clinical practice.
- Develop, implement and evaluate strategies to advance knowledge and practice.
- Identify national issues, strategies and policies that have an impact on service provision and initiate and implement practice and service improvement.
- Participate in the development of the organisations mission, vision and values and promote a culture of excellence.
- Identify and develop systems to motivate, support and recognise the contributions of others.
- Advocate and contribute to the development of an organisational culture that supports continuous learning and development, that is evidence-based and promotes succession planning.
- Support the senior leadership team in delivery of long-term plan forward view priorities for responsive care.
- Support the senior leadership team in delivery of services that meet the needs of the whole person paying particular attention to those with protected characteristics or are vulnerable.
- Make operational judgements, manage conflicting views, reconcile inter and intra-professional differences of opinion and escalate for senior clinician review when required.
- Identify personal development needs to work as an advanced practitioner, in accordance with the Trust Framework for Advanced Practice, and take appropriate action to ensure these needs are met to achieve qualification at master's level or via portfolio route, to ensure currency and credibility.
- Actively seek feedback and involvement from individuals, families, carers, communities and colleagues in co-producing service improvements
- Engage stakeholders both internal to the Trust and key external partners, using high-level negotiating and influencing skills to develop and improve practice.

Finance, equipment and other resources

- Ensure there are systems in place for teams to maximise use of clinical capacity.

- Assist in the formulation of business cases to ensure adequate, appropriate equipment and staffing.
- Collaborate in the redesign of services to ensure they are organized to meet service user need.
- Personal duty of care in relation to equipment, resources and safe use of equipment used within clinical areas.
- Responsible for the effective and appropriate use of resources and the cost implications

People management and training

- Participate in academic and clinical supervision.
- Contribute to and lead the development and implementation of evidence-based protocols, documentation processes, standards, policies and clinical guidelines.
- Develop Specialist practitioners within the team in the utilisation of advanced clinical reasoning skills and evidence-based knowledge in the management of patients with highly complex disease and presentations.
- Assess and mentor colleagues who are undertaking Higher Education Institute modules and other educational courses.
- Support and lead staff within the Trust to provide patient-appropriate care, fostering the development of required skills and knowledge.
- Demonstrate leadership in unfamiliar, complex and unpredictable clinical situations.
- Continue personal academic development, critically reflecting to maximise skills and knowledge.
- Promote a culture conducive to lifelong learning.
- Act as a role model, educator, supervisor, coach, and mentor to instil and develop confidence of others.
- Deliver formal and informal teaching initiatives to deliver service and organisa developments, facilitating an environment for CPD/supervision for all MDT members; this may include leading team meetings.
- Deliver training to all clinical staff including students in the specialist area.
- Develop and deliver teaching packages that enable expert skills development in the service area.
- Provide specialist input for the education and training of other health care professionals within the Trust.
- Evaluate the impact of training on practice and service provision.
- Share expertise and knowledge to support the upskilling of team members involved in the patient's pathway.
- Act as a resource for staff, advising on local, Trust and national policies, procedures and guidelines ensuring patient safety and clinical governance.
- Attend and present relevant clinical/professional meetings, seminars and conferences.

Information technology and administrative duties

- Maintain clinical records in line with Trust policy and governing body standards.

- Implement work and communication systems that ensure clinical teams have access to specialist advice and information using IM&T
- Monitor key performance indicators and ensure teams have access to real time data and can use this effectively. Escalate variance for prompt action.

Research and development

- Determine evidence-based therapeutic interventions for patients and monitor their effectiveness. This may include the prescribing of medication, and side effects /therapeutic response monitoring.
- Disseminate information and research findings locally, nationally and internationally.
- Participate in research and audit, utilising results to inform practise and develop services.
- Demonstrate high-level communication skills to contribute to the wider development of those working in their area of practice by publicising and disseminating their work via presentations at conferences and articles in the professional press.
- Critically appraise and synthesise the outcome of relevant research, evaluation and audit outcomes to underpin personal practice and inform that of others.
- Identify gaps in evidence base in own area of practice, collaborating with academic, clinical and other active researchers to consider how these could be addressed in a safe and pragmatic way.

Freedom to act

- Practice autonomously, self-directing workload, and defining boundaries of practice within the scope of practice and respective code of professional conduct.
- Demonstrate advanced leadership skills to enhance the development of patient pathways to meet national standards and guidelines.
- Represent the Trust at local, regional, national level, presenting at meetings and conferences as required.
- Work autonomously making highly complex clinical decisions with minimal supervision from consultant staff working within local and national policies and being responsible for how these policies are interpreted.
- Autonomously assess patients; receive and make referrals; assess, order, interpret and act upon investigative tests; consider differential diagnosis; evaluate, treat, plan, refer and discharge patients/clients within the Trust.

Person specification

Job title	Advanced Practitioner

Attributes	Essential	Desirable	How tested*
Qualifications and training	• Degree/ diploma in core profession area • Registered on NMC/ HCPC • Master's degree in advanced Practice or HEE e-portfolio equivalent or willing to undertake the ACP masters as a trainee at Band 7	• Leadership or management course/qualification • Evidence of active research presence • Experience of implementing service improvement projects • Independent non-medical prescribing, (if required within service) • Education/Mentorship/Supervision Course	A / I / T / C
Knowledge and experience	• Extensive experience within (insert speciality) • Evidence of service development/ improvement • Ability to facilitate group supervision. • Proven skills in leadership and motivating others • Advanced assessment skills • Change management skills • Proven experience in risk management • An understanding of Clinical Governance and its implications for services, including experience of quality issues and audit	• Add specialty/role specific experience and knowledge. • Multi-professional supervision • Appraisal skills • Implementing policy and clinical guidance	
Specific skills	• Ability to prioritise and manage own workload. • Ability to identify learning opportunities. • Ability to organise own learning and development.	•	

	• Ability to manage change. • Ability to develop others within the team. • Excellent verbal and non-verbal communication skills • Ability to develop effective interpersonal relationships with colleagues across health and social care settings. • Ability to present information to professional groups. • Ability to respond to, prioritise and analyse complex health conditions and ensure effective interventions are actioned. • Ability to respond to problem situations and to ensure effective interventions are put in place. • Ability to be flexible and agile in relation to service needs		
*Assessment will take with reference to the following information A = Application form I= Interview T= Test C=Certificate			

Physical effort	• Standing / moving for long periods • Assisting patients with personal care – following Trust manual handling guidance
Mental effort	• Frequent interruptions for patient and staff need. • Unpredictable workload • High levels of stamina and the ability to concentrate on the most complex and challenging issues. • High level of emotional resilience and ability to work under pressure.
Emotional effort	• Supporting patients following life changing diagnosis/surgery and lifelong chronic conditions • Supporting with anxious patients and their families • Frequent highly distressing and emotional circumstances • Supporting staff through professional development and disciplinary/ performance issues

Working conditions	• Excellent communication both written and oral • Ability to make challenging decisions. • Ability to work autonomously and as part of a team. • Advanced IT skills word, databases, Excel • Ability to use audit to develop practice in self and others.

Our People AT THEIR BEST

NHS
Torbay and South Devon
NHS Foundation Trust

Advanced Clinical Practitioner (ACP)

Paediatric Emergency Department

Compassionate Leadership
It starts with me

Job description

Job title	Advanced Clinical Practitioner (ACP) for Paediatrics
Reports to	ED Consultant Lead for ACP's
Department/ directorate	Emergency Department
Band	7 in training – 8a when qualified
AfC reference	2022/054R

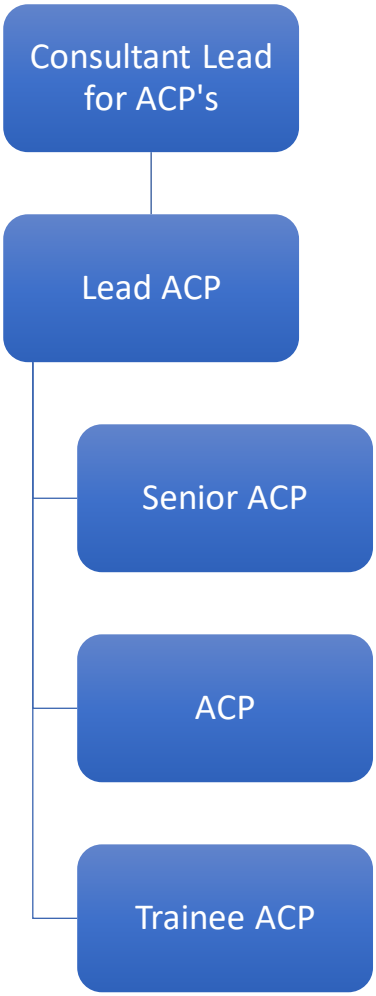
Job overview

The Royal College of Emergency Medicine (RCEM) has created a training programme for nurses and paramedics to become Advanced Clinical Practitioners (ACPs) in Emergency Medicine. ACPs are expected to complete a RCEM e-portfolio, complete a Masters in Advanced Clinical Practice and work to a fully independent clerking practitioner working at an SHO level.

The training is expected to take 3 years, and will include financial support to complete life support courses, Masters Course and other subsidiary courses such as x-ray reporting. There is a yearly assessment of competence and progression and an expectation to attend monthly regional training days. There are three training stems available: adults and paediatrics, paediatrics only and adults only. This job is for the Paediatric only stem.

Our Advanced Clinical Practitioner will provide direct clinical care to all groups of patients attending the emergency department, including majors, minors and resus patients of all ages. They will be required to work at a level equivalent to the level of a Common Trainee 3 (CT3)/Specialist Trainee 3 (ST3) level Emergency Medical trainees. Advanced Clinical Practitioner will take leadership for all patients directly seen by the practitioner and provides advice to junior doctors and trainee advanced clinical practitioners (ACPs).

More information can be found at: ACP Curriculum 2022 | RCEM


Consultant Lead for ACP's
Lead ACP
Senior ACP
ACP
Trainee ACP

Main duties of the job

1. Clinical

- To deliver and participate in the safe clinical care of paediatric patients
- To provide a level of advanced and comprehensive assessment based on a specialist body of knowledge under supervision of a clinical mentor (ED Consultant)
- To assume direct responsibility for the management of patients within own case load and for the supervision of junior members in the multidisciplinary team
- To appropriately assess, examine, investigate, diagnose and treat paediatric patients, resulting in the safe management and appropriate referral and/or discharge of patients within the boundaries of the role as a trainee and under the supervision of clinical mentor
- To contribute to the development and improvement of systems and processes that facilitates patient flow
- To maintain own clinical development by keeping abreast of new treatments and technologies within their designated directorate
- To improve the quality of the patient experience by identifying and meeting the individual clinical needs of patients
- To rigorously review all aspects of the patient's plan of care and identify and address issues that may result in a sub-standard service
- To contribute towards the review and development of integrated care pathways and clinical guidelines to ensure a standardised approach to clinical care
- To work in a confident and competent manner within their own professional guidelines (e.g. NMC, HCPC)
- To ensure accurate documentation and records of patient care are kept. To contribute to the development of assessment systems, processes and tools across clinical and/or assessment areas
- To adapt own specialist clinical knowledge and skills to different clinical settings and influence service delivery and patient care
- To actively implement effective systems and processes for infection control and management
- Communicate service-related information to senior managers, staff, patients and their carers as well as external agencies – such as the Police and Social Services, with a high level of negotiation, persuasion, motivation and reassurance. Some of this communication will be in hostile, antagonistic or

highly emotive atmospheres, including dealing with people with severely challenging behaviour

- The post holder will be expected to be able to formally present at departmental meetings
- The post holder will be able to communicate in highly distressing or emotional circumstances, such as: communicating new diagnosis of terminal illness or unexpected death to patients and/or relatives
- Analyse and respond to highly complex information from multiple sources in making clinical judgements, forming diagnoses and differentials, prescribing appropriate treatment options and management plans
  The post holder will be expected to independently analyse and interpret the results from diagnostic tests (such as blood, urine and other laboratory test and diagnostic imaging) and form a differential diagnosis based on the available data

2. <u>Management and Leadership</u>

- To develop and enhance an area of special interest within specialist area of clinical practice
- To develop own leadership skills within own clinical directorate and within the Corporate Advanced Clinical Practitioner team
- To contribute to the development of a specialist service and act as a change agent to facilitate the change and process whilst encouraging others to be innovative and adaptable in the approach to change
- To develop evidence-based policies and procedures specifically required by the multi-disciplinary team
- To develop clinical competencies for junior staff working within the multi-disciplinary team
- To ensure high standards of care are achieved by developing and marinating effective communication within the multi-disciplinary team.
- To provide a seamless pathway of care by working collaboratively with representatives of other clinical areas, discipline and services.
- Participate in the recruitment, selection and retention of other staff
- To be conversant with all Trust policies and procedures and ensure they are correctly implemented

- To represent the Trust on National Forums related to Advanced Clinical Practice or own specialist area of practice

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About your new role and department

The Emergency Department team is a fast paced, high-pressured environment comprised of a wide variety of multi-disciplinary teams, with a vast array of knowledge, skills and experience.

You will be part of a small group of ACPs working within a mixed adult and paediatric Emergency Department.

There is a dedicated consultant lead for ACPs.

You will be able to negotiate non-clinical time to dedicate towards specialist interests as part of an individualised job plan, with approximately 80:20 clinical: supporting professional activity split.

As a department we work closely with other specialities within the Trust such as Surgical, Trauma, Orthopaedic and the Critical Care Outreach Teams. Our close working relationship with SWAST (South West Ambulance Service Trust) can be observed daily. We thoroughly enjoy supporting and developing newcomers to our department and conduct a twice daily huddle within the paediatric area of ED to ensure the safety and well-being of our staff and patients.

Our paediatric team includes qualified band 5 and band 6 children's nurses from a variety of nursing backgrounds which include: HDU, PICU, PEDs, community, ward and acute care. Our team is led by our Band 7, Senior Paediatric Sister, who is always on hand to offer support and guidance.

The most rewarding aspect of the role involve clerking, examining and formulating diagnosis before treating paediatric patients with the widest possible range of acute presentations. Lifelong learning and limitless opportunities for developing clinical and management interests, along with significant interactions with all other medical and surgical specialities are guaranteed.

ADDITIONAL INFORMATION

Clinical Governance and Risk Management

The Trust believes everyone has a role to play in improving and contributing to the quality of care provided to our clients. You are expected to take a proactive role in supporting the Trust's clinical governance agenda by:

- Taking part in activities for improving quality such as Valuing Everyone's Experience training or (for staff working within clinical specialties) clinical audit
- Identifying and managing risks through incident and near miss reporting and undertaking risk assessments
- Following Trust polices, guidelines and procedures
- Maintaining and improving your skills through continued professional development/your personal development plan agreed annually with your line manager.

All clinical staff making entries into health or social care records are required to follow the Trust standards of record keeping.

Code of Conduct

You are required to work in accordance with the code of conduct for your professional body.

Confidentiality and Information Governance

You must ensure that you adhere to the relevant Trust guidance in relation to Confidentiality and Information Governance, which includes the collection and sharing of information in relation to staff, patients, relatives, partner organisations and third parties. The Trust has created guidance which satisfies the requirements of the relevant Acts of Parliament, including the Data Protection Act (2018), Freedom of Information Act (2000) and Access to Health Records Act (1990) as well as Department of Health guidance.

Conflict of Interests

You may not without the consent of the Trust engage in any outside employment and in accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust.

In addition, the NHS Code of Conduct and Standards of Business Conduct for NHS Staff requires you to declare all situations where they or a close relative or associate has a controlling interest in a business (such as a private company, public organisation, other NHS or voluntary organisation) or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently, whenever such interests are gained. You should not engage in such interests without the written consent of the Trust, which will not be unreasonably withheld. It is your responsibility to ensure that you are not placed in a position which may give rise to a conflict of interests between any work that you undertake in relation to private patients and their NHS duties.

Disclosure and Barring Service (DBS)

Applicants for posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. Where relevant to the role, applicants who are offered employment will be subject to a criminal record check from the Disclosure and Barring Service. This

includes details of cautions, reprimands, final warnings, as well as convictions. Further information is available from the Disclosure and Barring Service at www.homeoffice.gov.uk

Equal Opportunities

The Trust aims to promote equal opportunities. A copy of our Equality Scheme is available from the Trust website. You must ensure that you treat members of staff, clients and visitors with dignity and respect at all times and report any breaches that you witness to the appropriate manager.

Environmental issues

The Trust is committed to reducing its impact on the environment by preventing pollution, continually improving its environmental performance which increases the wellbeing of staff and clients. As a member of staff, you are expected to adhere to policies to assist the Trust in meeting its environmental and sustainability target.

Health and Safety

You must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974 and take reasonable health and safety precautions for yourself and others and ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

Infection Control

The post holder, whether clinical or non-clinical, is required; -

- To undertake all mandatory and essential training in Infection Prevention and Control.
- To familiarise themselves with and adhere to current Infection Prevention and Control policies relevant to them and their area of work.
- To take responsibility to ensure the workplace is kept clean and tidy so that it is safe for all other users of that area.
- To communicate any identified infection risks to the Infection Prevention and Control Team and where appropriate report any Healthcare Associated Infections in line with the Trust's Incident Reporting Policy.
- To take part in the safety improvement projects related to infection prevention and in particular follow the Trust requirements regarding hand hygiene.

Fire Safety

Fire Safety in all the premises from which we operate is the concern of all those who work within these premises. It is of the utmost importance that all members of Staff whether part-time, temporary, bank or permanent are fully aware of and familiar with the Fire Safety Policy and Procedures in the department they are working in. All new employees will receive Fire Safety training within the Trust's induction training programme.

Freedom of Information

You should be aware of the responsibility placed on employees under the Freedom of Information Act 2000 and are responsible for helping to ensure that the Trust complies with the Act when handling or dealing with any information relating to Trust activity.

Identity and Registration Authority Badges

Your identity badge should be on your person at all times whilst working in the organisation and available for inspection if challenged. Registration Authority Smartcards should be used in strict accordance with the Terms and Conditions agreed when signing the application form. Employees must comply with all trust policies in relation to IT access and confidentiality.

Information Quality Assurance

You are expected to take due diligence and care in regard to any information collected, recorded, processed or handled by you during the course of your work and that such information is collected, recorded, processed and handled in compliance with Trust requirements and instructions.

Medical Examinations

All appointments are conditional upon prior health clearance by the Trust's Occupational Health Service. Failure to provide continuing satisfactory evidence will be regarded as a breach of contract.

NHS Constitution

You are required to comply with the NHS Constitution in relation to the staff responsibilities that it sets out for NHS employees. You are expected to adhere to the NHS core values described in the NHS Constitution, which the Trust has adopted.

Professional Registration

All post holders undertaking work which requires professional/state registration are responsible for ensuring that they are so registered and that they comply with any Codes of Conduct applicable to that profession. Proof of registration must be produced on appointment and, if renewable, proof of renewal must also be produced.

Risk Management

You have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

Safeguarding Children and Adults at Risk

The Trust is committed to safeguarding and promoting the welfare of children and adults at risk and is dedicated to robust recruitment checks. Every employee has a

responsibility for safeguarding and the protection of children and adults at risk. As such if the post holder witnesses, suspects or is told that abuse is occurring they have a duty to report the incident. Please refer to the Trust policies on Safeguarding Children and Vulnerable Adults.

Work Visa/ Permits/Leave to Remain

The Trust will consider British /EEA nationals for appointment in the first instance. If the applicant is a non-resident of the United Kingdom or European Economic Union, they are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ the applicant/post holder if they require but do not have a valid work visa and/or leave to remain in the UK.

Person specification

Job title	Trainee Advanced Clinical Practitioner (ACP) for Paediatrics

Attributes	Essential	Desirable	How tested*
Qualifications and training (Trainee)	• Registered Nurse or Paramedic with specific paediatric training. • Willingness to undertake non-medical prescribing course (level 7) within 1 year • Competence in self- reflection and self-directed learning	• Masters level education or working towards MSc • Autonomous practice qualification • Acute assessment Skills Level 6/7 • Non-Medical Prescribing level 6/7	A / I / T / C
Qualifications and training (Qualified)	• Initial professional registration with HCPC or NMC • Masters level education in the following: management, leadership, communication, pathophysiology, physical assessment • Advanced Life Support • Advanced Paediatric Life Support/European Paediatric Life Support • Advanced Trauma Life Support/European Trauma Course • Independent non-medical prescriber	• MSc in Advanced Practice • Teaching/mentoring qualification • RCEM EM-ACP credentialling • Level 1 ultrasound qualification	
Knowledge and experience (Trainee)	• Proven relevant acute or emergency paediatric specific care experience of at least three years. • Competence in the interpretation of diagnostics and clinical decision making • Understanding of Health Care Governance and its application • Awareness of own scope of practice • Ability to manage risk • Effective time management and organisational skills	• Experience of teaching at informal and formal level • Change management experience • Previous autonomous practice as nurse practitioner • Experience in leading, managing and developing team	

Knowledge and Experience (Qualified)	• To ensure agreed standards of patient care are achieved by the use of audit • Excellent communication skills with all members of the multidisciplinary teams • Specialist experience as an advanced practitioner working within an Emergency Department for a minimum of 3 years • Evidence of working at an equivalent level of a CT3/ST3 doctor	Experience in Quality Improvement	
Specific skills	• Proven experience of leadership and management at band 6 level • Familiarity with evidence-based practice • Flexibility with rostering • Frequent exposure to bodily fluids and odors • Occasional exposure to angry/aggressive relatives/patients	• Evidence of successful implementation of a leadership project	
*Assessment will take with reference to the following information A = Application form I= Interview T= Test C=Certificate			

Physical effort	• Frequent moving and manual handling of patients • Walking and standing for most of the shift • Manual dexterity for complex tasks such as cardiac massage
Mental effort	• Able to make sound clinical decisions • Constantly monitoring patients and acting on changes • Overseeing the nurses/medical decision making and care • Ensuring adequate skill mix for the dependency of the patients • Multiple demands on time • Experience of managing patients with behaviour changes
Emotional effort	• Dealing with the consequences of illness, including breaking bad news • Dealing with the concerns and anxieties of colleagues and showing support • Complaints handling, managing conflict
Working Conditions	• Ability to cope with body odour and fluid, dust, noise • Ability to work in a verbally and physically aggressive environment when hazards are limited •