

Job Description/Person Specification - Advanced Care Practitioner

Job Title	Advanced Care Practitioner
Responsible Directorate	Operations Directorate
Line Manager	Director of Operations
Contract	Sub-Contracted on a Self-Employed Basis
Remuneration	£35 per hour
Version Date	September 2020

Job Summary:

- Work as a senior clinician within the Rutland Medical Solutions Ltd. clinical team providing patient care and lead medical oversight on a variety of events across the country.
- Carry out assessment, care, treatment and transportation of patients as an autonomous clinician working in a variety of roles including Dual Crewed Ambulances, Rapid Response Vehicles, Rescue Boats and Medical Treatment Centres.
- Carry out standard Nursing/Paramedic duties, working within the scope of practice and adhering to protocols, policies, SOPs and clinical guidelines, seeking appropriate clinical advice and/or support as required.
- Provide extended scope of practice skills in line with National Advanced Clinical Practice framework to deliver high level of specialist care to patients with minor injuries and illness or complex medical problems.
- Engage with CPD opportunities and behave as an ambassador for Rutland Medical Solutions Ltd, displaying the organisation's values and professionalism in all engagements

Responsibilities:

Clinical Responsibilities

- Responsible as an autonomous practitioner using local care pathways associated with local initiatives promoting see and treat, where clinically safe to do so, reducing inappropriate conveyance and subsequent ED admission.
- Ability to organise and manage the scene of a complex incident during initial stages until a Manager/Commander arrives. This could involve organising or managing patients, bystanders or other responding services.
- Modify and adapt working practices to meet the clinical needs of the patient in an emergency and urgent care setting.
- As appropriate, treat refer or discharge patients who access the health service but who do not need hospital admission where clinically safe to do so.
- Utilise appropriate and relevant information to assist patients, patient advocates or carers to make informed health choices in line with national guidance and the health promotion and prevention agenda.
- Make reasoned decisions regarding initiating, modifying or ceasing treatment or procedures and ensuring accurate documentation of decisions. Being accountable and responsible for clinical decisions made during the course of duty, and seek senior clinical advice where appropriate.
- Ensure compliance with medicines management. Ensures drugs are stored securely and where appropriate stocked according to both national legal frameworks and local policy.
- Provide personal supply of Controlled Drugs for use on events within your own scope of practice.

- Make appropriate use of equipment which you are trained on, which may include various types of vehicles, diagnostic, invasive and therapeutic equipment.

Documentation and Record Keeping

- Ensure the prompt, legible and accurate completion of all patient and incident records, providing a full and accurate record of decision making in accordance with the Caldicott principles, current legislation and regulatory framework.
- Participate in clinical audit and effectiveness processes as required including evaluation of clinical procedures, processes and instructions to ensure the highest standards of service are achieved in the interest of patient care. Where appropriate, make proposals for change to own working practices and policies within own working area
- Ensure the sharing of information is always done in compliance with information governance procedures.
- In line with company policy and procedures, record information and maintain records of e.g. passengers, journeys, vehicle refuelling and duty hours.
- Complete and submit all necessary reports and notifications as required

Communication

- Communicate effectively demonstrating compassion, particularly when dealing with people who may have difficulty understanding, for example, but not limited to children, people with learning difficulties and people from different ethnic groups. Adapt communication style accordingly in order to overcome barriers.
- Ensure that informed consent is obtained before undertaking assessment treatment or intervention.
- Participate/attend court, or other legal proceedings, as appropriate.
- Ensure environmental barriers are overcome as far as is reasonably practicable when working at the scene of an incident, maintaining conduct, communication and clinical care in challenging or emotive environments including public places and environments requiring police or other agency support.
- Demonstrate the ability to communicate complicated information when dealing with complex patients and their subsequent care ensuring that this is appropriately passed to relevant parties.
- Effectively communicate sensitive information when dealing with clinical incidents. An example of this is when handing over patients to another healthcare professional and/or when making a safeguarding referral.
- Work with other emergency services commensurate with the principles of the Joint Emergency Services Interoperability Programme (JESIP).
- Maintain timely communications with Event Management and Control, using appropriate information and communication equipment and procedures. Ensure that the Control is aware of operational status and availability at all times and provide initial assessment of specific incidents

Vehicle and Driving Responsibilities

- Drive relevant vehicle types operated by the service that you are trained in accordance with the emergency vehicle driver training standards and the Highway Code and relevant legislation.
- Carry out vehicle and equipment inspections in line with the company's policies.
- In line with the company's policy, maintain appropriate standards of cleanliness of vehicles, equipment and station, completing documentation as required
- Adhere to the Driving at Work Policy

Personal Development Responsibilities

- To be responsible for ensuring NHS Employer’s statutory and mandatory training remains up to date and undertake CPD to maintain fitness to practice and adherence to HCPC/ NMC standards.
- Identify developmental opportunities within the work context and take part in activities which lead to personal and professional development including undertaking reflective practice.
- Attend supervision and appraisal sessions with line manager and appropriate others, as required.
- Maintain individual scope of practice and professional registration as defined by current HCPC Standards of Proficiency - Paramedics or the NMC Standard of Proficiency.
- At all times exhibit and comply with the standards of personal and professional conduct and performance as required by HCPC or NMC Standards of Conduct, Performance and Ethics.

General Responsibilities:

- Dynamically assess scene and identify environmental and clinical risks to patients, self and colleagues taking appropriate action to minimise them where possible and ensure safety.
- Identify safeguarding concerns and ensure these are reported and documented in an appropriate manner.
- Have due regard and where practicable maintain the security of operational bases, ambulances and equipment.
- Ensure the safe transfer of patients, to and from vehicles, in line with the company’s policy/procedures.
- Take responsibility for own health and wellbeing, promoting the ongoing care of physical and mental wellbeing in order to meet the requirements of the role.
- Carry out shifts as agreed and detailed by Rutland Medical Solutions Ltd.
- To abide by the company’s values, all staff must maintain the highest standards of care and service treating everyone with dignity and respect whilst promoting a non-discriminatory, inclusive culture.
- Identify and take action when other people’s behaviours undermine equality, diversity and inclusion.

Person Specification

Criteria	Essential	Desirable	Assessed
Qualifications and Training			
Hold current registration with the Health and Care Professions Council or the Nursing Midwifery Council and be free from any suspensions, cautions or conditions of practice.	✓		
BSc in Paramedic Science or BSc (Hons) in Nursing	✓		
MSc in Advanced Clinical Practice or working towards		✓	
Relevant Post - Registration Qualifications e.g. ALS, ATLS, PHTLS etc.	✓		
Hold Level 7 Clinical Skills Qualification	✓		
Hold Level 7 Independent Non-Medical Prescribers Qualification		✓	
Untaken minor injuries and illnesses course including wound closure	✓		
Hold a full UK driving license including categories B and C1, with a maximum of 3 penalty points		✓	

Hold IHCD Ambulance Driving qualification or equivalent		✓	
Hold RYA Level 2 Powerboat and Safety Boat Qualification		✓	
Hold Mentorship Qualifications	✓		
Skills, Knowledge and Experience			
At least 3 years post registration experience	✓		
Current employment with an NHS Ambulance Service/ Hospital Trust	✓		
Evidence of Continuous Professional Development	✓		
Demonstrate good knowledge of the professional clinical guidelines and codes of conduct	✓		
Experience of mentorship and supervision in relevant practice settings	✓		
Ability to communicate effectively verbally and in writing in complex, contentious and sensitive situations.	✓		
Good Interpersonal Skills	✓		
Ability to develop and adapt to change	✓		
Ability to work as part of a multidisciplinary team	✓		
Planning and decision-making skills	✓		
Ability to work under pressure with minimum supervision	✓		
Able to maintain confidentiality of information	✓		
Able to complete clinical records to a high standard	✓		
Personal Characteristics			
Ability to develop effective professional working relationships with colleagues and the public.	✓		
Able to use initiative/self-motivated.	✓		
Maintains a flexible and proactive approach to work.	✓		
Act with honesty and integrity.	✓		
Quality/patient focused.	✓		
Caring attitude and sensitivity to others.	✓		
Confident with the ability to take a lead role.	✓		
Ability to interact with people from varying cultural backgrounds and social environments.	✓		
Able to promote equality and value diversity.	✓		
Able to ensure care of own health and wellbeing to promote improvements to physical and emotional wellbeing.	✓		
Committed to the values-based principles of high-quality patient care to include; compassion; care; competence; communication; courage and commitment in all aspects of service delivery	✓		
Enhanced DBS Clearance in the last 5 Years	✓		