



Information for applicants

**ADVANCED CLINICAL
PRACTITIONER**

YORK

PUTTING OUR PATIENTS AND OUR PEOPLE FIRST



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1. Background

Haxby Group is a high-quality, community-based healthcare organisation, with general practice at its heart. We deliver exceptional care from 10 GP surgeries across York, Scarborough, and Hull, serving more than 95,000 patients. Haxby Group has been rated Outstanding by the Care Quality Commission (CQC) in York and Hull. It has been rated as Good in Scarborough.

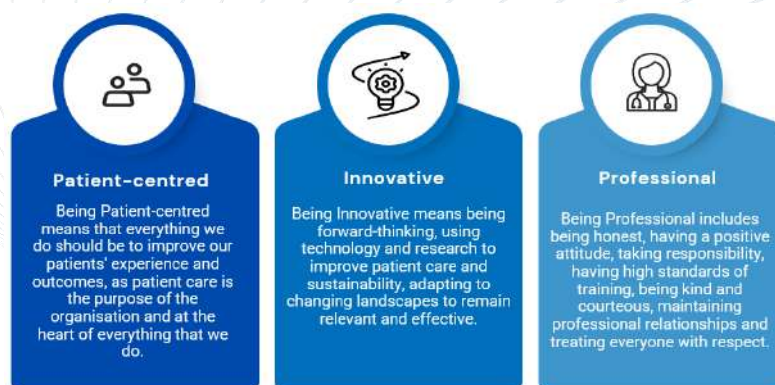
We are dedicated to improving the health of the communities we serve and have an innovative approach to ensuring we provide outstanding care. We are actively involved in research projects with the aim of improving patient care, and our digital-first ethos has contributed to reducing waiting times for access to services.

Our large and diverse team of Doctors, Nurses and Advanced Practitioners have decades of expertise, providing a range of care in a safe, friendly environment, with support from highly experienced Health Care Assistants, Clinical Pharmacists, and other non-GP clinicians. Supporting the patients and our clinical team are the large front of house and back-office teams ranging from Patient Services, Care Navigators, Clinical Administration Support and more.

Alongside the full range of NHS GP services, we provide minor surgery, vasectomies, and contraceptive procedures as well as providing some non-NHS services.

As the host for the Workforce and Training hub in Humber North Yorkshire, we offer training services through Haxby Group Training. We are committed to training all our staff, from Clinical Administration and Call Handlers, through to our Nursing team, and including all stages of undergraduate and postgraduate medical education. As a Primary Care Training and Workforce Hub in Humber Coast and Vale, we also provide support for a growing network of local practices, co-ordinating local schemes on behalf of Health Education England.

We have a clear mission "To deliver high quality, compassionate care to our local communities with an innovative and ethical mindset" and we achieve this by applying our organisational values:



More information can be found at www.haxbygroup.co.uk



2. Job Description

Job Title: ADVANCED CLINICAL PRACTITIONER

Reports to: ADVANCED CLINICAL PRACTICE MANAGER

Structure:

Advanced Clinical Practitioner Manager > Head of Advanced Clinical Practice > Board of Directors

Job Summary:

An Advanced Clinical Practitioner is defined as a registered Health Care Professional; you will be a Nurse, Paramedic or Physiotherapist who is qualified with an appropriate Master's Degree in Advanced Clinical Practice relevant to Primary Care.

Whilst you are a dependent practitioner acting within your professional boundaries, you will work autonomously, without immediate support and supervision, enabled by a collaborative and supportive working relationship with your clinical supervisor. You will deliver safe, effective clinical decision-making and expert quality care, including assessment, diagnosis, clinical management and evaluation to the Practice population. You will have the attitude, skills and knowledge base to deliver quality holistic care and treatment.

You will assist in the provision of patient care at all Practice sites or establishments, or in the patient's place of residence, working in collaboration with a multidisciplinary team.

You must work at all times within your own competence and use your own judgement, knowledge and common sense in your day-to-day activities.

Clinical Responsibilities:

- Assess, diagnose, plan, implement and evaluate treatment/interventions and care for patients presenting with an undifferentiated diagnosis
- Clinically examine and assess patient needs from a physiological and psychological perspective, and plan clinical care accordingly
- Assess, diagnose, plan, implement and evaluate interventions/treatments for patients with complex needs
- Demonstrate critical thinking in the clinical decision-making process
- Manage patient risk effectively and safely, including high levels of complexity and uncertainty
- Evaluate the safety and effectiveness of your own clinical practice
- Utilise your clinical mentor and other clinical staff appropriately to ensure safe and effective patient care, demonstrating awareness of your own limitations



- Provide safe, evidence-based, cost-effective, individualised patient care within the surgery, patient's own home or other environment where patient care is carried out.
- Refer patients directly to other services/agencies as appropriate, utilising Practice and local guidelines and in a timely manner
- Pro-actively identify, diagnose, monitor and manage treatment plans for patients at risk of developing a long-term condition as appropriate
- Diagnose and manage both acute and chronic conditions, integrating both drug- and non-drug-based treatment methods into a management plan
- Prescribe and review medication for therapeutic effectiveness, appropriate to patient needs and in accordance with evidence-based practice, and national and practice protocols, and within own scope of practice.
- Work with patients in order to support compliance with and adherence to prescribed treatments.
- Provide information and advice on prescribed and over-the-counter medication on medication regimens, side-effects and interactions
- Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care
- Support patients to adopt health promotion strategies that promote healthy living and to apply principles of self-care
- Recognise, assess and refer patients with mental health needs as appropriate
- Communicate with and support patients receiving "bad news"

Other responsibilities:

- Recognise and work within own competence and in accordance with the professional code of conduct of the Nursing and Midwifery Council (NMC), Health and Care Professions Council (HCPC) or Faculty of Physician Associates (Royal College of Physicians) as appropriate
- Monitor the safety and effectiveness of own clinical practice through quality assurance strategies such as the use of audit, mentor feedback, case review and peer review
- Maintain accurate and complete documentation and records utilising I.T. as appropriate and in accordance with Practice protocol
- Use own judgement, resourcefulness and common sense
- Deliver care according to evidence based practice, following agreed protocols, local and national guidelines
- Understand and apply legal policy that supports the identification of vulnerable and abused children and adults, being aware of statutory child/vulnerable adult health procedure and local guidance
- Work within policies regarding family violence, vulnerable adults, substance abuse and addictive behaviour, and refer as appropriate
- Contribute to achievement of the highest possible quality standards such as the QOF and other agreed Key Performance Indicator targets
- Attend in-house governance, educational and staff meetings as appropriate



- Assist with the training of other staff members and also with the education of doctors, nurses and other health professionals in training as appropriate
- Pro-active engagement with the practice population and wider community to promote healthy living and encourage uptake of services. This may include visits to local schools, community centres and other groups as necessary
- Undertake additional tasks as required within your general role as a Primary Care Practitioner and senior member of the team

Leadership responsibilities:

- Act as a positive role model
- Provide professional leadership as required
- Support the development of others in order to maximise potential
- Actively promote the workplace as a learning environment, encouraging everyone to learn from each other and external good practice
- Critically evaluate and review innovations and developments that are relevant to the area of work
- Participate in planning and implementing changes within the area of care and responsibility
- Contribute and participate in the development of local guidelines, protocols and standards
- Ensure the principles of infection control and local/national policies and guidelines are applied throughout the practice, monitoring and implementing changes as required

Business Responsibilities:

- Gather statistics and information as required.
- Undertake assigned tasks, project support, or development.
- Maintain accurate documentation and records using IT as per Haxby Group protocol.
- Follow agreed policies and protocols, seeking guidance from Team Leaders and Managers if required.
- Promote service uptake within the community.
- Uphold and promote Haxby Group's ethos and culture.
- Ensure resource rationalisation.
- Assist in expanding the business's professional offerings.
- Attend in-house governance, educational, and staff meetings.
- Plan, develop, and support new working processes to enhance quality.
- Train staff for optimal performance.
- Build and maintain relationships with other healthcare professionals and external bodies.
- Always behave professionally.

**Safeguarding:**

- Commit to safeguarding Adults at risk (vulnerable adults), children, and young people.
- Adhere to legislation and policies on Child Protection and Safeguarding Adults and be aware of your duties and responsibilities.
- Recognise signs of abuse and neglect.
- Inform the Safeguarding Lead of any concerns promptly.
- Stay up to date with safeguarding training requirements.

Learning and Development:

- Participate in training programmes, performance reviews, and personal/professional development.
- Develop and use a Personal Development Plan.
- Utilise learning opportunities and share knowledge with the team.
- Undertake mandatory and statutory training.

Team Working:

- Assist and support your line manager in providing a quality service.
- Provide cover during team members' absences.
- Support and facilitate change.
- Undertake additional tasks as required.
- Work effectively as a team member, supporting others.
- Accept delegation from senior staff and manage time effectively.
- Participate in team activities to improve patient care.
- Contribute to team effectiveness by reflecting on activities and making suggestions.
- Support local projects as agreed.
- Delegate duties safely and competently.

Confidentiality:

- Respect patients' privacy and maintain confidentiality.
- Access and share information only with authorised persons as per policies.

Health & Safety:

- Promote and maintain health, safety, and security per the Health & Safety Policy.
- Use personal security systems and manage work risks effectively.
- Keep up with training to update knowledge and skills.
- Use infection control procedures and maintain tidy, hazard-free work areas.
- Report potential risks and accidents promptly and as per the policy.



Equality and Diversity:

- Support equality, diversity, and rights of patients, carers, colleagues and visitors.
- Respect the privacy, dignity, and beliefs of all individuals.
- Behave in a welcoming, non-judgmental manner.

Quality:

- Strive for quality within Haxby Group.
- Alert the team to quality and risk issues.
- Manage time, workload, and resources effectively.
- Work within limitations and cooperate with audits.
- Contribute to achieving high-quality standards and initiate improvement projects.
- Work with the Registered Manager to meet CQC standards.
- Collaborate with other agencies to meet patients' needs.

Communication:

- Communicate effectively with team members, patients, carers and visitors.
- Recognise and respond to alternative communication needs.

Other:

- This job title and job description is neither exhaustive nor exclusive and is subject to periodic review and amendments.

3. Person Specification

	Essential	Desirable
Physical Requirements	Able to undertake the requirements of the post.	Reliable. Flexible. Excellent attendance record.
Knowledge/Qualifications/Skills	Registered Nurse (NMC) or Registered Paramedic (HCPC) or Registered Physiotherapist (HCPC). Master's Degree in Advanced Clinical Practice. Minor illness qualification at degree level assessed by OSCEs Minor injuries qualification. Current registration.	At least two years' experience post MSc qualification. Mentor/teaching qualification. Knowledge of health promotion strategies. Knowledge of Quality and Outcomes Framework.



	Independent non-medical prescriber or working towards it or proven ability to use Patient Group Directions. Aware of accountability of own role and that required of a Registered Practitioner. Good communication (oral and written) and inter personal skills. Change management skills and ability to support patients to change lifestyle. Negotiation and conflict management skills. Keyboard skills.	
Competencies/Qualities/Attributes	Practitioner-led management of minor illness and injuries. Evidence of working autonomously, with some support and supervision. First contact care. Proven ability to evaluate the safety and effectiveness of own clinical practice. Ability to listen and empathise	Experience of Microsoft Office applications. Experience of GP Clinical IT systems. Proven competency as an Independent non-medical prescriber.
Other	Aware of accountability of own role and that required of a Registered Physician Associate. Ability to assess and manage patient risk effectively and safely. Knowledge of health promotion strategies. Understanding of evidence-based practice. Negotiation and conflict management skills. Ability to form good working relationships with a multidisciplinary team. Ability to listen and empathise. Ability to organise and prioritise workload. Demonstrable evidence and commitment to professional development.	Knowledge of Quality and Outcomes Framework.



	Ability to work independently. Ability to work as team player. Initiative and drive. Pleasant and articulate. Able to work under pressure. Self-motivated and positive. Empathetic, honest, caring. Adaptable and forward looking. Enthusiastic and energetic. Diplomatic and considered. Hard working, willing and flexible. Observance of strict confidentiality. Ability to use own judgement, resourcefulness and common sense.	
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4. Terms and Conditions

Salary:	According to skills and experience (pay range £54,495.95 - £60,811.77 gross per annum). Pay progression will be dependent upon annual performance appraisal.
Holiday entitlement:	27 days plus bank holidays (pro rata for part-time staff)
Training:	Induction training plus ongoing training subject to an agreed personal development plan
Working hours:	Full time - 37.5 hours per week The Surgeries will be open 8 am to 8 pm weekdays and until 1 pm Saturdays. The post-holders' exact weekly hours will be agreed according to service and individual needs. These hours may vary as dictated by service or individual requirements. To facilitate communication and training you will also be required to attend evening meetings, events and training that fall outside your normal working hours. These will be reimbursed as overtime paid at the normal hourly rate, or as time taken in lieu.
Benefits:	Several additional benefits including NHS Pension, reimbursement of NMC, HCPC or other and personal Medical Defence fees and the Simply Health Well-being Plan will be offered after your probation period.



Other benefits include:

- Full induction package with reviews.
- Annual reviews.
- Annual training day.
- Regular training and updates.
- Social functions.

5. Application

To apply you must complete an application form.

Human Resources contact details:

Address: HR Department, Haxby Group, 109-119 Front Street, Acomb, York, YO24 3BU.

Or E mail: HR.Team@haxbygroup.co.uk Tel: 01904 928077 / 789046

All applications will be acknowledged however previous applicants need not apply.

For more information regarding the post please contact the HR Team on the above numbers.