



JOB DESCRIPTION

Job Title: Lead Development Advanced Clinical Practitioner (ACP) (Clinical)

Department/Team/Service: Sheffield Walk in Centre

Line Manager: Operations Manager

Hours: 40hrs – 20hrs clinical and 20hrs non-clinical

Benefits: NHS Pension

Job Purpose/Main responsibilities of role:

Are you a looking for a new challenge in a constantly changing minor illness healthcare environment? Can you motivate and lead a team to achieve success in delivering high quality standards? If so, then this could be the role for you.

One Medical Group are looking for a professional and dynamic individual to join the team at Sheffield, as the Lead Development Advanced Clinical Practitioner.

The Lead Development Advanced Clinical Practitioner (ACP), will lead the team at Sheffield to ensure that all clinical and non-clinical staff competencies are constantly monitored and that standards are high. They will also lead and develop further the Trainee Advanced Clinical Practitioner program, helping to develop junior staff into quality ACP's.

They will ensure that safety, efficiency and effectiveness of the service we deliver are of the highest priority, providing the best outcomes for the patients that use the service and those that are employed by the service. They will have high standards and expectations to ensure that the team is delivering high quality care to patients and clients, creating an environment where this can flourish. They will be responsible for the continuous audit of clinical records and medication prescribing, ensuring that practice meets required guidelines and is safe.

They will be trained in adult and paediatric assessment and be able to take on the role as Paediatric Lead for the centre.

They are expected to harness a working environment which encourages team work, energy and creativity. To achieve this, they will have strong leadership and excellent problem-solving skills, along with good communication and interpersonal skills. They will work closely with the Operations Manager and Quality Lead at the centre.

The post holder will support One Primary Care to achieve our vision and values:





- Putting people first
- Working together
- A better future

1. Operational/ Main Responsibilities

- To lead the service, setting the example of what is expected from the team.
- Provide quality leadership and support to the other key members of the team at the centre.
- Aim for an outstanding and gold standard service by improving on what is in place and looking for new ways to develop the service.
- Develop teaching packages for staff members and deliver these to the team.
- To produce video learning, VLOG's, Webinars and online training.
- To be able to assess both clinical assessment skills and minor illness and chronic illness conditions.
- Disseminate any new research, guidelines or education into the team to improve clinical knowledge of the clinicians.
- Work with the Operations Manager and Quality Lead to deliver 1-1's, clinical supervision and appraisals to the team.
- To provide education and development opportunities for the clinical and non-clinical staff.
- To take on the role of paediatric lead at the centre and be responsible for the audit process.
- Understanding of risk assessment and putting measures in place to mitigate against the potential risks.
- To take responsibility for the audit of clinical records and prescribing.
- To work with the Operations Manager and Quality Lead to ensure all audits have been performed in a timely manner, meeting deadline requirements.
- Attending team meetings and huddles at the centre to ensure that communication and information is disseminated on a regular basis.
- Create a training needs analysis and ensure that staff are developing.
- Ensure that mandatory training is being completed by staff members and updated on the tracker.
- Create portfolios for staff development
- To be actively involved in the recruitment and selection of staff at the centre.
- Ensure that exemplary customer service is being delivered by all staff.
- Liaise with the key stakeholders and external agencies to ensure that our contractual requirements are being met and to develop the service.
- Attend all relevant meetings with key stakeholders, NHS services, CCG, CQC and commissioners that relate to development.
- To create action plans, spreadsheets and trackers that are updated and acted upon on a regular basis. These will be shared with the Senior Leadership team.
- Create any necessary SOP's that are required for the centre.





- To assist with developing Personal Development plans for the staff and managing performance, when required, in line with OMG policy
- To be a support to clinical and non-clinical staff
- To be innovative in the development of the service and the centre
- The ability to meet deadlines that are required, especially if short notice
- To assist with complaints and SER, providing feedback to the team where necessary
- To have regular senior team meetings with the Operations Manager, Service Coordinator and Quality Lead
- Forge good relationships with the University, LBR, hospitals and other external partners.
- A good understanding of the CQC Key Lines of Enquiry (KLOE).
- To produce a quarterly quality report in partnership with the Operations Manager and Lead Development ACP.
- To understand the requirement of targets and the ability to achieve targets and take accountability for achieving them.
- To be actively involved in additional audit, other than what is required, to constantly ensure the service is highly performing.
- To be part of the on-call team for your site.

2 Strategic

- Understand internal and external factors that could affect the service.
- Identify and determine areas within the service that could be improved.
- Develop plans and implement creative solutions for the service.
- Develop goals and implement a process for these to be achieved.
- Work with the Learning and Development team on site specific and group wide training initiatives
- Use critical thinking to solve problems and overcome obstacles
- Develop action plans to achieve goals within an agreed timeframe
- Implement focus group working to utilize skills and experience to help achieve desired goals
- Understand the change management process
- Utilise data, metrics, quantitative and qualitative data to improve the service
- Understanding of PDSA cycles and how these can assist with strategy development

3 Leadership

- Ability to Lead the team by setting the example.
- Ability to influence and guide the team to success
- To have good self-awareness
- To have excellent communication and interpersonal skills
- To have respect for others in the team and the external stakeholders
- To positively represent One Medical Group at all times





- To ensure standards are in place and are adhered to by all.
- To provide constructive criticism where required and be able to accept constructive criticism.
- To challenge behavior that is not deemed acceptable by the patients, other staff members, or One Medical Group and follow the policies and guidelines to address such behavior.

4 Knowledge, Training and Experience

- First level registered nurse (NMC), paramedic or pharmacist
- Relevant Degree
- Evidence of continued professional development.
- Teaching qualification i.e., 998 or equivalent (Desirable)
- Evidence of leading a team
- Good understanding of autonomous practice within a minor illness/Urgent Treatment centre and the roles that deliver this
- Good understanding of adult and paediatric guidelines in minor illness and why we need to deliver this within the service.
- Ability to manage and prioritise workload.
- Proven ability to work as part of a team.
- Demonstrate Enthusiasm and self-motivation
- In-depth Knowledge of the CQC Key lines of Enquiry
- Current knowledge of government targets and initiatives and N.I.C.E. guidelines and their impact on clinical practice.
- Good understanding of pathways.
- Computer literacy and IT skills
- Good presentation skills

Note

This job description is not intended to form part of the contract of employment or to be a complete list of duties and responsibilities, but it is a guide, for information, to the job. It will be periodically reviewed in the light of developing work requirements in the role. The post holder will participate in the review.