

<b>Job title:</b>	<b>Advanced Practitioner</b>  Professional background: in Physiotherapy, Podiatry, Occupational Therapy or Osteopathy
<b>Grade:</b>	Band 8a: <b>£39,045 – 46,854</b> pro-rata. Full time and part time considered
<b>Reports to:</b>	Pathway Clinical Lead
<b>Accountable to:</b>	Community Services Lead
<b>Location:</b>	Central Sussex MSK Area Bases in Brighton, Crawley, Mid Sussex and Horsham

## About us and our culture

We are a not-for profit, social enterprise, membership organisation delivering NHS services. Our members are local GPs, practice managers, practice nurses and our own staff.

### **We believe these things to be true**

- Care is something we can choose to show for ourselves and each other at any time. Care is not exclusive to an appointment or a medical intervention
- We have a right to take control of our lives
- It takes courage to step forward and effect change. The capacity to lead is within us all

- Every interaction can be powerful if we choose to engage consciously. We know the ripples from these movements can go on to create profoundly positive change
- True care is a way of living that creates meaning between us all

### **Our Purpose in the World**

Care Unbound. To create more possibilities for care in every moment.

### **How we work in service of our purpose**

- We strengthen our capacity to care for ourselves and each other
- We recognise each opportunity to help people make meaningful choices
- We encourage ourselves to be guided by our values in the work we do every day
- We develop the capacity for leadership in ourselves and with all those we engage with
- We make improvements quickly where we recognise the opportunity, rather than waiting for perfect solutions
- We bring together the right people organisations and ways of working to create true partnerships

We believe in enabling people to take control of their health care journeys – we help to change the way health and wellbeing services work so care can focus on what matters to individuals.

We work to ensure that our culture is one that allows everyone to come to work as their ‘whole’ selves. For most of us, work takes up a big part of our day. We want to ensure that it’s enjoyable and speaks to us on a level deeper than ‘just getting the job done’.

### **Because of this:**

- We run a coaching programme which enables everyone to learn how to become a coach and have access to coaching when needed
- We have a process called ‘Pirate Dave’ which allows peer-to-peer conversations about development
- We have a staff-run ‘Wellness Group’ that enable staff to set up initiatives that link to wellness/wholeness. This has included running yoga, installing a ping pong table in the rec room and buying free fruit for staff
- We have a staff-run ‘Time & Spaces Group’ who run organisational wide projects to ensure that every voice from the organisation is heard. They have been a big part of our recent office refurbishment which included installing a quiet room covered in grass for when we need to take a break and running an artwork competition so we can cover our walls with art created by our staff.
- We host mindfulness sessions twice per day

## **About the Sussex MSK Partnership**

Sussex MSK Partnership is a new, unique and innovative expert MSK delivery organisation that combines the best of our local NHS, specialist orthopaedic knowledge to deliver clinical designed and driven pathways of care to a single standard of quality and excellence for all patients designed according to their specific needs. This is a contract let by the Commissioners of Crawley, Horsham and Mid-Sussex and Brighton and Hove.

The Sussex MSK Partnership ('the Partnership') is made up of the following organisations:

- Brighton and Hove Integrated Care Service (HERE)
- Horder Healthcare
- Sussex Community NHS Foundation Trust
- Sussex Partnership Foundation NHS Trust

The postholder will be employed by HERE.

More on the partner organisations is outlined in Annexe A

## **Job Summary**

a) To work autonomously as an Advanced Practitioner using advanced clinical skills to assess, investigate, diagnose, treat and manage patients with musculoskeletal conditions. Patients may have co-existing diverse medical, neurological and complex physical and psychological conditions alongside their musculoskeletal presentation.

## **Communication and Working Relationships**

a) To be responsible for maintaining accurate and comprehensive patient treatment records in line with HERE policies, professional standards of practice and service guidelines.

b) To be available to present and share information to appropriate forums relevant to the role.

c) To be able to communicate a complexity of information to clients and carers where there may be significant barriers to understanding. This information may be distressing to clients and carers and may be associated with a high degree of emotion and conflict. This requires empathy, reassurance and negotiation skills and the ability to communicate effectively with aggressive, emotionally labile patients or those with psychological problems.

d) Maintain effective lines of communication and effective working relationships in order to provide optimum patient care.

e) Initiate and maintain contacts with local clinical interest groups appropriate to the role and the service.

f) Attend and actively participate in multi-disciplinary meetings and / or case conferences appropriate to clinical speciality.

g) To communicate effectively with colleagues across the service in the multidisciplinary team.

h) To communicate effectively with colleagues in primary and secondary care to ensure optimum lines of communication between services and exchange of information regarding individual patients. This will

include information regarding the results of the patient's clinical assessment in relation to on-going clinical management.

## **Principle Duties & Responsibilities**

### **Key Responsibilities**

a) To utilise highly specialist assessment skills and medical investigations to determine clinical diagnosis and formulate treatment plans. This requires skills that are beyond the usual scope of practice, utilising postgraduate qualifications and highly advanced clinical skills. This involves triage and onwards referral of some patients to other specialties for opinion, investigation or intervention as appropriate. This is performed independently or in liaison with a consultant.

b) To request medical investigations where appropriate (eg blood tests, x-rays, MRI).

c) To follow up the results of clinical investigations and discuss these with the appropriate consultant where necessary and communicate the results to the patient when appropriate, arranging further management as necessary.

d) To treat and manage patients appropriately with a range of options including; advice for GP, referring patients on to a medical consultant or surgeon for an expert medical opinion, referring to physiotherapy, podiatry, occupational therapy, community services or follow up appointment in Interface clinics as necessary. This requires the analyses of complex information and the evaluation of a range of options, and negotiation with other members of musculoskeletal team regarding ongoing management to provide the most appropriate pathway of care for the patient.

e) To accept clinical responsibility for a designated caseload of a range of musculoskeletal conditions.

f) To demonstrate specialist physical skills inclusive of dexterity, co-ordination and sensory skills to carry out assessment and intervention including manual techniques and therapeutic handling.

g) Take a lead role in the comprehensive assessment of patients presenting with complex acute and chronic musculoskeletal conditions utilising advanced practice and clinical reasoning skills.

h) Determine diagnosis and formulate individualised management and treatment plans, using a wide range of treatment skills/options to formulate a specialised and progressive programme of care. Where appropriate, this will include carrying out joint injections.

i) Maintain and develop own clinical and professional knowledge, skills and competence.

j) Participate in benchmarking and audit activities as an essential part of developing clinical effectiveness, monitoring professional standards and lead by example in the process of developing, implementing and maintaining clinical standards within area.

k) To provide advice, support and guidance to peers and more junior colleagues to support their on-going clinical reasoning development.

## **Main Tasks**

### **Clinical**

- a) The post holder will participate in triaging, screening and prioritising referrals made to the MSK service. In conjunction with other colleagues within the MSK service, the post holder will determine the appropriate clinical pathway for these patients.
- b) To work autonomously as an Advanced Practitioner using advanced clinical skills to assess, investigate, diagnose, treat and manage patients with musculoskeletal conditions. Patients may have co-existing diverse medical, neurological and complex physical and psychological conditions alongside their musculoskeletal presentation.
- c) To develop, utilise and maintain skills beyond the scope of normal professional practice, ie requesting and analysis of medical investigations (eg x-rays, MRI scans, ultrasound scans, nerve conduction studies, blood tests, etc).
- d) To discuss the management plan with patients using a Shared Decision Making approach to care including listing for procedures and surgery.
- e) To support research and to contribute to the future development of the musculoskeletal interface and other services.
- f) The post holder will assist in the planning, co-ordinating and development of the service and will participate in evaluating newly implemented service plans.
- g) The post holder will actively participate in the MSK clinical network including multi-disciplinary Team (MDT) meetings, education and sessions.

### **Quality/Clinical Governance**

- a) To have a sound knowledge of the principles of clinical governance and understand the benefits to patients and staff.
- b) To understand the clinical governance structure within the organisation and how you may be involved.
- c) To participate in clinical governance activities within the service and where applicable across organisational boundaries.
- d) To ensure that you continuously look for ways to improve the quality of the service or care you provide to patients or other services/departments, where appropriate.
- e) To explore ways to involve and consult with patients, public and carers when developing or evaluating services or the care you provide, where appropriate.
- f) To ensure patient confidentiality is maintained at all times and that you do not access patient related information (either electronic or paper based) which you do not need during the course of your work.
- g) To comply with the procedure for handling any requests under the Freedom of Information Act thereby

ensuring that they are dealt with in a timely, specific and confidential manner

### **Management**

- a) To contribute to the development, co-ordination and delivery of the service via membership of the multi-disciplinary team.
- b) To participate and contribute to the planning and organisation of clinical and service based activity inclusive of the contextual development of government policy as it pertains to the specialism.
- c) To determine priorities for own work, balancing other patient related and professional demands.
- d) To review policies and procedures and clinical guidelines to ensure they are up to date, as required. This will involve pathways and policies and involvement in multi-disciplinary policy review.

### **Teaching and Development**

- a) To be aware of the level of evidence base pertaining to practice and to always keep up to date with research in order to maintain and develop practice in line with proven methods of care.
- b) To continually evaluate practice individually and within the specialist team through relevant audit of professional practices and professional standards.
- c) To be aware of research methodology and to participate in research and development activity within the service, linking with regional and national initiatives pertaining to research and development.
- d) To adopt and implement the use of outcome measures to audit the clinical effectiveness of the service and facilitate service development.
- e) Maintain professional registration and competency to practice at an advanced/expert level, taking responsibility for ensuring own knowledge and skills are up to date by engaging in and directing continuous professional development and lifelong learning, including the maintenance of a CPD portfolio which reflects the development of knowledge and skills.
- f) Attend all mandatory training sessions as required.
- g) Participate in the annual appraisal of other staff within the service as appropriate.
- h) To provide education and training to more junior clinical staff and to provide education to referrers via the triage and feedback mechanism.

### **Staff Management**

- a) To provide specialist advice to clinical colleagues and to educate others at post graduate level.
- b) To provide specialist advice and training to other health professionals when required and to work closely with the multi-disciplinary team and other agencies.
- c) To identify objectives for personal development through the appraisal process.
- d) To participate in regular clinical supervision in line with the service guidance.

e) To be responsible for the supervision and performance management of more junior staff or students. This will include the use of formal appraisal and clinical supervision documentation.

### **Use of Technology**

We will make use of computer technology. Staff should expect to use automated information systems in their work in order to improve quality and co-ordination of services, and to enable faster and more accurate communication within and outside of the organisation.

### **Flexibility**

This job description is intended to provide a broad outline of the role. The postholder may be required to carry out other duties commensurate with their banding and competence.

### **Policies and Procedures**

The postholder is required to familiarise themselves with all HERE policies and procedures and to comply with these at all times.

### **Confidentiality**

As an employee of HERE you may gain knowledge of a highly confidential nature relating to the private affairs, diagnosis and treatment of patients, information affecting members of the public, matters concerning staff and details of items under consideration by HERE. Under no circumstances should such information be divulged or passed to any unauthorized person. This includes holding conversations with colleagues concerning patients or staff in situations where the conversation may be overheard. Breaches of confidence will result in disciplinary action which may involve dismissal.

### **Health and Safety**

All staff have a responsibility to maintain the health and safety of self and others within the performance of their duties.

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and must follow these in full at all times, including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment for patients, visitors and colleagues.

### **Equality and Diversity**

HERE policies and practices are designed to ensure equality of opportunity in employment and service delivery. All staff are expected to comply with these policies and practices.

### **Use of Technology**

HERE is making increased use of computer technology. The majority of employees (both clinical and non-clinical) should expect to use automated information systems in their work in order to improve quality and co-ordination of services, and to enable faster and more certain communication within HERE. Necessary training will be provided.

### **No Smoking Policy**

a) HERE operates a no-smoking policy, in line with Government legislation. This applies to all staff, visitors and patients. It is a condition of employment for staff that they do not smoke whilst on duty or in uniform or anywhere on HERE premises. This includes electronic cigarettes.

b) Whilst we do not discriminate against employing smokers, they are expected to adhere to this policy and all prospective employees should be aware of this.

**Professional Registration**

All employees who are required to be a member of a professional body are required to hold relevant registration and must comply with the standards and guidelines of their professional practice, education and conduct and must act at all times within the boundary of the code of conduct.

**Infection Prevention and Control**

Infection Prevention and Control is everybody's responsibility. All staff, both clinical and non-clinical are required to adhere to the HERE Infection Prevention and Control policy and make every effort to maintain high standards of infection prevention and control at all times thereby reducing the burden of Health Care Associated Infections.

**Safeguarding Children, Young People and Vulnerable Adults**

HERE is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Rigorous recruitment checks are carried out and successful applicants may be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

**Quality**

Excellent care at the heart of the community is our HERE vision. To make sure our care meets this high standard all staff must ensure that the three themes of quality care are provided in every encounter they have with our patients. The three themes are safe care, effective care and patient-centred care.

**AGREEMENT**

This job description will be reviewed as necessary and may be amended to meet the changing needs of HERE. It will also be used as the basis to set performance standards and/or objectives and the contents will be used as part of annual appraisals. This job description has been agreed between the post holder and HERE.

Employees Signature: .....

Print Name .....

Date: .....

Manager Signature: .....

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Print Name: .....

Date: .....

<b>JD author (name and job title):</b>	Johan Holte – Consultant Physiotherapist
<b>Date JD agreed:</b>	14/12/2017
<b>Brief description of reason for review</b>	Updated to reflect HERE JD only
<b>Version number</b>	V2.0

## **Annexe A**

### **Sussex Community NHS Foundation Trust**

SCFT is the specialist provider of community health and care services to the people of West Sussex and Brighton & Hove. Every day their expert teams provide medical, nursing and therapeutic care to more than 8,000 people.

[www.sussexcommunity.nhs.uk](http://www.sussexcommunity.nhs.uk)

### **HERE**

HERE is an innovative primary care federation, bringing together GPs, clinicians and other health partners to improve services and patient care across Brighton and Hove. HERE supports the development of primary care practices to provide patient-focused services, and deliver cost savings and improved patient experiences by widening the scope and capabilities of primary care.

[www.HERE.nhs.uk](http://www.HERE.nhs.uk)

### **Horder Healthcare**

Horder Healthcare is a registered charity and a dynamic and evolving healthcare organisation that is truly improving the health outcomes of the people in the communities we serve. As a charity Horder Healthcare's key purpose is "to advance health". They currently achieve this through providing outstanding orthopaedic and musculoskeletal (MSK) services.

[www.horderhealthcare.co.uk](http://www.horderhealthcare.co.uk)

### **Sussex Partnership NHS Foundation Trust**

Sussex Partnership NHS Foundation Trust is 5,000 passionate and dedicated clinicians and support staff, working hand in hand with partners in the community to care for and support vulnerable people. Together, they provide mental health, learning disability, substance misuse and prison healthcare throughout Sussex, along with a range of specialist services across the South East of England and beyond.

[www.sussexpartnership.nhs.uk](http://www.sussexpartnership.nhs.uk)