

Job description

Job title:	Advanced Clinical Practitioner – Unity Healthcare
Reports to:	Clinical Services Manager
Worker Category:	Site Worker
Primary Location:	All sites (hub, Clements, Long Melford, Lavenham, Glemsford)

Job Purpose: The postholder will work as an autonomous and accountable Advanced Clinical Practitioner, delivering high-quality, person-centred care in collaboration with the multidisciplinary team, including GPs, ACPs, ANPs, PAs, Clinical Pharmacists, nurses and non-clinical colleagues.

The role includes clinical triage (telephone and digital/eConsult), assessment, diagnosis, investigation, treatment planning (including prescribing within scope), and referral, without the need for routine GP input, in line with local and national guidance.

Main Duties & Responsibilities

1. Clinical Practice

- Independently assess, diagnose and manage patients with acute, undifferentiated, long-term and complex conditions across the lifespan
- Undertake telephone, digital and face-to-face consultations, using advanced clinical reasoning and decision-making
- Perform comprehensive history taking, clinical examination, and formulation of differential diagnoses
- Initiate, interpret and act upon appropriate investigations (e.g. blood tests, ECGs, BP monitoring), escalating or referring where appropriate
- Prescribe, supply and administer medications within scope of practice and competence
- Provide same-day care, urgent care management and clinical triage, directing patients to the most appropriate service
- Develop and implement personalised care and anticipatory care plans, particularly for patients with long-term conditions and multimorbidity
- Promote self-care, prevention and health promotion, aligned to public health priorities
- Ensure continuity of care through appropriate follow-up, safety-netting and coordination with the wider MDT
- Maintain accurate, contemporaneous clinical records in line with organisational and professional standards

2. Leadership and Management

- Act as a clinical leader and role model, demonstrating advanced practice and supporting a positive team culture
- Work collaboratively across the multidisciplinary team to ensure safe, effective and coordinated patient care
- Support clinical decision-making and provide advice to colleagues, including care navigation teams where appropriate
- Contribute to service delivery, workforce development and operational effectiveness across sites and the central hub
- Identify and escalate clinical risk, safeguarding concerns, and service pressures appropriately
- Participate in and support clinical governance processes, including incident reporting, investigation and learning
- Contribute to service development and improvement initiatives, helping to shape responsive and sustainable models of care
- Manage and prioritise workload effectively, maintaining quality and safety under pressure

3. Education and Development

- Support the learning and development of the multidisciplinary team, including mentoring and supervision of junior or developing staff
- Deliver or contribute to teaching, training sessions and clinical updates across the organisation and PCN
- Promote a culture of continuous learning, reflection and shared best practice
- Participate in clinical supervision, appraisal and revalidation processes
- Maintain and develop own advanced clinical competence and professional knowledge
- Support induction and upskilling of staff moving into enhanced or advanced roles
- Act as a resource for clinical knowledge, consultation skills and decision-making support

4. Research, Audit and Quality Improvement

- Participate in and lead clinical audit and quality improvement initiatives, using data to drive service enhancement
- Identify gaps in care, variation in practice or patient outcomes, and implement evidence-based improvements
- Critically appraise and apply emerging research, evidence and national guidance to inform practice
- Contribute to the development and review of clinical protocols, pathways and policies
- Support a culture of learning from incidents, complaints and significant events, ensuring changes are embedded in practice
- Use population health data to support risk stratification and proactive care approaches

Professional Responsibilities (applies across all four pillars)

- Work within the scope of professional practice and adhere to the relevant regulatory body standards (e.g. NMC, HCPC)
- Maintain confidentiality, professionalism and ethical practice at all times
- Ensure care is delivered in line with organisational policies, clinical governance frameworks and legal requirements, including safeguarding responsibilities
- Communicate effectively with patients, families and colleagues, including explaining complex clinical information clearly
- Work flexibly across practice sites and the central hub, supporting service delivery as required

Amending the job description: It is expected that as the organisation develops and changes it may be necessary to vary the tasks and/or the responsibilities of the post holder. This will be done in consultation with the post holder and it is hoped that agreement can be reached to any reasonable changes.

Confidentiality: The post holder must at all times maintain complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information relating to diagnoses and treatment of patients and individual staff records must not, under any circumstances, be divulged or passed on to any unauthorised person or persons. The post holder must respect patient named confidentiality in keeping with “Caldicott principles”.

Data Protection: The post holder must at all times respect the confidentiality of information in line with the requirements of the General Data Protection Regulation. This includes, if required to do so, obtaining, processing and/or using information held on a computer in a fair and lawful way, holding data only for the specified registered purposes and using or disclosing data only to authorised persons or organisations as instructed.

Policies & Procedures: The post holder will be expected to comply with all statutory legislation, the organisations governance framework and approved national and local policy. All employees are expected to comply with all of the organisations Policies and Procedures.

General: The post holder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.

The duties and responsibilities described in this Job Description are intended to be indicative but not exhaustive of the responsibilities of the post holder. As the organisation develops, the requirements of the job may change and the post holder is expected to adapt to these changes.

Health & Safety: Employees must share responsibility for abiding by health and safety policies and regulations, infection prevention and control policies and act in accordance with the Risk Management Policy. This includes compliance with The Health Act 2006 Code of Practice for the prevention and control of healthcare associated infection. In addition, be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedure is carried out to maintain a safe environment for themselves, other employees and visitors.

Infection Prevention: Employees have a personal obligation to act to reduce Healthcare Associated Infections (HCAI's) and must attend mandatory training in infection prevention and control. You must comply with SGPF Infection Control policies as they apply to your duties, including the Hand Decontamination Policy, Dress Code and Personal Protective Equipment Policy.

Equal Opportunities Policy and Anti-Harassment: The post holder will immediately report to their line manager any breach or suspected breach of both equal opportunity and anti-harassment guidelines

Safeguarding: Everyone employed by the Organisation regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults and children. When patients and/or their carers use our services, it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow relevant policies in relation to safeguarding vulnerable adults and children. To ensure you are equipped to carry out your duties effectively, you must also attend mandatory safeguarding training and updates at the competency level appropriate to the work you do

Organisation Structure Chart

