

JOB DESCRIPTION

Job Title:	Advanced Clinical Practitioner (ACP) – Home Visiting & Clinical Triage
Salary:	£62,063 (£31.74ph) FTE
Hours:	Up to 37.5 Hours
Conditions of Service:	GPS Contract of Employment
Responsible to:	Clinical Triage Lead

Statement of Purpose

The post holder will provide services to the practice population through home visiting services and clinical triage. The Advanced Clinical Practitioner will deliver care within the boundaries of their role and in accordance with specific practice guidelines and protocols. This role combines face-to-face clinical assessment and management in patients' homes with remote triage for acute, urgent and routine clinical presentations.

They will demonstrate safe clinical decision-making and expert care, including assessment and diagnostic skills, for patients within the general practice. The post holder will demonstrate critical thinking in the clinical decision-making process.

Main Duties and Responsibilities

Acute care i.e. participation in triage, providing same day appointments, visiting patients at home.

Provide clinical assessments, diagnosis, and management of patients in their own homes, including the elderly, housebound, or those recently discharged from hospital.

To prescribe safe, effective and appropriate medication defined by current legislative framework and scope of practice.

Recognise and act on signs of deterioration, initiating appropriate treatment or escalation.

Liaise with GP's, community nurses, social care and community services to ensure continuity and integration of care.

Undertake clinical triage of same-day and routine appointment requests via telephone, digital platforms and online consultations.

Prioritise triaged cases and allocate to the most appropriate clinician or service, or manage independently where within scope.

Identify urgent/emergency presentations and act according to local safeguarding and escalation protocols.

Diagnose and manage both acute and chronic conditions, integrating both drug- and non-drug-based treatment methods into a management plan. Refer when appropriate.

Work with other health care professionals to identify, diagnose, monitor, manage and treat patients at risk of or with long-term conditions, including on-drug-based treatment methods using a management plan.

Assess and refer patients presenting with mental health needs in accordance with the National Framework (NSF) for Mental Health.

Recognise adult and child safeguarding situations and report appropriately.

Provide information and advice on prescribed or 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 lifestyles and apply principle of self-care.

Participate in clinical audits, service development, and quality improvement projects.

Maintain professional registration (e.g., NMC, HCPC) and independent prescribing qualification.

Managing information

Use technology and appropriate software as an aid to management in planning, implementation and monitoring of care, presenting and communicating information.

Engage in regular clinical supervision and peer review.

Ensuring that patient data is kept confidential at all times and is shared on a need-to-know basis only.

Understand responsibility of self and others regarding the Freedom of Information Act.

Maintain confidentiality of information, acting within the terms of the Data Protection Act and Caldicott guidance on patient confidentiality at all times.

Supervision, Education, Training & Development

Understands and demonstrates the characteristics of a role model to members in the team and/or service.

Keep up to date with mandatory training and CPD relevant to the ACP role.

Disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments (e.g., courses and conferences).

Assess own learning needs and undertake learning as appropriate.

Support and participate in shared learning across the wider organisation.

Undertake continual personal and professional development, taking an active part in reviewing and developing the role and responsibilities, and provide evidence of learning activity as required.

Adhere to organisational policies and procedures, including confidentiality, safeguarding, lone working, information governance, equality, diversity and inclusion training and health and safety.

Health and Safety/Risk Management

The post-holder must comply at all times with the Practice's Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents using the organisations Incident Reporting System.

The post holder will comply with the Data Protection Act (2018) and the Access to Health Records Act (1990).

Note:

The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.



Person Specification

Minimum Criteria for Two Ticks *	Criteria	Measured by APP/I/ASS
	Experience Essential: <ul style="list-style-type: none">• Clinical experience as Advanced Clinical Practitioner (ACP)• Experience of undertaking medication reviews• Clinical experience in a Primary Care setting• Experience in autonomous assessment, diagnosis, and treatment in primary or urgent care settings Desirable: <ul style="list-style-type: none">• To have participated in audit, research and/or monitoring of safe and high quality practice• Experience in delivering service improvement• Experience in home visiting or community based care	
	Qualifications/Training Essential: <ul style="list-style-type: none">• Registered healthcare professional (Nurse, Paramedic, or Allied Health Professional)• Degree Level education• Masters diploma in Advanced Clinical Practice/Health or working towards it• Independent Prescriber Qualification• CPD Portfolio to demonstrate learning and development Desirable: <ul style="list-style-type: none">• Teaching/Assessment and mentoring qualification• Completed or working towards a leadership course	
	Knowledge/Skills Essential: <ul style="list-style-type: none">• Ability to keep up to date with evidence-based guidelines and pathways• Provide high quality care to patients and their families Desirable: <ul style="list-style-type: none">• Ability to use SystmOne or similar clinical systems• Familiar with NHS Pathways, 111 triage systems, or similar	ASS/I
	Behavioural Attributes Essential: <ul style="list-style-type: none">• Ability to maintain effective working relationships and to promote collaborative practice with all colleagues• Excellent verbal and written communication skills with team members, patients, carers, and other healthcare professionals, whilst recognising people's needs for alternative methods of communication• An excellent understanding of data protection and confidentiality issues• Works effectively independently and as a member of a team	ASS/ I



	<ul style="list-style-type: none">• Continued commitment to improve skills and ability in new areas of work• A commitment to quality improvement of service provision• Excellent clinical reasoning and decision making skills	
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MEASURED BY KEY:

APP = Application form ASS = Assessment activities I = Formal interview will be used to measure the candidate ability to fulfill the duties of the role.

B. Ahmed

BA 2/06/2025

Note: This job description and person specification conforms to the GPS Healthcare job evaluation standards and cannot be amended/updated without HR approval.