Clinical Lead - Advance Care Planning (ACP)

Position Description

Date: September 2016

Job Title: Clinical Lead – Advance Care Planning

Department: Advance Care Planning, Corporate Services

Location: All DHB Sites

Reporting To:
- **Chief Medical Officer** for the achievement of ACP programme development objectives
- **Director of Nursing & Midwifery** for professional leadership, practice standards and development of practice expertise

Direct Reports: Nil

Functional Relationships with:
- Internal
  - Advance Care Planning Team
  - Nurse Practitioners, CNMs, Nurse Educators and Clinical Nurse Specialists
  - Senior Nursing Staff WDHB
  - District Nursing staff
  - Allied Health team
  - WDHB Quality team
  - Operational Manager – Support Services and staff
  - Gerontology Nurse Specialists
  - Duty Nurse Managers
  - Operations Managers
  - General Managers
  - Clinical Directors, SMO’s and junior doctors
  - HODs Nursing and Medical

- External
  - IS Vendors
  - HealthAlliance
  - ACP colleagues in other DHBs
  - Consumers and their significant others
  - General Practitioners
  - Practice Nurses
  - Hospice staff
  - PHO’s including other government and non-government organizations and providers
  - Schools of Nursing tutors
  - Aged residential care staff and managers.

Committee Groups
- ACP Steering Group, Level 2 ACP practitioner group.

Our Purpose, Values and Standards

At the heart of Waitemata DHB is our promise of ‘better care for everyone’. This promise statement is the articulation of our three-fold purpose to:
1. promote wellness,
2. prevent, cure and ameliorate ill health and
3. Relieve the suffering of those entrusted to our care.

At the heart of our values is the need for all of us to reflect on the intrinsic dignity of every single person that enters our care. It is a privilege to be able to care for patients, whānau and our community, a privilege that is sometimes overlooked in our day to day work.

Our values, standards and behaviors serve as a reminder to us all about how we are with our patients and with each other.
**Clinical Lead - Advance Care Planning (ACP)**

**Position Description**

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**Role Purpose**: Responsible for providing clinical expertise, co-ordination and support to the advanced care planning programme of work. The key deliverables are:

- provision of clinical expertise in implementing ACP across the wider DHB
- with the CMO, plan and lead the implementation and expansion of ACP for our patients and clients
- provide leadership to the clinical aspects of ACP and support the wider ACP team
- development, planning and implementation of training and education to support practice change across the wider WDHB
- provide and maintain the required audit and information to illustrate ACP usage and success
- facilitate continuous process improvement and innovation for the ACP programme at WDHB

**Service Scope**: The scope of this role is all clinical professions and other staff across all services of WDHB with respect to the development and maintenance of the WDHB ACP programme.

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This role is not limited to nursing applicants but requires registration as a health care professional. The nursing domains are used to illustrate the requirements.
# Clinical Lead - Advance Care Planning (ACP)

## Position Description

<table>
<thead>
<tr>
<th>Domain One</th>
<th>Professional responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professional responsibility</strong></td>
<td>Includes accountabilities for professional, legal, ethical and culturally safe practice. This includes being able to demonstrate advanced critical thinking, judgement and accountability for own actions and decisions</td>
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<tr>
<td>- If a nurse, meets all registered nurse PDRP competencies at minimum of RN Level 4 requirements – refer generic RN competencies or equivalent in other healthcare discipline</td>
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<tr>
<td>- Perceived as highly effective, progressive and knowledgeable in area of practice, according to legal, ethical, cultural safety/ sensitivity and professional standards.</td>
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## Professional Leadership and Expertise

- Applies critical reasoning and professional judgement to clinical practice issues and decisions for patients at risk
- Provides advanced practice specialist nursing care in direct care delivery, contributing to the development of integrated service delivery across the continuum of care – one to one patient management and impact on practices/processes of care on populations of patients at local and system level
- Role models/leads by example and enhances advanced nursing practice and contributes to the profession locally, regionally and nationally
- Undertakes or leads specific service or organisational portfolio responsibilities, optimising patient safety

## Professional Development of specialty practice

- Participates in interdisciplinary case review processes and clinical supervision
- Self-directed in achieving learning and development plan, including PDRP responsibilities
- Actively participates in professional groups, maintain effective local, regional, national and international networks. Attends educational opportunities and conferences
- Demonstrate commitment to self-development which is aligned to the position description

### Maintain and further develop personal levels of skill and effectiveness

- In partnership with the CMO, medical lead and ACP Level 3 trainer set performance objectives for development plan and ACP objectives
- Relevant professional courses and programmes are identified and attended following the prior approval
- Keep informed and is receptive to the current trends in health care and ACP
- All requirements of attaining and maintaining an Annual Practicing Certificate, where required, are met
- Practices in line within the polices and frameworks of WDHB

## Domain Two | Management of clinical practice at advanced practice level

Includes accountability related to patient/client assessment and management of advanced nursing care that is supported by evidence

- Provides specialist nursing care and expertise both in direct care delivery and in support to other staff in the management of a defined patient group/area of specialty practice.
- Role models expert clinical practice, excellent communication skills and a variety of effective project management/leadership skills

### Clinical Care/Care Coordination

- Currently working within a clinical field dealing with those who would benefit from ACP. Working with key stakeholders to achieve the practice change and deliver results.
### Functional expert user
- Sound knowledge and application of ACP resources and skills
- Awareness of ACP and its use in the wider healthcare community
- Compliance with all relevant legislation and privacy requirements
- Act as support to Level 2 practitioners and material/resource expert within the wider WDHB

### Education, training and support
- Training and education materials are planned and prepared
- All education, training and support materials are consistent with national and local directives
- Clinical working groups are supported to ensure successful and sustainable use of ACP within timeframes as specified by both the MOH and DHB
- Training and supervision is provided that meets the requirements of individual clinicians
- Development of support packages for healthcare staff delivering ACP.
- Acts as a clinical practice resource providing expert advice and education to staff and health care professionals / family-whanau within specialty scope of practice, demonstrating skilled mentoring/coaching, teaching and supervision. May teach at post registration level to enhance evidence based practice

### Domain Three  Interpersonal relationships and enhancing the patient experience
*Includes accountability for interpersonal and therapeutic communication with clients/patients and members of the health care team.*
- Demonstrates clinical and professional leadership through effective teamwork and collaborative relationships
- Demonstrates clinical and professional leadership through effective teamwork and collaborative relationships
- Role models advanced therapeutic communication when establishing, maintaining and concluding relationships with patients, families / whanau, coordinating interdisciplinary team care planning in partnership with the patient/whanau
- Demonstrates strong relationship management skills that result in professional credibility, good patient outcomes and integrated care.
- Uses highly developed communication, change management and leadership skills to create strong morale and spirit in the team
- Communicate to a wide range of people using reports, meetings, and forums. Clear, formal and informal communication at all levels using a professional, diplomatic and concise approach using oral and written communication. Can get messages across that have the desired effect.
- Demonstrates a non-confrontational approach and an ability to open up communication lines so that issues can be addressed.
**Clinical Lead - Advance Care Planning (ACP)**

**Position Description**

<table>
<thead>
<tr>
<th>Domain Four objectives</th>
<th>Interprofessional healthcare and quality improvement to deliver organisational objectives</th>
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<td></td>
<td>Includes accountability for evaluating the effectiveness of care and promotion of nursing perspective within the health care team</td>
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**Supports Professional Activity**

- Includes teaching – nursing and medical education; clinical governance activities including audit and research; Administration – organisational requirement; contribution to service planning and policy development; professional development
- Assists in the implementation of nursing practice and models of care appropriate to patient/client population needs

- Leads the development/review of best practice pathways, protocols and guidelines in the specific area of practice that are research based. Change agent/leader
- Leads/contributes/collaborates in quality & care improvement processes, risk management and resource utilisation review, including trending and auditing and developing appropriate responses – educational, policy, advisory at patient, nurse and system level
- Identifies efficiencies through new and innovative ways of working, improve quality of care and patients experience

**Audit, documentation and financials**

- Systems are administered to audit, review and collate data to support the MOH requirements and DHB requests for ACP data
- Documentation standards both paper and electronic formats are maintained and system requirements upheld
- Act as a resource and clinical support for the rollout and usage of Shared Care particularly within the community
- Maintain and disseminate ACP resources (leaflets, posters etc) recognising budgetary limits
- Maintain records of those trained in ACP skills within WDHB

**Quality Assurance and Improvement and innovation**

- Areas for quality improvements are identified and solutions sought
- Programme implementation progress is continually monitored and remedies are sought and implemented as required
- Areas for improvement with respect to education, training and support of clinical end-users are sought, designed and implemented

**Reporting**

- Quarterly reports are available, complete and reflect MOH requirements
- Clinical risks or complaints that arise during the ACP process are identified and reported
- ACP progress is reported to the relevant committees on time

**Service Development**

- Participates in service development and strategic leadership to enhance the patient experience, application of values in practice. Undertakes/leads specific or organizational portfolio responsibilities. Includes assisting in implementation and management of initiatives to address differential access to healthcare services for Maori.

**Research & Audit; Evidence based practice**

- Researches, evaluates, develops and implements standards of nursing practice in the specific area of practice and supports practice improvements. Works to ensure recommended best practice guidelines/policies are research based and relevant across Waitemata DHB
- Fosters inquiry, critical thinking and research skill acquisition to advance nursing practice and patient/client care
- Confident use of technology. Critiques and uses research findings in practice. Participates in research.
## Service description

**Identified population served by the role and patient type/client group, specialty needs, treatments offered**

The Clinical Lead applies advanced knowledge of the health needs, preferences and circumstances to optimise the individual’s health and well-being at various phases across the continuum of care, particularly at the end of life. The Clinical Lead will provide expert clinical advice that will influence the delivery and uptake of ACP within WDHB.

**Area of advanced practice.**

Responsible for providing clinical expertise, co-ordination and support to the ACP programme of work.

**The scope of the role including the setting that care will be delivered in e.g. local, regional, national, hospital, clinical or community settings**

This position requires an ability to work both in the primary and secondary services across the DHB. Utilizing cultural and community groups ensuring equity and parity.

**Key points of integration and collaboration with other teams, services or providers**

Provide leadership and support for the wider ACP team working across all sites both primary and community.

**Anticipated outcomes of care**

Realization of the benefits of ACP to the individual, community and healthcare community.
## PERSON SPECIFICATION

### POSITION TITLE:
Clinical lead - Advance Care Planning

| Education and Qualifications | • RCpN, RGON, BHSC or registered health professional equivalent  
|                             | • Current APC or fitness to practice document  
|                             | • Post Graduate Diploma in specialty practice essential  
|                             | • Studying towards completion of Masters in advanced nursing practice or health specialty related subject  
|                             | • ACP training at advanced level [level 2, Level 1A or above]  |
| Experience                  | At least five years post registration practice in a relevant area of practice  
|                             | Achieved RN Level 4 or equivalent with current portfolio [nursing]  
|                             | Reputation for excellence in specialty practice  |
| Skills, Knowledge or Behaviour | • Advanced assessment skills, history taking ability, demonstrated knowledge of chronic disease and its management.  
|                             | • Strong communication skills, evidence of training preferable  
|                             | • Demonstrated operational management/care coordination skills  
|                             | • Clinical professional leadership ability  
|                             | • Multidisciplinary teaching  
|                             | • Project management and quality improvement process experience  
|                             | • Demonstrated confidence in quality improvement to improve service delivery  |
| Personal Attributes          | Leadership  
|                             | People management  
|                             | Teamwork  
|                             | Cultural safety  
|                             | Self-management  
|                             | Patient/client population focused  
|                             | Communication / interpersonal skills  
|                             | Innovation  
|                             | Flexibility  
|                             | Planning and monitoring  
|                             | • Proactive attitude  
|                             | • Excellent communicator  
|                             | • Articulate, presentation skills  
|                             | • Self-directed and motivated  
|                             | • Strong teamwork reputation  
|                             | • Resilience  
|                             | • Positive professionally mature  
|                             | • Able to influence without conflict  
|                             | • Culturally safe practice  |