

Job Title:	Practice Development Nurse
Reports to (job title):	In Patient Matron
Line Manager to:	N/A

Job purpose

The Practice Development Nurse will provide a pivotal role in ensuring alignment of organisational practice development within the in-patient wards for the Community Hospitals providing education and training activities for all staff. The post holder is required to support informed investment of educational resources in meeting service needs and priorities that benefits patients and staff. In addition, the post holder will lead in the identification of education and training needs of staff and plan, implement and evaluate educational activities for students, new starters and existing members of non-medical staff (Band 1-8) within the Virgin Care Community Hospitals.

Explicit within the role and the outcomes required of it, the Practice Development Nurse will work collegiately to ensure standards are established, implemented and sustained, particularly those related to staff knowledge, skills development, service improvement and patient safety.

The post-holder will demonstrate advanced knowledge and skills commensurate with a clinical expert and effective leader. Serve as a credible role-model; an agent of change and a facilitator of work-based learning.

The post holder will work minimum of 40% of their time clinically (not in the standard staffing numbers) working with students, new starters and existing staff, maintaining accurate records and achieving compliancy in line with policy

Base

Covering 4 In-Patients wards – Sheppey Community Hospital, Sittingbourne Memorial Hospital, Gravesham Community Hospitals and Livingstone Hospital.

This post is responsible for

In conjunction with The Head of Service, Matron and Ward Managers promote an environment that encourages learning and sustains the personal and professional development of all staff. Lead in the identification of training and education needs, plan, implement and evaluate educational activities for students, new starters and existing members of the non-medical staff.

Key responsibilities

- Lead the development and implementation of education initiatives in particular the orientation and preceptorship programmes for students and new members of staff in each ward.
- Coordinate, develop and evaluate education programmes for all staff.
- Utilise coaching and mentoring skills in the development of others, provide support, education and opportunities for development and career guidance and offer regular feedback to staff.
- With the Learning Environment Lead/Clinical Trainer, plan and allocate student placements and monitor their progress.
- Provide bedside and classroom teaching, supervision and support for all staff in facilitating work-based learning and development of knowledge, clinical skills and expertise.
- Ensure that audits of the learning environments are completed, disseminated and acted upon to improve students and mentors experience.
- Complete Mandatory and Essential to Role training as required by the organisation and act as a resource and role model for other staff with regard to their mandatory training needs.
- Be committed to an ethos of lifelong learning for self and others.
- In collaboration with an individual's mentor/supervisor, give staff constructive feedback focusing on their progress and development.
- Act as an expert resource and a role model for staff requiring practice development, education and clinical skills.
- Participate in recruitment and retention initiatives at local and national level.

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
<ul style="list-style-type: none"> • Inspire • Understand 	<ul style="list-style-type: none"> • Challenge • Improve 	<ul style="list-style-type: none"> • Accountability • Involve

- Communicate

- Learn

- Resilience

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Job Description

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

Personal Specification

Essential

- Degree in Adult Nursing
- Achieved certification relevant to Practice Development and Education
- Previous experience in practice development.
- Practice Assessor/Supervisor
- Proven ability to work autonomously
- Significant experience in relevant clinical practice in an in-patient setting
- Ability to write presentations at Senior Leadership Team level with effective presentation skills
- Experience of report writing and presentation
- Excellent communicator both orally and in writing
- Change management experience related to the planning and delivery of educational activities both in classroom and clinical settings
- Experience of using evidence to inform best practice
- Training and experience in risk management sufficient to understand potential risks and solutions from an education perspective
- Passionate about education as a tool to improve quality of care and support professional practice
- Experience of delivering on development initiatives and leading change with individuals and teams.
- Proven ability to engage effectively with a broad range of stakeholders and in a multi-disciplinary environment
- Committed to the organisations vision and value.
- Confident, energetic, and self-motivated
- Resilient, diplomatic innovative.

Desirable

- Coaching Diploma
- Clinical Supervision Facilitator

Other requirements:

- Adhere to appropriate code of ethics and professional standards.
- To be flexible.

Job Description

Employee signature

Manager signature
