|  |  |
| --- | --- |
| Job Title: | Inpatient Practice Development Nurse (PDN): Community Inpatient Units |
| Reports to (job title): | Matron - Community Hospitals |
| Banding: | Agenda for Change Band 6 |
|  | |

## Job purpose

The Practice Development Nurse will be part of the senior nursing team, reporting to the Matron - Community Hospitals. You’ll be joining innovative and forward-thinking colleagues who are compassionate and committed to the people in the local community who use our services and go above and beyond to ensure they receive the best quality care.

Based across inpatient units in Bath & North East Somerset you will be working on two substantive rehabilitation wards and one winter system support ward. Providing hands on practical clinical leadership working with colleagues to support a program of continuous improvement.

Core hours are 7am to 7pm on a rota basis and you will be expected to manage your own workload and time. 1 in 4 weekends would be required, as well as occasional night shifts to support continuous improvement with all nursing colleagues.

**Main Responsibilities**

As PDN you will be working in collaboration with other nursing leads & in-patient colleagues across a range of nursing & therapy disciplines.

* The PDN will provide strong professional, clinical development across Community Inpatient units.
* You will be a credible clinical leader who works with the nursing & therapy teams to deliver excellent quality care.
* Responsible for practice development including clinical skills, documentation, reflective practice learning & improvement across the community inpatient units.
* The PDN will identify areas for improvement through observation, clinical practice, assessment & audit and use a continuous improvement approach to ensure excellent practice standards are met.
* They will work with colleagues in both operational services, the training department & Quality team as well as externally with education providers.
* **Clinical skills support-** Role modelling & delivering evidence based clinical skills. Key focus areas of safe moving & handling practices, recognition of deteriorating patients, use of medical devices (such as PEG/NG/syringe drivers etc). You will be clinically credible and a hands-on leader with a passion for developing the nursing workforce.
* **Documentation-** Ensuring the appropriate completion of documentation to reflect practice. Clear triangulation of assessments to person centred care plans. Consistent completion & escalation of NEWS2.
* **Development of colleagues-** Support the completion of clinical competency assessments with colleagues to evidence ability. Support with continuous professional development, revalidation & completion of live learning needs analysis for the wards with active participation in the Professional Development Forum.
* **Supporting the learning environment-** Providing a positive learning environment for students & colleagues ensuring mandated and bespoke training provision with application into practice.
* **Continuous improvement-** Identifying poor practice & supporting improvement opportunities as part of a Just Culture based on reflection, learning & improvement through SBAR completion and thematic reviews.
* **Role Development** – to work towards having a fully accredited teaching and learning qualification e.g. PGCE at Level 7. Be able to cascade train all areas of Statutory and Mandatory training in line with the TLE colleagues. Work with the senior leadership team to develop bespoke courses across the community hospitals.

Working Conditions:

This is a full-time post (37.5 hours) within 7am -7pm core hours, supporting staff across the 24/7 nursing week, as needed with night shifts and once a month weekend working.

This post will be based at St Martin’s Hospital, Bath and Paulton Community Hospital and time needs to be balanced between both services. Occasional additional travel to other services may be required.

## 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** |
| * Inspire * Understand * Communicate | * Challenge * Improve * Learn | * Accountability * Involve * 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](https://www.nhsx.nhs.uk/media/documents/NHSX_Records_Management_CoP_V7.pdf) , [NHS Constitution](http://www.nhs.uk/choiceintheNHS/Rightsandpledges/NHSConstitution/Pages/Overview.aspx) and [HSCIC Code of Practice on Confidential Information](https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/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.

## 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:** | **Desirable:** |
| Educational & Qualifications   * Degree in nursing * Current professional NMC registration * Evidence of continued professional development * Evidence of teaching/mentoring in current role   Knowledge & Experience   * Knowledge of multi-disciplinary team working * Community experience * Knowledge of evidence-based practice * Current practical clinical skills * Practice development, training, or improvement   experience   * Teaching and assessing qualification   Skills & Abilities   * Ability to work under pressure and meet deadlines * Willingness to participate and contribute to staff   training   * Ability to work in a changing environment * Effective goal problem solving skills * Good communication skills – verbal and written * Good interpersonal skills * Good problem-solving skills * Ability to motivate others * Work as part of the senior leadership team * IT skills   Other Requirements   * Flexible approach to working patterns * Ability to undertake working across the 24/7 nursing week. | * Leadership development * Teaching/ Qualification e.g. PGCE Post 16 * Mental Health First Aider * Coaching Qualification * Masters in relevant topic or working towards * ILS * Recognition of deteriorating patient training * Extended Clinical Skills / assessment skills |

Employee signature

Manager signature