

Job Description

Title:	Practice Development Nurse (Adult Nursing)
Grade:	7
Annual Leave:	27 days per annum increasing to 29 days after 5 years NHS service and 33 days after 10 years NHS service
Department:	Surgery & Cancer Integrated Clinical Service Unit (ICSU) Surgical Wards
Responsible to:	Matron for Surgery
Accountable to:	Associate Director of Nursing for Surgery & Cancer

POST SUMMARY

The post holder will be expected to:

- The post holder will be responsible for supporting the personal and professional development of all staff and learners as indicated in collaboration with the Matron for Surgery and Associate Director of Nursing
- The post holder will facilitate practice learning to the highest quality through teaching, assessing, evaluation, administration and practice-based work whilst supporting the organisation's Clinical Governance Agenda.
- The post holder will work as a change agent within the organisation's wide multidisciplinary team in taking forward and shaping the future of nursing practice in light of the local, national and professional agenda.
- The post holder will play a pivotal role in education provision and will be a proficient, approachable role model in addition to an expert clinician, with a proven track record of clinical achievement.
- The post holder will be required to work in a clinical role alongside staff for at least 80% of their contracted working time and will, in collaboration with the other Practice Development Nurses within the Whittington Health, develop effective systems for preceptorship and clinical supervision.

The role/duties of the post are outlined below. In undertaking this role, the employee will be expected to always behave in a way that is consistent with and actively supports the organisation's values or lead the search for and development of innovative methods of teaching.

MAIN DUTIES

Education and Staff Support

1. Identify learning needs of staff and responsible for addressing identified learning needs through the development of an action plan.
2. Assist the Ward Managers to maintain a database of all training undertaken by staff in their areas
3. Contribute to developing, implementing, delivering, and evaluating development programmes for nurses using innovative methods.
4. Facilitate and encourage personal and professional development of staff.
5. Provide direct clinical expertise, advice and support to staff within Surgical Wards.
6. Responsible for supporting newly qualified, junior and internationally educated nurses who are working towards NMC (Nursing and Midwifery Council) Registration.
7. Assist with the orientation and induction of new recruits to the trust

8. Work with the Clinical skills team to provide coaching for the internationally registered nurses for the NMC OSCE (Objective Structured Clinical Examination) test of competence
9. Promote a positive learning environment and actively encourage innovation within the Surgical Wards
10. Work clinically with staff to facilitate the acquisition and enhancement of clinical skills and assist in the achievement of appropriate levels of competence.
11. Develop assessment tools (clinical competencies) and assist staff in the assessment of clinical competencies, including the administration of IV drugs.
12. Be instrumental in the identification, development and implementation of policy, procedure, guidelines and audit in relation to local, national and professional agendas and monitor adherence taking appropriate action.
13. Propose changes to policies and guidelines within the Surgery & Cancer ICSU as well as contributing to organisation wide policies
14. Responsible for training staff in the safe use of medical devices and other equipment

Management

15. Assess clinical competence, capabilities and needs of staff in conjunction with the dependency of the patients and case mix.
16. Motivate staff, promote team-building, exercise and develop leadership skills in creating a suitable environment for efficient team working.
17. Promote and participate in reflective practice, clinical risk management and critical incident analysis.
18. Maintain accurate staff training records.
19. Actively participate in the recruitment and selection of staff.
20. Act as an educational resource providing advice and support on personal, professional and career development to maximise potential of staff at all levels.

Practice

21. Demonstrate expert nursing practice when caring for patients by using research-based evidence and in accordance with agreed policies and standards.
22. Act as a credible clinical role model promoting high quality patient care.
23. Act as a resource for others requiring clinical knowledge and experience, offering advice and support to staff and others in the multi-professional team in clinical decision-making.
24. Demonstrate clinical competence when caring for patients, being aware of personal limitations.
25. Ensure patients' interests are considered within the context of care by participating in ethical decision making and supporting staff through this process.
26. Establish a mechanism to ensure proficiency with new practices and new equipment.
27. Contribute to organisation-wide initiatives as appropriate by networking and collaborative working etc.
28. Demonstrate excellent clinical documentation and record keeping and acting as a role model.

Research

29. Promote evidence/research-based nursing practice
30. Disseminate and utilise audit and research results as appropriate.
31. Act as a change agent and support other staff in the implementation of new practices.
32. Evaluate the quality of nursing practice through the clinical audit cycle and contribute to quality initiatives within the Surgical Wards and ICSU.

Professional

33. Identify personal objectives, reflect on progress, and set a personal development plan annually.
34. Following individual performance management, liaise with Matron for Surgery in agreeing how identified training and development needs are to be met.
35. Ensure that own practice is kept updated, using an acceptable model of clinical supervision.

36. Take every opportunity to expand practice in line with current guidelines.
37. Ensure that registered nurses are aware of, and practice in accordance with, all current guidelines and policies.
38. Contribute to meeting the trusts Nursing & Midwifery Strategic Priorities.
39. Deputise for the Matron for Surgery when required.
40. Undertake any other duties that may be reasonably required.

Revalidation and Registration

It is the responsibility of all staff registered with a professional body to:

- Act within the Professional Bodies Code of Practice
- Maintain their own work profile to ensure revalidation standards are met, and assist junior registered staff in achieving revalidation.
- Contribute and participate in the development of nurses and nursing practice across the trust through leading department and ward projects and supporting training.
- Ensure optimum use is made of working time.

Equal Opportunities

It is the aim of the Trust to ensure that no job applicant or employee receives less than favourable treatment on grounds of sex, marital and civil partnership status, gender reassignment, pregnancy and maternity, race, colour, creed, religion or belief, physical disability, mental health, learning difficulty, age or sexual orientation and is not placed at a disadvantage by conditions or requirements that cannot be shown to be justifiable. To this end the Trust has an equal opportunities policy and it is for each employee to contribute to its success. The hospital has a single equality scheme, which underpins its duty to promote equality. You can access a copy of the scheme on the trust's website.

Infection control

All staff have a responsibility to prevent and control infections within the Whittington. This includes ensuring personal and team compliance with all relevant policies, especially hand hygiene, the trust dress code, and MRSA screening policies.

Working patterns

The Trust is currently exploring ways in which patients can be given more choice about when they can attend appointments at the hospital. In order to make this possible there may be a future requirement for administrative staff scheduling appointments for patients to contact them by telephone in the evenings or at weekends. This means that administrative staff may be required to work a shift pattern in future. Shifts will not normally operate beyond 9 pm in the evenings and appropriate pay enhancements will apply. Staff will be consulted about the introduction of / changes to shift systems.

Staff working in any department where an on 'call rota' operates will be required to participate in the rota. Managers will discuss with staff the level of 'on call' cover required taking into account their individual circumstances.

Staff in nursing posts may be requested to work in any area throughout the Trust by the matron or the site manager.

Health & Safety Policy

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

Safeguarding

To comply with the Trust's Safeguarding Children and Adults policies, procedures and protocols. All individual members of staff (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. This will require you to:

- Ensure you are familiar with and comply with the London Child Protection Procedures and protocols for promoting and safeguarding the welfare of children and young people.
- Ensure you are familiar and comply with the Croydon Multi Agency Safeguarding Vulnerable Adults Pan London Procedures.
- Ensure you are familiar and comply with local protocols and systems for information sharing.
- Know the appropriate contact numbers and required reporting lines.
- Participate in required training and supervision.
- Comply with required professional boundaries and codes of conduct

Whittington Health is committed to safeguarding all children and vulnerable adults and expects all staff and volunteers to share this commitment.

Data Protection

This post has a confidential aspect. If you are required to obtain, process and/or use information held on a computer or word processor you should do it in a fair and lawful way. You should hold data only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose and ought to disclose data only to authorised persons or organisations as instructed. Breaches of confidence in relation to data will result in disciplinary action, which may result in dismissal.

Confidentiality

You are required to maintain confidentiality of any information concerning patients or staff which you have access to or may be given in the course of your work, in accordance with current policy on confidentiality at Whittington Health.

Whittington Promise to Patients

Whittington Health expects its employees to communicate with colleagues, patients and visitors in a polite and courteous manner at all times. You are expected to contribute to improving our patients' experiences by delivering the Whittington Promise:

- We will be clean
- We will be welcoming and caring
- We will be well organised
- We will offer the best possible treatment
- We will give you information and listen to what you tell us

Carbon Reduction

All staff have a responsibility to contribute to a reduction in the organisation's carbon footprint. You should actively encourage others through your own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste.

Security

It is the responsibility of all employees to work within the security policies and procedures of the Whittington Health NHS Trust to protect the patients, staff and visitors and the property of the Trust. This duty applies to the specific work area of the individual and the Hospital in general. All staff are required to wear official identification badges.

No Smoking

Whittington Health promotes a No Smoking Policy as part of employee's healthy living style. You will be required to work within the framework of this policy. Smoking is not permitted within Whittington Health premises.

Method of Payment

Payment of salaries is made into your bank account/building society account by direct bank system. Details of a bank account or building society account will be required on the first day at work. There is no facility for any other form of payment.

Probationary Period

Employment at Whittington Health is offered subject to successful completion of a 6 month probationary period for all staff with the exception of GMC Registered Doctors.

