

## ROLE BRIEF

<b>Department</b>	<b>Learning and Development</b>
<b>Job Title</b>	<b>Practice Development Nurse</b>
<b>Responsible To</b>	<b>Learning and Organisational Development Lead</b>
<b>Location</b>	<b>All sites</b>
<b>Key Duties</b>	<p>The purpose of this role is to enhance the quality of the learning experience particularly focusing on clinical practice, skill acquisition and the achievement of competencies as identified in the NMC future nurse standards of proficiency for registered nurses (2018). It is these nurse proficiencies that the pre -registration nursing curriculums are designed upon and indeed assessed.</p> <p>The role will assist all clinical areas providing support and guidance to Nursing Students, Practice Assessors and Clinical Apprentices. The main function of the Practice Development role is to work collaboratively with all clinical teams and the wider education team to:</p> <ol style="list-style-type: none"> <li>1. Positively promote and develop the quality of the learning environment providing supervision, support and clinical education and facilitation professional development to support all learners in developing clinical competencies, skills and knowledge as identified in the NMC standards 2018 within all practice areas both within the Trust and the wider STP.</li> <li>2. To act as a resource for advice and clinical support for nursing students, practice supervisors, practice assessors and educators to facilitate practice development.</li> <li>3. Provide clinical and professional advice ensuring optimal use of skills of all staff working within areas supporting students and mentors.</li> <li>4. Support and facilitate students, practice assessors and existing healthcare staff in expanding their skills and competencies within the clinical environment in line with professional, departmental and service requirements in order to maximise the learning experience.</li> <li>5. Assist with monitoring and reporting on level of skills requirement and the gap in skills acquisition, liaising with the practice assessors and the Learning and Organisational Development Lead.</li> <li>6. To raise concerns about competence or conduct with the Learning and Organisational Development Lead, this should be undertaken in a timely and responsible manner.</li> <li>7. Contribute to service development and workforce planning within clinical environment and associated specialist areas.</li> <li>8. To contribute to internal audit including learning environment audit.</li> </ol>
<b>Key Accountabilities</b>	<p><b>Main duties and key responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Work alongside nursing students and practice assessors within the clinical environment to provide:</li> </ol>

	<ul style="list-style-type: none"> <li>a. Effective role modelling</li> <li>b. Clinical facilitation</li> <li>c. Clinical skill acquisition and development of specialist competencies as identified in the NMC future nurse standards of proficiency (2018)</li> </ul> <ol style="list-style-type: none"> <li>2. Work with the Learning and Organisational Development Lead to identify new starters to clinical areas to enable supporting arrangements and mechanisms to be in place.</li> <li>3. Act as a professional role model to promote clinical excellence and professional attitude.</li> <li>4. Demonstrate proficient and current advanced clinical skills base.</li> <li>5. To work within the clinical environment delivering care within specialist area of practice.</li> <li>6. Undertake clinical and competency assessment at all levels, within area of specialist knowledge/expertise.</li> <li>7. Deal effectively with challenging situations in terms of supporting students, practice assessors and other staff undergoing training, education, and competency development.</li> <li>8. Support and facilitate the development of staff new to clinical areas, to increase the safety and quality of patient care within the clinical environment and enhance the learning environment.</li> <li>9. Use constructive, evidence based feedback effectively to actively promote learning and support the learning and assessment process.</li> <li>10. Provide support to practice assessors and senior clinical team within practice environment when dealing with difficult decisions relating to clinical performance.</li> <li>11. Work effectively within multidisciplinary clinical team and own specialist area of practice.</li> <li>12. Liaise with and provide clinical link for wider Education Team.</li> <li>13. Establish an effective working relationship with Learning and Organisational Development Lead and Heads of Clinical Services and Chief Nurse, to ensure appropriate support is available for the clinical environment at all levels.</li> <li>14. Active involvement in the assessment and review of clinical skills and competencies at all levels within clinical environment.</li> <li>15. Support students and staff new to a speciality to adapt to the environment and develop their scope of practice by providing appropriate training/support.</li> <li>16. Active involvement in development of clinical skills within the clinical environment by providing appropriate training, support and competency assessment.</li> <li>17. Involvement in the recruitment and selection process for staff within the clinical environment.</li> <li>18. Support IPC process by providing information for staff within clinical areas</li> </ol>
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on appropriate courses, training available.

19. Support senior team members in managing staff compliance with mandatory and statutory training requirements for their specialist areas.
20. Assist in the delivery of effective information using distance learning and e learning materials to support service development and practice improvement programmes
21. Attend appropriate practice development meetings and feedback to Education and Development Leads and other senior Nursing clinical staff.
22. Involvement in clinical audit/research as designated by Line Manager.
23. Active involvement in clinical governance process within clinical environment.
24. Apply legislation correctly; assist with reviewing policies and procedures within area of specialist practice/education.
25. Development and maintenance of own knowledge and skills to support pre and post registration practitioners to promote competence, safe and proficient practice across the clinical pathway.
26. Maintain own professional development, competence and experience in line with registration body revalidation requirements.

## **Policy and service development**

The post holder will:

1. Promote health and safety maintaining best practice in health, safety and security.
2. Share ideas with colleagues to improve care and suggest areas for innovation.  
Participate in audit activities being undertaken in area of practice.  
Contribute to the improvement of service by reflecting on own practice and supporting that of others.
3. Adhere to legislation, policies, procedures and guidelines both local and national regularly attend workplace and staff engagement meetings and contribute positively to discussions about the improvement of care.

## **Communication and relationships**

The post holder will:

1. Communicate effectively across a wide range of channels and with a wide range of individuals, the public, health and social care professionals, maintaining the focus of communication on delivering and improving health and care services
2. Demonstrate those inter-personal skills that promote clarity, compassion, empathy, respect and trust
3. Contribute to team success and challenge others constructively

4. Communicate with individuals, carers and other visitors in a courteous and helpful manner, whilst being mindful that there may be barriers to understanding
5. Report to appropriate registered care professional information received from the individuals, carers and members of the team  
Ensure all patient related information is treated sensitively and adhere to the principals of confidentiality at all times  
Report any accidents or incidents and raise any concerns as per organisational policy  
Ensure clear, concise, accurate and legible records and all communication is maintained in relation to care delivered adhering to local and national guidance  
Ensure ability to manage electronic records system taking cognisance of need to protect access (ID, passwords, swipe cards)

## **Human resources**

The post holder will:

1. Act in ways which support equality and value diversity  
Demonstrate own duties to new or less experienced staff  
Support development of less experienced staff and students

## **Information resources**

The post holder will:

1. Develop skills to maintain professional standards of record keeping  
Follow all information governance guidance and policies  
Maintain confidentiality as outlined within data protection policies

## **Risk Management & Good Practice**

1. Risk Management involves all staff identifying circumstances and practices which put patients at risk of harm, and then acting to both prevent and control these risks.
2. Staff are required to improve the quality of care by identifying, reporting and analysing actual and potential adverse events through HH 's Clinical Incident Reporting system.
3. Central to every clinician's practice should be the control and reduction of risk by changing clinical and organisational practice in order to eliminate or reduce adverse events.
4. All clinical staff are required to familiarise themselves with the HH's Clinical Risk Management Strategy and all other Clinical Risk policies and guidelines, including HH 's Complaints Procedure.

## **Risk Management and Health and Safety**

All employees of HH have a statutory duty of care for their own personal safety and that of others who may be affected by employee's acts or omissions.

Employees are required to co-operate with management to enable HH to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by HH's undertakings.

This requires the following:

1. Compliance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety Regulations 1999 and any other relevant safety regulation.
2. Being familiar with and following the provisions of the HH's Health and Safety Policy and all other policies, procedures and safety rules of HH and your specific work place
3. Co-operating with all measures HH takes to maintain a safe working environment. This includes using manual handling equipment, wearing personal protective equipment, etc.
4. Compliance with all instruction and training given by members of HH relating to health and safety.
5. Bringing to the attention of HH any situation considered to be a serious and imminent danger; also reporting any other perceived shortcoming in HH's health & safety arrangements.

## Infection Control

It is the responsibility of all staff, in accordance with The Health Act 2006, to:

1. Ensure high standards of hand hygiene and that good practices in infection control are promoted and maintained in their area of control
2. Co-operate with all efforts to reduce and/or eliminate the risk of spread of undesirable/infectious organisms
3. Adhere to the appropriate policies regarding screening, admission and transfer of potentially infectious patients
4. Report to their Manager and Occupational Health all incidents of sharps injuries where the sharp is contaminated with blood or serum.
5. Participate in any screening programmes initiated by the Head of Infection Prevention and Control
6. Protect the health and safety of patients and other staff by informing their Manager and/or Occupational Health before reporting to work with transmissible harmful/potentially harmful conditions

## Key Knowledge, Skills and Experience

### Essential (Must Haves)

- Registered Nurse – Current registration
- Mentorship Qualification (or equivalent)

### Evidence Based

- Certificates, Application & Interview

	<ul style="list-style-type: none"><li>• Extensive experience of working in a clinical environment</li><li>• Excellent clinical teaching and assessing skills</li><li>• Evidence of working in and taking a lead role in a multi-professional team</li><li>• Experience facilitating and delivering training sessions</li><li>• Evidence of practice development and involvement in management of change</li><li>• Experience of quality monitoring processes within training and education</li></ul>	<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li></ul>						
	<ul style="list-style-type: none"><li>• Working with pre and post registration staff and staff new to specialist environment</li><li>• Ability to support and advise registered staff on professional development options.</li><li>• Ability to demonstrate effective communication both written and verbal</li><li>• Good organisational and leadership skills</li><li>• Ability to initiate, evaluate and sustain change</li><li>• Good presentation skills</li><li>• Comprehensive IT skills</li></ul>							
	<ul style="list-style-type: none"><li>• Sound knowledge of clinical practice</li><li>• Excellent theoretical knowledge with the ability to apply theory to practice</li><li>• Knowledge of education audit and evaluation</li><li>• Knowledge of lecturer and lecturer practitioner roles</li></ul>							
	<ul style="list-style-type: none"><li>• To exemplify the organisational values</li><li>• Be highly motivated, have a positive attitude, assertive, enthusiastic, objective and approachable</li></ul>	<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li></ul>						
	<table><tr><td><b>Desirable (Nice to Haves)</b></td><td><b>Evidence Based</b></td></tr><tr><td><ul style="list-style-type: none"><li>• Post Registration qualifications</li><li>• Teaching qualification</li></ul></td><td><ul style="list-style-type: none"><li>• Certificates, Application &amp; Interview</li></ul></td></tr><tr><td><ul style="list-style-type: none"><li>• Experience of developing new initiatives</li></ul></td><td><ul style="list-style-type: none"><li>• Application</li><li>• Interview</li></ul></td></tr></table>	<b>Desirable (Nice to Haves)</b>	<b>Evidence Based</b>	<ul style="list-style-type: none"><li>• Post Registration qualifications</li><li>• Teaching qualification</li></ul>	<ul style="list-style-type: none"><li>• Certificates, Application &amp; Interview</li></ul>	<ul style="list-style-type: none"><li>• Experience of developing new initiatives</li></ul>	<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li></ul>	
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<b>Health and Safety</b>	<b>The Health Act 2008</b> Code of Practice for Prevention and Control of Healthcare Associated Infections:  You will carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You will comply with national standards, policies, guidelines and procedures. If you need a few tips, speak with our Infection Control Specialist.							

	<p>For clinical colleagues with direct patient contact, this will include (but is not limited to):</p> <ul style="list-style-type: none"> <li>• compliance with clinical procedures and protocols, including uniform and dress code</li> <li>• the use of personal protective equipment</li> <li>• safe procedures for using aseptic techniques</li> <li>• safe disposal of sharps.</li> </ul> <p>Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Datix system.</p>
<b>Records Management</b>	<p>As an employee of HH, you have a legal responsibility for all records (e.g. including patient records, financial, personal and administrative) that you father or use as part of your work within HH.</p> <p>The records may be paper, electronic, microfiche, audio, videotapes or x ray images etc. All such records are considered public records (under the Public Records Act 1958).</p> <p>You must consult your manager if you have any doubt as to the correct management of the records with which you work.</p>
<b>Competence</b>	<p>You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties, you should immediately speak to your line manager/supervisor.</p>
<b>Equal Opportunities</b>	<p>Horder Healthcare's Equal Opportunities Policy tells you all about our commitment to ensuring that no patient, colleague or prospective colleague is discriminated against, whether directly or indirectly on the grounds of : gender, sexual orientation, age, marital status, responsibility for dependents , disability, religion, creed, colour, race, nationality, ethnic or national origin, trade union activity, social background, health status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable.</p>
<b>Confidentiality</b>	<p>You will make sure that no confidential information is disclosed about Horder Healthcare or its associated companies (including information about patients and colleagues) to any unauthorised person.</p> <p>As an HH employee, you are required to uphold the confidentiality of all records held by HH, whether patient records or HH information. This duty lasts indefinitely, and will continue after you leave HH employment. Please ensure that you are aware of, and adhere to, the standards described in HH 's Confidentiality Policy as you are required to preserve the confidentiality of any information regarding patients, staff (in connection with their employment), and the practice business and this obligation shall continue indefinitely.</p> <p>A breach of this requirement will be regarded as gross misconduct and as such will be grounds for dismissal, subject to the provision of the disciplinary procedure.</p> <p>This does not affect your rights and obligations.</p>



<b>Safeguarding</b>	You will be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm. Reporting safeguarding concerns to appropriate professionals and recording incidents accurately.
<b>People Managers (if applicable)</b>	You have a responsibility to manage your team, ensuring safe staffing levels at all times. You should ensure all new team members are effectively inducted onto your department; making sure that mandatory training is complete and kept up to date. You should effectively manage your team members monitoring performance and absence, using the HR policies and procedures.
<b>Review</b>	<p>Whilst this role brief outlines the main duties of your role identified at the date of issue, you may be required to carry out additional tasks as requested by senior colleagues.</p> <p>Your role may be subject to amendments in the light of the changing needs of the business, and will be reviewed periodically, which we'll discuss with you first.</p> <p>This job description does not attempt to describe all the tasks the post holder will undertake. It does indicate the degree of authority, range of duties covered and the flexibility required for the job.</p> <p>This job description may be amended in consultation with the post holder as developments evolve, and as part of the appraisal process.</p> <p>You have a responsibility for ensuring that you are committed to maintaining a high quality service to patients by continual development of practice in the light of research evidence, National Service Frameworks, NICE Guidance and Clinical Guidance and by audit against clinically relevant standards.</p> <p>To suggest and implement improvements to services, exercising professional responsibility, including lifelong learning within an open "no-blame culture".</p> <p>To promote equality and value diversity.</p>
<b>Role Brief Agreement</b>	<p>I have read this role brief and understand the contents of my day-to-day duties. I also understand that this role brief may change over time with the business needs of Horder Healthcare. I understand that the role brief will therefore be subject to periodic review.</p> <p><b>Colleague name:</b></p> <p><b>Colleague signature:</b></p> <p><b>Date:</b></p>