



Job Title: Practice Development Nurse

Location/Base: The Holly Private Hospital

Reporting to: Director of Nursing and Clinical Services

1. JOB SUMMARY:

To be a role model for all staff groups, demonstrating a professional and pro-active approach whilst providing advice, guidance and support to staff in clinical practice. In collaboration with HOD's, universities and other education providers, you will actively participate in service improvement by facilitating an understanding of the evidence as well as sensitive change management.

To promote an open, supportive culture that facilitates effective multi-professional team working and have a proactive and supportive leadership style that enables team participation in decision making and implementation.

To assist with empowering and enabling the clinical teams to ensure that patient care is delivered to the highest standards of care, utilising research and evidence based practice, in line with Nursing Policies and Procedures and N.M.C. Code of Practice and professional standards and guidance.

To develop, facilitate, deliver and evaluate a range of multi-professional programmes and teaching sessions to improve the quality of the patient experience, in accordance with a range of national objectives and organisational goals.

To ensure that the principles that guide staff development reflect The Holly's commitment to quality, safety and patient experience, and that these are embedded into clinical practice.

CLINICAL PRACTICE

- To support the training and coaching of all staff within clinical areas
- To identify training needs for clinical areas in conjunction with HOD's
- To work with staff in clinical areas to develop and assess clinical practices and competence
- To spend an agreed percentage of hours working in clinical areas
- Participate in the 'Back to the floor' clinical initiatives
- To demonstrate clinical leadership and act as a role model at all times
- To ensure that evidence based practice and clinical effectiveness underpins care delivery
- To co-ordinate placements, supervision, mentorship and documentation of student nurses, associate nurses, adaptation and return to practice programmes according to NMC Guidelines
- To co-ordinate and implement professional development programmes and the preceptorship pathway for newly appointed, newly qualified and qualified overseas nurses
- To be familiar with the relevant clinical governance issues and coordinate nursing practice in response to practice issues
- To promote a positive approach to Health & Safety encouraging good practice and ensuring incidents and near misses are reported on Datix
- To lead and support reflective practice groups
- To support pre-registration nursing students during clinical placements, in conjunction with the clinical teams
- Provide an on-going support to student nurse supervisors and assessors, as well as support to other student groups on placement.

LEADERSHIP AND TEAMWORKING

- To drive forward The Holly clinical strategy supporting all staff to excellence
- To provide supervisory expertise underpinned by theoretical knowledge, skill and practical experience, imparting specialist knowledge of clinical speciality
- In conjunction with the Head of Department, annually review and develop education and training provision for staff and complete required education audit in conjunction with university.
- To take a proactive role in the development and implementation of innovative practice
- To tailor a programme to support orientation and development of new staff
- To arrange an on-going programme of training for qualified and unqualified clinical staff
- To liaise with hospital staff and departments to promote and maintain effective working relationships, ensuring high standards of care and service
- To coordinate and deliver an effective nursing associate programme
- Participate in the development, implementation and updating of policies and procedures
- Maintain staff awareness of policies and procedures through appropriate training and support
- Participate in strategic hospital development
- Develop and update competency assessment and facilitate their completion

COMMUNICATION

- To maintain an accurate and ongoing computer based database of staff training and development
- To have a flexible approach to working patterns and attendance of meetings, forums and training as required
- To support the implementation and development of new systems and processes

EDUCATION OF SELF AND OTHERS

- To provide academic support for staff undertaking a course of study
- Closely monitor the progress of new staff and students in conjunction with their preceptor/practice assessor/supervisor and address issues of poor performance or academic achievement by meeting regularly with those involved, discussing progress, reviewing competencies and developing action plans as required. This may include resolving complex issues and communicating the outcome with the HOD's, SMT and academic institution if necessary
- Monitor the progress of Registered Nurses undertaking the preceptorship framework and support them throughout the process to ensure they receive the best support during the transition. Work with professional leads in the implementation of preceptorship activities for newly qualified registrants ensuring programmes reflect the local and national standards
- Work with Registered Practitioners to enable them to expand their scope of professional practice for the benefit of the patient

PROFESSIONAL RESPONSIBILITIES

- To maintain a high clinical profile and take responsibility for maintaining own clinical competence and credibility with a highly specialist knowledge base
- Take responsibility for own professional development, which will be monitored as part of the annual appraisal review and supervision sessions
- Maintain current registration with NMC at all times and adhere to the NMC Code of Conduct

2. SUPPLEMENTARY INFORMATION

Our Values

We are proud to be 'Individually different. Altogether better' and it is only through our people that we will achieve our mission to:

“Provide first-class independent healthcare for the local community in a safe, comfortable and welcoming environment; one in which we would be happy to treat our own families”

We do this by asking you to work within our core values:

- Beyond Compliance – Going above and beyond to improve our business
- Personalised Attention – Taking time to care for others
- Partnership and Teamwork – Inclusive and collaborative
- Investing in Excellence – Working to be the best
- Always with Integrity – Respected, admired and reliable

Code of conduct

- ✓ I will make the CARE and SAFETY of our patients my first concern and will always act to protect them from risk.
- ✓ I will always be respectful to the public, patients, relatives and carers, colleagues and business when representing Aspen Healthcare.
- ✓ I will always be honest and act with integrity.
- ✓ I will accept responsibility for my own work and if appropriate the proper performance of the people I manage.
- ✓ I will show my commitment to working as a team member with all my colleagues and the wider community.
- ✓ I will take responsibility for my own learning and development.
- ✓ If a member of a professional body, I will comply with the relevant professional code of ethics and conduct at all times

Equality & Diversity

Aspen Healthcare Limited is an Equal Opportunity Employer. Its policy is to treat everyone in the same way regardless of their race, religion, marital status, physical/mental disability, gender, sexual orientation, and age, responsibilities for dependents, trade union membership or offending background. The Company values the diversity of its work force as a strength and aims to provide a working environment in which people have the opportunity to contribute and develop according to their individual merits and aspirations.

Health & Safety at Work

You are reminded that, in accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, you have a duty to take responsible care to avoid injury to yourself and to others by your work activities, and to co-operate with the organisation and others in meeting statutory and mandatory requirements.

Statutory & Mandatory Training

You are required to complete mandatory training as required, and if unable to attend ensure this is rectified with your line manager's support at the earliest opportunity.

Infection Prevention & Control

It is the responsibility of all staff to ensure high quality patient care is based upon principles of best practice in infection prevention and control, either directly through personal contact or indirectly through supervision of practice.

It is the responsibility of all staff to fully co-operate with managers in achieving compliance with Infection Control policies and in adopting safe systems of work when undertaking activities that present a risk of the spread of infection.

Confidentiality

Information about any individual, which includes either some or all details of their identity is personal and is subject to the Data Protection Act (1998), the Human Rights Act (2000) and other Aspen Healthcare requirements such as the Caldicott principles.

- Patient information, in any form is confidential. This means that information should only be shared or accessed by someone with a legitimate reason, related to the care of the patient.
- Information about members of staff or others in relation to sensitive issues, such as appraisals, investigations, complaints or payroll details is also confidential.

All staff must always maintain confidentiality when dealing with sensitive material and information of this nature and immediately report any potential confidentiality issues that may arise.

Information Security

All staff are required to read and comply with all Aspen communications and policies that are issued relating to the electronic security of Aspen and patient information particularly in relation to:

- Saving data and information
- Password management and responsibilities
- Transfer of data and data sharing

Whistleblowing - Raising Concerns

It is the responsibility of all staff to raise any concerns to their line manager or the HR department if they reasonably believe that one or more of the following concerns is either happening, has taken place, or is likely to happen in the future relating to the company's business:

- A criminal offence
- The breach of a legal obligation
- A miscarriage of justice
- A danger to the health and safety of any individual
- Damage to the environment
- Deliberate attempt to conceal any of the above.
- any other legitimate concerns

Data Protection

All staff must be aware of the Caldicott principles, the Data Protection Act 1998 and the Human Rights Act 1998. The protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, Aspen Healthcare and the individual may be prosecuted. Disciplinary action will be taken for any breach.

Mobility/Flexibility

Your normal place of work will be as stated above, but as a term of your employment you may be required to work from any of the companies' facilities.

Safeguarding the Welfare of Children and Vulnerable Adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their

role. The expectation is that the post holder is familiar with the relevant procedures and guidelines relevant to their job role

For all posts requiring professional registration

You are required by law to maintain professional registration for the duration of your employment and cannot be lawfully employed should registration lapse. Lapsing may render you subject to disciplinary action. You are also required to abide by the codes of professional practice as detailed by the professional body (Nursing and Midwifery Council, General Medical Council, Health and Care Professions Council etc.)

Other responsibilities

Attend departmental meetings, access work emails on a daily basis and read relevant communications to enable good communication and an informed workforce. Ensure colleagues are supported and encouraged to do the same.

You will be required to be aware of and adhere to all relevant Company Policies and Guidelines.

This job description is neither exclusive nor exhaustive and the duties and responsibilities may vary from time to time and where possible be in consultation with the post holder.

Review

The post-holder must act in such a way to promote a positive image of Aspen Healthcare UK Ltd at all times. This job description is not conclusive and will be regularly reviewed with the post-holder.



PERSON SPECIFICATION

Practice Development Nurse

	Essential	Desirable
Qualifications and/or knowledge:	<ul style="list-style-type: none"> Registered Nurse Minimum of 5 years post registration experience Educated to degree level Teaching/assessing qualification to Postgraduate Diploma Level (Level 6) or equivalent which has been applied within a work environment Experience of creating and delivering training programmes Able to produce clear and accessible written documents and reports in a range of styles appropriate to the recipient Proven presentation skills Previous experience in an educational role 	<p>Experience of implementing the associate nurse programme</p> <p>Studying towards a Master's degree</p> <p>Experience of audit and research</p>
Experience:	<ul style="list-style-type: none"> Previous experience managing clinical apprenticeship programmes Demonstrates enthusiasm towards teaching and sharing knowledge Sound knowledge and understanding of current nursing and current nursing and education issues Broad clinical experience Clinical credibility Experience of working effectively as part of a team as well as working autonomously 	<ul style="list-style-type: none"> Involved in service development and quality issues Private healthcare experience Experience managing the nursing associate programme
Aptitude and abilities	<ul style="list-style-type: none"> Excellent communication and interpersonal skills Ability to form positive working relationships and work across the hospital, universities and other education providers Evidence of managing staff within a team and dealing with difficult situations. Ability to prioritise own workload and that of other staff Able to present relevant information in a concise form IT literate and able to deduce key points from numerical data 	

	<ul style="list-style-type: none"> • Able to develop a culture of quality within education and training • Acts in a way that is consistent with legislation, policies and procedures and abides by Health and Safety policies. • Self-motivated, positive role model for all disciplines 	
Personal Attributes:	<ul style="list-style-type: none"> • Demonstrates evidence of own Continuing Professional Development • Exemplary personal standards of conduct and behaviour • Ability to work under pressure and to meet deadlines • Confident, self-motivated • Flexible to the needs of the service and resourceful • Ability to motivate others and lead developments for the clinical area • Strength of character and confidence to manage opposition and overcome obstacles in a positive and non-threatening manner • Ability to apply theory to practice 	
General Temperament:	<ul style="list-style-type: none"> • Flexible / adaptable • Good work ethics • Goal orientated • Even tempered • Honesty • Integrity • Team player • Role model 	
Other	<ul style="list-style-type: none"> • Able to work hours flexibility 	

Author:	Steven Beaumont	Date:	Oct 2020
Revision:		Date:	
Agreed Post Holder:		Date:	
Agreed Manager:		Date:	