



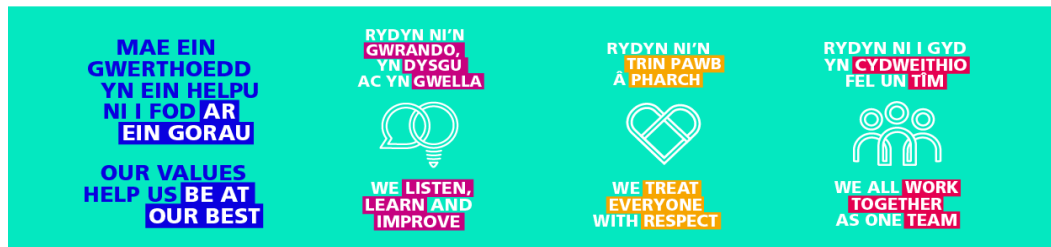
JOB DETAILS:

Job Title	Senior Nurse for Professional Development
Pay Band	Band 8a
Hours of Work and Nature of Contract	37.5 hours/week
Division/Directorate	Mental Health and Learning Disability
Department	Business Improvement Strategy and Commissioning Directorate
Base	Glanrhyd Hospital or Princess of Wales Hospital

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Head of Nursing
Reports to: Name Line Manager	Head of Nursing
Professionally Responsible to:	Head of Nursing

OUR VALUES AND BEHAVIOURS:



Our values and behaviours are fundamental to the way we do things at Cwm Taf Morgannwg University Health Board. They are everything we stand for and aspire to. That includes the way we behave, how we perform our roles and the way we recruit new talent. We look forward to exploring how your values align with ours. This is how we work:

We listen, learn and improve
We treat everyone with respect
We all work together as one team

To find out more about our values, visit: <https://cwmtafmorgannwg.wales/we-are-cwm-taf-morgannwg/>

Job Summary/Job Purpose:

The post holder will be responsible for working with the Senior Nurses for the MHLN Care Group within Cwm Taf Morgannwg University Health Board (CTMUHB). They will be responsible for the development of MHLN nursing practice to provide a high quality, safe, effective and innovative service.

The post holder will be responsible for the governance of the education and training of MHLN nurses in CTM UHB.

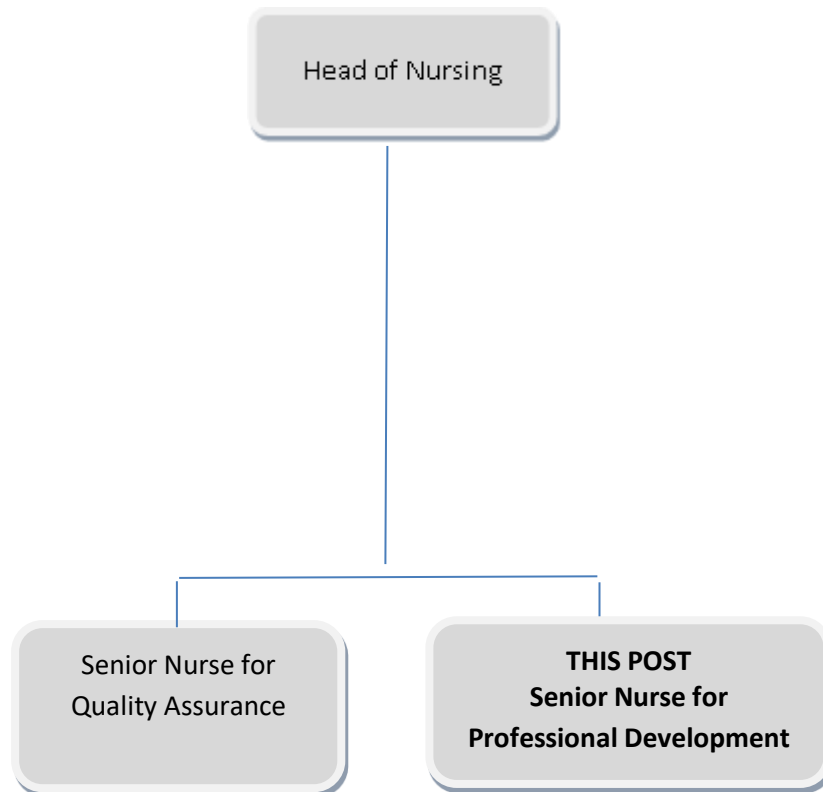
They will provide professional leadership, direction and educational development of nursing staff.

The post holder will support the Head of Nursing in ensuring the highest standard of nursing care is provided, monitored and evaluation within the clinical areas of responsibility.

The post holder will hold an overview of education and training strategy and frameworks to ensure the development and educational needs of individuals and/or groups of staff are met.

The post holder will be responsible for ensuring the delivery of high quality, evidence-based training and education to MHLN nursing professionals who work within the UHB, on an individual or group basis.

Organisational Chart



DUTIES/RESPONSIBILITIES:

Principal Duties

The post holder will :

- Be a credible clinical leader able to direct, lead and empower nursing staff to ensure a high standard of education and professionalism, in service delivery and that quality, governance and educational objectives are achieved.
- Be responsible for the development, planning, implementation and delivery of new and existing training programmes, in collaboration with the team and unit managers in the emergency care setting within Cwm Taf Morgannwg University Health Board (CTMUHB).
- Have overall responsibility and accountability for the development of educational strategy, frameworks, and educational training programmes for mental health nursing staff and create a positive learning environment to promote clinical excellence within the service.

Education, Training and Development

- To support the development of a robust and effective induction for staff.
- To provide formal and informal education of MHLD nursing staff where required.
- To act as a resource person for nursing staff and other allied professionals for clinical advice management and education requirements.
- This will include staff that have honorary contracts as well as health board staff.
- Design and implement an education framework for advanced practice linking in with key stakeholders including HEIW, Universities.
- Engage in regular evaluation of teaching activity and act on feedback to ensure delivery is appropriate to service needs.
- Demonstrate the ability to access research and information systems.
- Support other members of the MHLD team to develop appropriate knowledge and skills in line with service delivery.
- Responsible for producing robust policies and procedures relating to professional nursing practice and education to underpin the role and its' development within the Health Board.

- Work closely with Health Board leads to develop local Health Board wide protocols and policies to underpin the further development of the Advanced Clinical Practitioner roles.
- Develop and maintain the curriculum, competencies and assessment process for the ACP role in line with national initiatives where applicable.
- Explore and develop nurse led initiatives in line with current research and practice.
- Work with key stakeholders within further & Higher Education colleagues in delivery of education/training to pre and post registration nursing students and post-graduates undertaking studies pertinent to the roles and responsibilities of the team.
- Analyse and interpret national guidance and direction into local actions for nursing education and training.
- Take the lead for designated educational projects or programmes of work.
- Support student learning by working with students in the clinical area alongside/in the absence of their mentors, encouraging and leading on reflective practice and teaching clinical skills.
- Ensure that robust systems are in place for the appropriate supervision, mentorship and assessment of pre and post-registration student nurses and that the learning environment is maintained.
- Ensure the team members undertake mandatory and statutory training requirements.
- Take responsibility for a comprehensive induction programme and provide preceptorship for new and junior staff, assessing competence against set standards.
- Disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments e.g. courses and conferences.
- Ensure education, training, research and development provision are audited and results fed back to staff and Senior Nurse.
- Maintain accurate records of the training undertaken with individual nurses and the level of competence achieved.

Clinical Governance

- Plan and organise appropriate educational and professional development in line with All Wales pathways and qualifications.

- Develop systems, processes and audits to monitor educational requirements of nurses within emergency care ensuring that they are compliant with national and local standards, policies and procedures.
- To ensure compliance with the UHB's clinical governance agenda through the development, review and audit of clinical practice.
- To participate in all aspects of clinical governance including investigations and completing risk reporting to support quality improvement, as well as through the development of action plans and recommended initiatives for practice improvement.
- Responsible for identifying any issues of concern regarding staff and take action in accordance with Health Board and departmental policies and procedures.
- The post holder, in line with Cwm Taf Morgannwg University Health Board (CTMUHB) policies and procedures, will participate in all aspects of clinical governance including patient safety and staff investigations and the completion of risk reports to support quality improvement, including the development of action plans to demonstrate lessons learnt.
- Undertake investigations and incident reviews that involve nursing education and training and provide expert advice when required.
- Foster a culture of incident reporting, reflection, openness, and mutual respect between professions and professional development within nursing.

Financial and Human Resources

- Have delegated budgetary responsibility for Nursing Services within the sphere of responsibility, and be an authorised signatory in line with the UHB financial control procedures/scheme of delegation.
- To undertake financial assessments of new developments or changes in service provision within the sphere of responsibility. To contribute to the Acute Services Cost Improvement Plan and Income Generation Targets and endeavour to seek ways of improving value for money.
- Undertake formal investigation processes to include patient safety investigations, staff investigations and concerns in accordance with CTMUHB Policy and processes, including review and monitoring of Datix reported incidents.
- Support the recruitment of staff to the emergency department.
- To identify and support the procurement of any new or updated equipment that may be required.

- Be proactive in managing concerns ensuring openness and honesty in line with the UHBs Concern Policy and Putting Things Right (Welsh Government 2012).

Professional Leadership

- Provide leadership and management for the MHLN nursing team to include the identification of training and development needs, completion of annual appraisals (PDR) and supporting revalidation processes.
- To provide professional nursing advice on issues or factors affecting care delivery.
- To demonstrate a professional approach to work, and in accordance with the UHB's Values and Behaviours and the NMC Code of Professional Conduct at all times.
- Provide professional and specialised advice on matters relating to nursing practice.
- Be conversant with education and practice standards from the NMC, including strategies and standards for transition.
- Provide clinical leadership, ensuring that action is taken at all levels to empower nurses in providing demonstrably high standards of care within the acute settings that includes a wider Public Health agenda for health promotion.
- Maintain accurate records, both written and electronic, in accordance with NMC guidelines and CTMUHB Policy having regard to information governance, confidentiality and safekeeping.
- Ensure that nursing practice complies with national and UHB Policy, procedure and guidelines and reflects evidence based/best practice.
- Represent the Health Board at national and local events relating to Mental Health nurse education. Including national policy setting for specialist emergency care education and training such as national Trauma network.

General Duties

- Work in partnership with department managers, mentors and Practice Education Facilitators to ensure that there is a consistent approach to pre and post-registration students' clinical experience and teaching in clinical areas.
- Maintain and handle highly confidential patient/client and staff information, record keeping, creating and maintaining effective storage systems for records.
- Proficient use of IT skills and IT literacy, to include use of common software programmes (Word, Excel, PowerPoint, Publisher) and role specific programmes including ESR etc. and to support use of electronic mobile devices and associated software programmes.

- Demonstrate excellent communication and negotiation skills in situations that may be highly sensitive and emotive.
- Ensure that all communication is underpinned by the principles of data protection, dignity and confidentiality.
- Ensure all communication is delivered appropriately to the different recipients, to include levels of understanding, cultural diversity and learning styles and be aware of potential barriers.
- Works with individual nurses to assess competence, and develops and implements action plans to assist with development/maintenance of competence.
- Recognise and manage barriers to communication and development such as resistance to change.
- Critically reflect on own performance through peer/team, clinical supervision and appraisal.
- Represent the Care Group and UHB at relevant meetings.
- Provide close working relationship with affiliated universities.
- Support and participate in shared learning across the practice and wider organisation.
- Produce an annual report of educational activity within the MHLD Care Group.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<p>Registered Nurse (MH or MHL) with current NMC registration.</p> <p>Educated to MSc level or equivalent skills, knowledge and experience.</p> <p>Evidence of continuing Professional development.</p>	PGCE/teaching qualification.	<p>Application form</p> <p>Pre-employment checks</p> <p>Interview</p> <p>References</p>
Experience	<p>Extensive experience of MH or LD nursing</p> <p>Substantial post registration experience including clinical leadership, team management and have a reputation for professional innovation and excellence.</p> <p>Experience of clinical leadership at a senior level.</p> <p>Experience of working in partnership with multi agency teams.</p> <p>Ability to translate strategy into operational and create the educational frameworks required for delivery.</p> <p>Ability to both influence and work across professional boundaries.</p> <p>Experience of nursing workforce planning.</p> <p>Proven ability of practice development and innovation.</p> <p>Significant experience of resource management and workforce planning</p> <p>Involvement in national policy setting for specialist emergency care education and training.</p>	<p>Experience of developing educational programmes / curriculum design.</p> <p>Experience of conducting audit and research.</p>	<p>Application form</p> <p>Interview</p>

	<p>Experience of teaching both formally and informally in clinical practice.</p> <p>Proven managerial experience.</p> <p>Evidence of contributing to practice development and research in clinical area.</p> <p>Ability to prioritise own workload and that of others and ability to work on own initiative.</p> <p>Demonstrates understanding and engagement with quality issues e.g. benchmarking.</p>		
Aptitude and Abilities Skills	<p>Highly developed verbal, non-verbal and written communication skills.</p> <p>Ability to communicate effectively with stake holders.</p> <p>Clinical leadership skills.</p> <p>Excellent interpersonal skills.</p> <p>Significant experience of teaching skills, assessing learner's needs, planning and organising programmes, delivery and evaluation.</p> <p>Experience of change management.</p> <p>Ability to write reports for ILG Board.</p> <p>Ability to write policies and create frameworks relating to education training for the Emergency Department.</p> <p>Ability to analyse national data and guidance and translate into local policy to inform educational training needs.</p> <p>Highly developed IT, skills, and presentation skills.</p>	<p>The ability to speak or learn Welsh to a satisfactory level.</p> <p>Developing business cases.</p> <p>Project management skills.</p> <p>Evidence of quality improvement skills.</p>	Interview References

	<p>Ability to motivate and lead the staff team and maintain good working relationships.</p> <p>Verbal reasoning skills.</p>		
Personal Qualities	<p>Commitment to self-development with the ability to demonstrate in-depth knowledge current thinking, and policy affecting health and public sector.</p> <p>Responsibility for own professional development.</p> <p>Ability to communicate at all levels.</p> <p>Ability to challenge.</p> <p>Work on own initiative.</p> <p>Adaptable and flexible approach to working.</p> <p>Able to prioritise workload.</p> <p>Computer literate.</p> <p>Demonstrates high level skills – organisational.</p> <p>Ability to multi-task.</p> <p>Effective time management skills.</p> <p>Professional at all times.</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>
Circumstances	<p>Ability to travel across sites within UHB in a timely manner.</p> <p>Able to work hours flexibly to meet demands of service.</p>		<p>Application form</p> <p>Interview</p>
Other	<p>Able to undertake the duties of the role.</p> <p>Quality focused approach.</p> <p>Satisfactory DBS Check.</p>		<p>Occupational Health Form</p> <p>Application Form</p>

GENERAL REQUIREMENTS

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Welsh Language:** In line with Welsh Language legislation and in compliance with the Welsh Standards, the health board must actively seek to employ staff with Welsh language skills to meet the needs of the Welsh speaking public. Please click [here](#) to assess whether a post requires staff to speak Welsh. Alternatively, prospective employees should be encouraged to learn Welsh to a satisfactory level if Welsh skills are deemed necessary to the job requirements. For further information on Welsh language skills requirements, please contact the health board's [Welsh Language Unit](#).
- **Confidentiality of Information:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users. The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence,

which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect without bias. All staff are requested to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **Safeguarding Children and Vulnerable Adults:** The organisation is committed to safeguarding children and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **DBS Disclosure Check:** In this role you will have * direct / indirect contact with* patients / service users / children / vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau *Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. *Delete as appropriate. The post holder does not require a DBS Disclosure Check. *Delete as appropriate.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Signed: (Post Holder) _____ Date: _____

Signed: (Line Manager) _____ Date: _____

Signed: (Service Group Manager) _____ Date: _____

Date Job Description compiled: _____

Date for Review: _____

Job Title : Senior Nurse for Professional Development**Supplementary Job Description Information**

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

Physical Effort

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included**'

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Will be required to travel between sites, in a timely manner.	Once or twice per week	1 hour or more	Often this will be at peak times.
The post holder will be required to exert moderate and physical effort, including bending, stooping and kneeling e.g. moving and handling of patients using appropriate manual handling equipment, moving equipment throughout the department etc.	Several times per day	Varies	The post holder will be required to exert moderate and physical effort, including bending, stooping and kneeling e.g. when caring for patients, moving equipment etc.

Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
There is a requirement for concentration e.g. when writing complex reports, carrying out formal assessments, inputting data on Myrddin, data entry systems etc.	Several times per day depending on how many patients.	Varies between short and long periods of concentration – variable to task.	
Preparing and delivering teaching sessions in a group setting or one to one.	A few times a day depending on teaching schedule.		

Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
The post holder will experience exposure to distressing and emotional circumstances e.g. death of patient, trauma patients, and will be required to demonstrate their ability in managing stressful situations.	Can be on a daily basis	Variable to the situation	Support is readily available from team members to discuss any issues. Debriefing available if needed. May need to facilitate debrief sessions.

Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable (**even with the strictest health and safety controls**), such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - ***Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
Will be exposed unavoidably to unpleasant working conditions e.g. contact with body fluids, blood, vomit, specimens, foul linen.	On a daily basis	Variable	Systems in place to safeguard staff.

			Personal protective equipment in place.
Highly stressful area caring for very sick patients, trauma patients, Road Traffic Collision victims etc.	Daily	Duration of shift	Varying amounts of time dependant on circumstances.
Will be dealing with patients/relatives who may be anxious and aggressive.	Daily	Variable	