

Candidate Information Pack



High quality care for every patient, **every day**

Message from Ben Travis, Chief Executive

Thank you for your interest in working at Lewisham and Greenwich NHS Trust and for taking the time to read this information pack. You will be joining the organisation at an important time. We are proud of how our staff have met the demands of the Covid-19 pandemic over the last two years, and we continue to work hard to reduce waiting lists for vital non-Covid services.

As an organisation, we've made significant improvements for patients and staff in the last two-and-a-half years. This is reflected in our most recent Care Quality Commission (CQC) inspection (from February 2020), which found improvements across the organisation and gave us an improved rating of "Good" in the Well-Led and Effective domains, in addition to the rating of "Good" that we had already achieved in the Caring domain.

We've laid the foundations to achieve more transformational change and are at the start of delivering our five-year strategy, "Caring for our local communities". This was agreed with staff and partners in November 2020 and provides clarity about our role in the local health and care system. First and foremost, we will be a community focused provider of consistently high quality local and acute care. We will work with our partners to play a more active role in contributing to the vitality of local communities and in reducing inequalities.

Our staff culture change programme has been key to the Trust's improvement journey, as we've stabilised our workforce by reducing vacancy rates and improving staff retention.

As a local employer and anchor institution we work closely with our community to recruit locally and we welcome applications from the widest variety of people to ensure our workforce are reflective of the local communities which we serve. We encourage all suitable candidates to apply including if you are Black, Asian or other ethnic minorities, live with a disability (visible or not) or are LGBT+. We have a number of active staff networks including Disability, LGBT+, Multicultural Inclusion and Women's staff networks to bring staff together and celebrate diversity across our whole workforce.

I am very proud to work for Lewisham and Greenwich NHS Trust and I hope you are excited by the opportunity of joining us.

Ben Travis
Chief Executive

A handwritten signature in black ink, appearing to read 'Ben Travis', with a long horizontal flourish extending to the right.

Our vision, values and priorities

Our vision

To work together to provide high quality care to every patient, every day.

Our priorities



Quality

Continually improve safety and quality



Patients

Put patients at the heart of everything we do



People

Support and develop our workforce to live our values every day



Partnership

Work effectively with partner organisations



Money

Ensure we spend every penny wisely

Our values



We treat our colleagues with respect and compassion



We take responsibility for our actions



We learn, develop and share knowledge



We work together for patients and colleagues



We work as a team to improve quality

General Information

Review of this job description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on a regular basis.

Confidentiality

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the General Data Protection Regulation 2018, the Caldicott Principles and the Common Law Duty of Confidentiality. The postholder must follow the record keeping guidelines established by the Trust to ensure compliance with the Freedom of Information Act 2000.

General Data Protection Regulation 2018

All staff who contributes to patients' care records are expected to be familiar with, and adhere to, the Trust's Corporate Records Management and Medical Records Management Policies. Staff should be aware that patients' care records throughout the Trust will be subject to regular audit.

All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's Medical Records Management Policy.

All staff have an obligation to ensure that (care) records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the General Data Protection Regulation 2018. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line the General Data Protection Regulation 2018.

Systems and IT skills requirements

All Trust staff needs to have the essential IT skills in order to use the Trust Clinical Information Systems as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin this requirement.

Health & safety

All staff must comply with all Trust Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at

Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Professional registration

- i) If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.
- ii) You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

Risk management

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical and information governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receives appropriate training that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Risk Management Group and

Strategic Risk Management Committee.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Clinical Risk Management Group and Strategic Risk Management Committee if resolution has not been satisfactorily achieved.

Infection Control

All Trust staff are responsible for protecting themselves and others against infection risks.

All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by the Trust.

Financial Regulations

All staff are responsible for the security of the property of the Trust, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

Safeguarding

All staff must be familiar with and adhere to Trust adult and child protection procedures and guideline

Lewisham Medicine and Community Division
University Hospital Lewisham
Emergency Department

Job Description

Job Title: Practice Development Facilitator

Grade: Band 7

Reporting to: Matrons (Emergency Department)

1. ROLE OF DIRECTORATE

- 1.1. To receive, assess and treat patients involved in an accident or having an acute illness, prior to hospital admission or discharge back into the community.
- 1.2. To provide an environment conducive to the education and development of nursing and medical staff, wishing to specialise or gain experience in ED care.
- 1.3. To provide a suitable working environment for all members of staff.
- 1.4. To accept patients who self-refer or who are referred by their General Practitioner to either ED or the fully incorporated Urgent Care Centre (UCC) for urgent assessment, and when appropriate, admission.

2. PURPOSE OF JOB

The post holder will be responsible for providing clinical teaching and supervision for junior nursing staff and the orientation of new staff to the A&E department. The post holder will designate a minimum of 80% of their time in clinical practice. The post holder is expected to work in close collaboration with the ED Matron and Senior Nursing team in addition to ED Medical team, practice development nurses across the Trust, representatives from Universities and other key personnel across the clinical and organisational multi-disciplinary teams.

3. KEY ROLES

Practice Education

- To work alongside ED Nursing staff in the clinical areas, offering 1:1 clinical teaching; guidance and supervision, supporting them in the delivery of high quality care.
- Keep accurate records of sessions undertaken with staff and the development points identified.
- Work with junior nursing staff, helping them to identify their personal and professional development requirements in order that they may reach their full potential.
- In conjunction with the Senior Nursing Team, introduce, monitor & review Nursing Competencies, ensuring these meet the concepts of the Agenda for Change Framework
- To co-ordinate, maintain and keep relevant training records for 'training programmes, such as:
 - Transition programme
 - FEN Course
 - ED Nursing Course
 - Suturing & Plastering
 - Assessment & on-going monitoring course
 - Cannulation and Phlebotomy
 - Medicine Management Programmes
 - Mandatory training & updates
 - University based and 'in house' educational programmes
 - Sign-off mentorship portfolios
- Provide regular feedback to senior nursing team about individual staff's professional requirements, in order that this may be incorporated into the individuals PDR's.
- Support the Trust's strategic aim in ensuring continuous professional development and life long learning opportunities are supported for all staff.
- In conjunction with the Senior Nursing Team, devise an action plan to address identified deficits in training needs, and make contribution to yearly education & training report
- In collaboration with the Senior Nursing Team, ensure that the learning environment is conducive to the needs of nursing staff and pre & post registration nursing students.

- To ensure that the ED Directorate Education Policy is adhered to, updated and in conjunction with the senior nursing team, manage the allocation of study leave.
- Represent the ED Directorate at the Trust Clinical Education Forum and other relevant groups.
- In collaboration with the Senior Nursing Team, support and promote educational/training requirements/opportunities, which meet the evolving service needs of the health care environment.
- To contribute to the teaching and support of post registration students undertaking the FEN course ,ED Nursing courses and mentorship programmes
- To maintain a live register of mentors and ‘sign off mentors’ in the department in accordance with Trust and NMC guidance and facilitate yearly update sessions.
- Along with the senior nursing team, introduce clinical supervision to the ED directorate in accordance with the guidelines of the clinical supervision steering group
- To contribute to the directorates NHSLA.
- Equipment training records and updates
- Risk - education needs of the dept in conjunction with ED Matron
- To undertake yearly education audit in conjunction with the link lecturers.

Clinical leadership

- To have and to demonstrate expert evidence based knowledge of adult ED nursing, acting as a role model for nursing staff and be able to participate in the full range of clinical activity within the ED Directorate.
- Maintain clinical competence, credibility and own professional development
- Exercise clinical leadership
- To support the Senior Nursing Team with staff management issues including recruitment & retention; disciplinary & grievance and sickness & absence.
- To be responsible for ensuring that all Trust and Directorate nursing procedures are adhered to and be familiar with all managerial policies, including Disciplinary and Grievance and be able to initiate such policies as necessary.
- Assist the Matron with the investigation of complaints and errors of clinical practice and in particular providing advice on the need for further action/training when appropriate.

- Maintain accurate Job Plan diary to assist in the monitoring of the effectiveness of Practice Development Facilitator role.

Professional Responsibilities

- To establish and maintain effective communication and good working relationships within the ED Directorate and other Wards and Departments throughout the Trust.
- To ensure relevant Health & Safety statutory requirements are met
- To practice in accordance with the NMC Code of Professional Conduct and other national and local guidelines.
- To be accountable for own personal practice and work with matron/nurse consultant to maintain own professional and personal development
- To keep abreast of national nursing and emergency care policy development and publications.
- All trust employees are required to observe and comply with the Trust's policies and procedures for infection control ensuring the environment in which they work is safe, clean and tidy. The use of standard infection control precautions is mandatory for all staff to prevent or minimise the spread of microorganisms and communicable diseases to patients, staff and surrounding community.

The duties outlined in this job description are not definitive and you may be required to undertake other duties at the request of your manager and/or in line with service delivery changes.

Person Specification Form

Post: Band 7 Practice Development Nurse

Dept: UHL Emergency Department

Date: September 2023

FACTORS	ESSENTIAL	DESIRABLE
Physical Requirements	Occupational health clearance Normal sight and hearing with/without aid Full mobility	
Attainments (Education, Registration, Qualifications)	RGN/RN Specialist Emergency Nursing course Teaching / Mentorship qualification Evidence of continuing professional development Resuscitation Council UK (RCUK) Advanced Life Support (ALS)	ATNC ALS instructor certificate 1 st level degree or willingness to attain
Work/experience (Type-supervisory, management etc. May be paid or unpaid if relevant to post)	Minimum of 2 years' experience in ED at Senior Band 6 level Effective teaching skills Evidence supported by portfolio	Involvement of audit Previous involvement of contribution to teaching programmes
Skills, knowledge and ability (Written, Numerical)	Possession of in-depth knowledge of ED nursing and service developments Commitment to the development of nursing and education within the clinical setting Excellent communication skills at all levels, both verbally and written Able to work competently in all areas of the Emergency Department Computer literacy Approachable to all colleagues and members of the public Able to work in a diplomatic and professional manner Awareness of Government agenda especially in relation to emergency care	Experience of working in a variety of clinical and educational settings

Personal Characteristics / Disposition (flexibility, stability, self reliance)	Flexible approach with the ability to work as part of a team Must be able to work all shifts as required Mature attitude Motivated, enthusiastic and committed	
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