

**Maidstone and Tunbridge Wells NHS Trust  
Job Description**

<b>Job Title:</b>	<b>Practice Development Nurse</b>
<b>Band:</b>	<b>7</b>
<b>Directorate:</b>	<b>Main Outpatients</b>
<b>Site:</b>	<b>Maidstone, Tunbridge Wells &amp; Crowborough Hospitals</b>
<b>Hours:</b>	<b>37.5 hours per week</b>
<b>Reports to:</b>	<b>Matron for Main Outpatients</b>
<b>Accountable to:</b>	<b>Head of Nursing for Outpatients</b>

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**Job summary:**

- Ensure patients receive optimum care by maintaining and improving professional standards within nursing.
- Improve patient care by acting as a 'change agent', facilitating programmes of audit; action planning; education and project management.
- Support the formulation and implementation of the Nursing Strategy.
- Provide a practice development service for the senior nursing management team.
- Take forward developmental projects prioritised according to identified Trust and Directorate needs.
- Provide staff development support for nursing team members and clinical managers in order that they are best able to contribute to explicit national, organisational, operational and professional objectives.
- Manage nursing recruitment initiatives, e.g. Return to Practice, Supervised Practice and Professional Development Rotational programmes.
- Support the management of and staff undertaking the International Nurse OSCE training programme within area of practice.

**Working relationships:**

**Internal**

- Nursing and Midwifery Education Team

- Chief Nurse / Deputy Chief Nurse
- Matrons
- Clinical Service Managers
- Clinical area managers and teams (Wards, Units, Centres, Departments)
- Non-clinical managers/Heads of departments
- Human Resources and Recruitment Advisors
- Clinical Governance team
- Individual staff members

### **External**

- Canterbury Christ Church University
- University of Brighton
- University of Greenwich
- Other NHS Trusts
- Integrated Care Board for Kent and Medway

### **Budget responsibilities:**

To work in a cost-effective way to utilise Trust resources and ensure the appropriate allocation of education funding.

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### **Key result areas:**

#### **Accountability**

- To adhere to the NMC Code of Professional Conduct at all times.
- To maintain professional knowledge and clinical competence appropriate to the role.
- To undertake any other duties that may be required from time to time to ensure the smooth running of the service.
- To act up in the absence of the Matron
- To be responsible for ensuring health & safety and risk management issues are dealt with promptly and action points disseminated to all staff.
- Act as a point of contact for professional and managerial advice.

### Communication and relationships

- Respond to national and local directives relating to policy or service development to facilitate new ways of working. This may include writing or reviewing policies and guidelines relating to professional standards, proposing a number of options, or appraising the options available.

### Planning and organisational

- Plan and organise projects relating to Professional Standards, some of which may be ongoing, e.g. the development of competency packages, preceptorship programmes, OSCE training programmes etc.
- Formulate education and development programmes to meet the needs of nursing staff; this may involve organising/facilitating/delivering teaching sessions/workshops, employing a range of presentation and facilitation skills.
- Support Trust nursing recruitment initiatives, e.g. plan and deliver OSCE training, preceptorship programmes, registered nurse induction.
- Develop/review relevant nursing/professional standards team job descriptions as required.

### Responsibility for policy/service development

- Facilitate the development of practice within named clinical areas as identified by senior nurses/ matrons.
- Support innovations in clinical practice by department managers and ensure that such innovations are objectively evaluated and the benefits shared across the Trust.
- Provide expert advice on professional and registration issues, e.g. Return to Practice, Supervised Practice, international nurse etc.
- Support department managers to assist in ensuring that all Registered Nurses are able to meet the statutory obligations to fulfil post-registration education and practice requirements for revalidation.
- Formulate orientation programmes for, and act as preceptor/mentor/clinical supervisor to new staff, senior nurses, and those undertaking training roles.
- Ensure the Trust meets externally set standards in relation to supervision, preceptorship and post-registration professional development for nurses.
- Will **adhere** to all Trust and departmental policies and procedures in relation to data quality. Where managing staff, will **ensure team's adherence** to policy and **monitor compliance**.

### Management responsibility

- Work alongside the department managers to support workforce planning, establishment reviews and rostering.

- Work alongside unit managers to appraise staff and agree Personal Development Plans.
- Assist and support with performance management of all staff within the departments.
- To provide advice and information to the Matron on matters relating to areas of responsibility and participate where appropriate in the development and updating of local procedures.
- Plan and organise own workload and carry out other duties that may be required and are consistent with the responsibility and grade of this post.
- Provide staff with personal and professional development support regarding job applications, interview skills, academic study, information technology, professional portfolios, career development etc.
- Support both managers and individual staff in relation to the Trust capability policy.
- Support programmes of audit and action planning.
- Contribute to the development of nursing management accountability/reporting systems and provide support to maintain them.
- Role model the professional standards expected from each nurse appropriate to their band and degree of experience.
- Support department managers with recruitment and selection of permanent staff and seconded/fixed-term contract staff undertaking training/project work.

### **Responsibility for R&D**

- Provide support for post-registration nurse education, e.g. work in partnership with the relevant universities to ensure that post-registration educational theory and practice supports the clinical governance objectives of the Trust; represent the Trust at university post-registration curriculum development and course re-validation meetings.
- Participate in quality monitoring reviews and subsequent action planning etc.

**Job description agreement:**

Signature of post holder: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature of manager: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

**Statement:**

1. This job description is a broad reflection of the current duties. It is not necessarily exhaustive and changes will be made at the discretion of the manager in conjunction with the post holder.
2. Time scales for achievement and standards of performance relating to the duties and responsibilities identified in this job description will be agreed via the annual appraisal process with the post holder.
3. As an employee of Maidstone and Tunbridge Wells NHS Trust, the post holder will have access to confidential information. Under no circumstances should this be disclosed to an unauthorised person within or outside the Trust. The post holder must ensure compliance with the requirements of the Data Protection Act.
4. As an employee of the Trust, the post holder will be required to adhere to all Trust policies including Equal Opportunities where all employees are expected to accept individual responsibility for the practical implications of these policies.
5. The post holder is required to take reasonable care for the health and safety of themselves and others that may be affected by what they do while at work.
6. This post may require the post holder to travel across the Trust sites in the course of fulfilment of their duties.
7. The Maidstone and Tunbridge Wells NHS Trust has a no smoking policy
8. Clinical Governance: You will be expected to take part in the processes for monitoring and improving the quality of care provided to patients. This includes risk management and clinical audit. If you engage in clinical research you must follow Trust protocols and ensure that the research has had ethical approval. You will be expected to ensure that patients receive the information they need and are treated with dignity and respect for their privacy.
9. All staff should be aware of their responsibilities and role in relation to the Trust's Major Incident Plan.
10. INFECTION CONTROL AND HAND HYGIENE - All Trust employees are required to be familiar with, and comply with, Trust policies for infection control and hand hygiene in order to reduce the spread of healthcare-associated infections. For clinical staff with direct patient contact, this will include compliance with Trust clinical procedures and protocols, including uniform and dress code, the use of personal protective equipment policy, safe procedures for using aseptic techniques, and safe disposal of sharps. All staff are required to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.
11. All staff are required to fully participate in learning and development opportunities and ensure they remain compliant with statutory and mandatory training requirements throughout their employment with the Trust
12. All staff are required to fully comply with the NHS Code of Conduct.

13. **SAFEGUARDING CHILDREN** - Everyone employed by the Trust regardless of the work they do has a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services it is essential that all child protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the child protection procedures and the Trust's supplementary child protection guidance which is accessed electronically on the Trust's Intranet site. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend child protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's child protection training guidance.
14. **SAFEGUARDING ADULTS** - Everyone employed by the Trust regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow Trust policies in relation to safeguarding vulnerable adults. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend vulnerable adult protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's vulnerable adult protection training guidance.
15. All staff are required to provide the highest levels of service in their work and to adopt the highest standards of behaviour as stated and implied in the Trust Values of PRIDE.

**Maidstone and Tunbridge Wells NHS Trust**

**Practice Development Nurse  
Person specification**

<b>AREA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b> (for grading purposes this information is not taken into account)
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Registered Nurse.</li> <li>• Bachelors degree in nursing or a health related subject or relevant experience</li> <li>• Teaching qualification (minimum of ENB 998 or equivalent)</li> <li>• ECDL (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Master's degree in nursing or a health related subject.</li> <li>• Additional teaching qualification.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience as a Band 6/7 Registered Nurse or equivalent.</li> <li>• Experience of leading and developing teams.</li> <li>• Demonstrable achievement in practice-based education or clinical practice development.</li> <li>• Experience of successfully implementing change</li> </ul>	<ul style="list-style-type: none"> <li>• A record of achieving projects to tight deadlines and to a high standard.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Up to date knowledge and understanding of health care and educational policy and processes as it relates to nursing practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the education commissioning processes (including quality monitoring and education contract reviews).</li> <li>• Knowledge of NHS funding streams and quality assurance bodies.</li> </ul>

<b>Skills</b>	<ul style="list-style-type: none"> <li>• IT literate (able to manage files and use all Microsoft Office applications).</li> <li>• Good organisational and time management skills</li> <li>• Ability to implement and develop policy into practice.</li> <li>• Good analytical/critical appraisal and deductive reasoning skills.</li> <li>• Well-developed communication skills including: interpersonal skills, negotiating and influencing skills, writing and presentation skills – able to communicate at all levels within a large organisation.</li> <li>• Excellent facilitation skills.</li> <li>• Able to motivate others.</li> </ul>	
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Personal commitment to high quality patient care, lifelong learning and staff development.</li> <li>• A ‘can do’ approach to challenging issues.</li> <li>• A ‘completer-finisher’.</li> <li>• Self-confident and assertive.</li> <li>• Able to establish personal credibility and work effectively with senior and junior colleagues.</li> <li>• Pays attention to detail</li> <li>• A committed, innovative and dynamic approach</li> <li>• Approachable and friendly</li> <li>• Self-motivated</li> <li>• Possesses personal qualities of tenacity, tact, discretion and enthusiasm.</li> <li>• Professional</li> </ul>	
<b>Additional requirements</b>	<ul style="list-style-type: none"> <li>• Able to travel between sites and to meetings held outside of the Trust.</li> </ul>	

Date written: April 2024

**Maidstone and Tunbridge Wells NHS Trust**

**Practice Development Nurse - Outpatients  
 Organisational chart**

