

## **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>Surgical specialities</b>
<b>Site:</b>	<b>Maidstone</b>
<b>Hours:</b>	<b>37.5 hours per week</b>
<b>Managed by:</b>	<b>Lead Matron</b>
<b>Accountable to:</b>	<b>Divisional Director of Nursing and Quality</b>

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#### **Aim of role:**

To develop and maintain high standards of evidence based nursing through staff education and clinical practice. To co-ordinate and develop service based educational programmes and to act as a member of the Senior Nursing team demonstrating clinical expertise. Actively participate in national and corporate projects for example the Quality Improvement agenda and Public Health England health improvement campaigns.

#### **Job Summary:**

- To work within the Surgical wards
- To act as a role model and demonstrate expertise in delivering evidence based practice.
- To maintain primary responsibility for ensuring the services provides a progressive learning environment for all grades of nursing staff
- To actively promote and contribute inter-professional learning activities across the organisation
- Identify and facilitate high quality and effective patient focused care that reflects national and local priorities as Trust and Division level using evidence based practice.

- Work collaboratively with the Trust Education Lead on the development of clinical practice, education & training for Division
- Review and develop written guidelines, policies and procedures relating to nursing practice within the Division in conjunction with other members of the multi-professional teams, updating where necessary
- To provide clinical support for practitioners at least 70% of the time

### **Working Relationships:**

<b>Internal</b>
Matrons for surgery
Chief Nurse / Deputy Chief Nurse
Associate Director of Nursing
Ward Managers
Matrons
General Manager
Medical teams
Quality improvement team
Education Resource Co-ordinator
Human Resources and Recruitment Advisors
Practice Development team
Individual staff members
<b>External</b>
Canterbury Christ Church University
University of Brighton
University of Greenwich
Other NHS Trusts

### **Budget Responsibilities:**

To work in a cost effective way to utilise Trust resources.

### **Main duties and responsibilities:**

#### **Clinical Practice**

- To work in accordance with the NMC: The Code: Professional Standards of Practice and behavior for Nurses and Midwives and MTW policies and procedures.

- To ensure that own practice demonstrates current clinical knowledge
- To work clinically in all allocated wards and departments on a regular planned basis, or in accordance with an identified urgent need, supporting individual nurses in developing their practice.
- To produce written accounts of each clinical facilitation, documenting learning achieved and areas for further development.
- To work effectively as part of the multi professional, inter-disciplinary team, encouraging and supporting other health care professionals in the promotion and maintenance of an effective learning environment.
- To demonstrate effective communication and customer care skills with patients and their relatives/carers, thereby acting as a positive role model for nurses and other staff.
- To maintain records of training undertaken by each staff member.
- To have knowledge in Urology, gynae oncology and breast surgery

### **Education and Research**

- To facilitate the learning and continuing development of all nursing staff within the Directorate, ensuring that education is responsive to service developments.
- To develop and coordinate planned educational programmes and opportunities for all nursing staff.
- Develop and deliver in house education according to the learning needs of the clinical area based on a training needs analysis of each clinical area
- To advise in relation to educational opportunities and assist nurses in developing themselves in accordance with their personal development plan.
- To support nursing staff in developing clinical competency using the core and clinical competency document as a framework. To monitor use and completion of these to an agreed level, in accordance with ward and service requirements.
- To assist in production and evaluation of action plans and objectives for nursing staff for which there is a capability issue.
- To create, sustain and support an environment where practice development can change and flourish.
- To promote research awareness by, disseminating appropriate evidence-based research findings relevant to the clinical practice areas.
- Ensure that any training opportunities and courses are utilised effectively and that staff demonstrate how they are applying this to their practice.
- Support training in medical devices and maintain records in line with trust policy
- To maintain records of training undertaken by each member of staff
- Ensure training needs analysis and environmental audits are completed as required.

### **Management**

- To manage own work load and projects.
- To manage balance between clinical and administrative activities.

- To produce appropriate educational data, reports and resources as requested.
- To assist in the recruitment of nursing staff and work with the Matrons to identify and implement educational strategies that maintain retention.
- In conjunction with Ward Managers, ensure all nursing staff receive a comprehensive induction and orientation package on commencement of post.
- To participate in quality assurance audit and initiatives and performance data.
- To make an active contribution to clinical governance strategies, particularly in relation to producing and/or reviewing nurse led clinical guidance and learning from incidents.
- Support the Divisional Matrons, & Divisional Head of Nursing, ensuring they are kept updated on relevant practice development and nursing issues

### **Personal Professional Development**

- To actively participate in maintaining own professional development, identifying own educational and clinical training needs with the Lead Matron.
- To ensure own mandatory training certificates are current.
- To keep up to date with NMC, relevant specialists, Trust guidelines and protocols.
- Innovate and develop our services and treatments to provide the best possible outcomes for our patients
- Ensure that all duties are carried out to the highest possible standard and in accordance with the current quality initiatives within the area of work.
- Maintain a commitment to the development of nursing through the promotion of excellence in practice, in accordance with local and strategic clinical governance initiatives
- Facilitate and support others to undertake projects
- Review and develop written guidelines, policies and procedures relating to nursing practice within the Division in conjunction with other members of the multi-professional teams, updating where necessary. Ensure that these are disseminated.
- To be responsible for the identification of knowledge and skills deficits across the Division and ensure measures are implemented to rectify these
- Actively contribute to service developments at both a division and Trust level by attendance and participation in practice development forums and workshops, directorate meetings, including staff meetings, focus groups and benchmarking groups
- . Implement new projects and initiatives which improve services delivered to Patients and the operational effectiveness of Division and Trust

**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**

**Person Specification  
Practice Development Nurse**

<b>Area</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Registered Nurse.</li> <li>Bachelors degree in nursing or a health related subject or working towards</li> <li>Teaching qualification (minimum of ENB 998 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 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 –</li> </ul>	



	<p>able to communicate at all levels within a large organisation.</p> <ul style="list-style-type: none"> <li>• Excellent facilitation skills.</li> <li>• Able to motivate others.</li> </ul>	
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<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Personal commitment to high quality patient care, life long learning and staff development.</li> <li>• A 'can do' approach to challenging issues.</li> <li>• A 'completer-finisher'.</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> </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>	