

## JOB DESCRIPTION

<b>Job Title:</b>	Clinical Practice Development Nurses
<b>Base:</b>	Stoke Mandeville Hospital Cancer and Haematological services
<b>Agenda for Change banding:</b>	6
<b>Hours of Work:</b>	Monday - Friday / 37.5 hours per week or as agreed at interview
<b>Details of Special Conditions:</b>	Work across sites
<b>Managerial Accountability &amp; Professional Accountability</b>	Ward Manager and Lead Nurse/ Matron

### MAIN PURPOSE OF THE POST

The post holder will be responsible for the professional development of nursing staff with a focus on supporting and developing new starters in the clinical area particularly the international nurses and the nursing associates in collaboration with the senior nurses and the Trust's clinical education team.

Working with cross site colleagues, the post holder is also responsible for implementing specific in-house training, leading and participating in audits and research, and as part of the wider team lead on implementation of standards, protocols and pathways for patients and staff.

### RESPONSIBILITIES

#### Clinical Responsibilities

- Work clinically alongside new starters, overseas nurses, apprentice nursing associates and other members of staff requiring additional support to develop skills, expertise and knowledge to enable effective management of care.
- To work with practice supervisors and practice assessors to assist in mentoring and assessing the competencies identified for the candidates as stipulated by the NMC.
- Act as an expert practitioner and role model, assisting colleagues to develop advanced knowledge and skills
- Demonstrate specialist clinical knowledge and skills at the patient's bedside Set, monitor and maintain excellent standards of nursing care in conjunction with the multi-disciplinary team.

- Maintain and role model personal contact with patients, relatives and carers, being sensitive to their need for courtesy, dignity and privacy, ensuring a safe and friendly environment at all times.
- Maintaining timely and accurate nursing records and ensuring that confidentiality is respected.
- Communicating with and assisting the multidisciplinary team to promote excellence in the delivery of care, promote and develop inter-professional learning.
- Monitor and audit the quality of care through a range of strategies including risk management incident reporting, complaints, research and clinical audit.
- Able to scrutinise, question, evaluate and react to a multitude of complex and problematic situations, including practical, emotional and organisational aspects of patient, relative and staff management.

### **Professional Responsibilities**

- Promote and work within NMC, The Code, Trust Policies and Professional guidelines.
- Promote research and evidence-based practice.
- Maintain and develop leadership and clinical competence and professional awareness and maintain a professional profile.
- Take part/facilitate in reflection and learning from practice in order to maintain and develop competence and performance.
- Take responsibility for own personal and professional growth and relevant training needs which can be demonstrated through a professional portfolio.
- Take part in appraisals and development plans for the junior staff.
- Support the Head of Nursing, Matrons, Ward Managers and Senior Nursing Team in an effective recruitment selection and retention strategy.
- Attend mandatory training and ensure attendance is recorded in personal professional portfolio.

### **Communication**

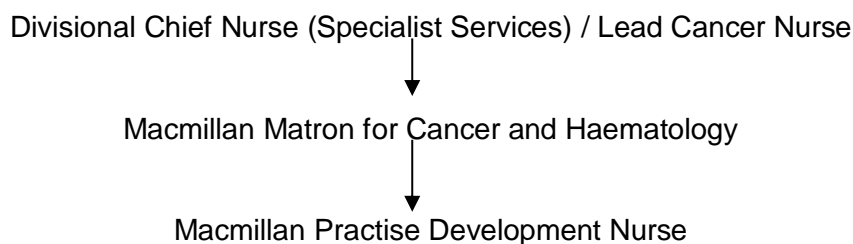
- The Practice Development Nurse is responsible for managing the change process when adopting a continuous improvement approach ensuring staff involvement.

- Ensure all communication, which may be complex, contentious or sensitive, is undertaken in a responsive and inclusive manner, focusing on improvement and ways to move forward.
- Ensure all communication is presented appropriately to the different recipients, according to levels of understanding, type of communication being imparted and possible barriers such as language, culture, understanding or physical or mental health conditions.

### **Clinical Governance Responsibilities**

- Act in accordance with the NMC, The Code and to be accountable for own clinical practice and professional actions always. Ensure continued and effective registration with the NMC and that revalidation requirements are met.
- Take responsibility for the health, safety and welfare of self and others and to comply at all times with the requirements of the Health and Safety Policy.
- Always ensure confidentiality, only releasing confidential information obtained during employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.
- Produce and present the educational report at relevant departmental and Trust wide Practice meetings.

### **ORGANISATION CHART**



## ADDITIONAL INFORMATION

### Trust Values



### Health and Safety at Work Act

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with Buckinghamshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

### Confidentiality

The post holder has a responsibility to maintain confidentiality and ensure the principles of the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner are applied to patient, staff and Trust business/information.

### Equal Opportunities

The Trust welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.

### Managing Risk: Maintaining skills and learning from problems

Reducing risk is everyone's responsibility. All staff in the Trust must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them. The Trust has designated the prevention and control of infection as a core issue in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques,
- ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

### COVID-19 Vaccinations

The [Health and Social Care Act 2008 \(Regulated Activities\) \(Amendment\) \(Coronavirus\) Regulations 2021](#) that require all persons working or deployed in any CQC registered activity to be fully vaccinated against COVID-19, are being rescinded from 15 March 2022.

If you are successful at interview, you will still be asked your vaccination or medical exemption status, as part of the pre-employment screening process undertaken by Occupational Health, but this will not impact your offer of employment.

### **Safeguarding of children and vulnerable adults**

During your employment with the Trust, you have a responsibility to safeguard children and vulnerable adults. You are required to complete statutory and mandatory training and take appropriate action as set out in the Trust's policies and procedures.

### **Governance**

Post holders will aim to ensure that areas of the trust under their responsibility comply with "Standards for Better Health" Core and Developmental Standards and bring deficiencies to the attention of their Director"

### **Information Management/ Data Quality**

The post holder must ensure that Trust records are documented, secured, stored and disposed of appropriately and in accordance with the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner. In addition, information recorded must be fit for purpose - accurate, relevant, up to date and complete.

### **Freedom of Information**

The post holder must be aware that any information held by the Trust in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies.

### **Travel to other sites**

You may be required to travel to other Trust locations. Please complete travel expenses using the online system. Details of allowances can be obtained from the Human Resources Department.

### **Smoking statement**

Smoking is not permitted in any premises or grounds managed, leased or owned by the Trust. Smoking is not permitted in Trust vehicles or in any vehicle parked on Trust premises.

### **General**

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade. Should you have any queries or concerns relating to the contents of this letter, please contact the Recruitment team, Amersham Hospital, Whielden Street, Amersham, Bucks, HP7 0JD.