

JOB DESCRIPTION

AfC ref:N0685c

JOB TITLE:	Practice Development Nurse Emergency Care
BASE:	Emergency Department
DIVISION:	Emergency Care
CONTRACTED HOURS:	37.5
GRADE:	Band 7
RESPONSIBLE TO:	Senior Nurse Manager, Emergency Care
ACCOUNTABLE TO:	Chief Nurse

JOB SUMMARY:

- 1 To formulate, maintain and evaluate training and development programmes for all Nursing Staff in the Emergency Department (ED).
- 2 To ensure that all training and development programmes promote and maintain organisational and professional standards, in order to enhance the quality of care delivered.
- 3 To contribute to the development and maintenance of an effective training strategy within the Emergency Department (ED)
- 4 To promote a learning environment within ED and maximise the potential for learning in the clinical setting.
- 5 To monitor, co-ordinate and evaluate the induction of all staff through ED.
- 6 Assist in the development of accredited training programmes for staff in ED.
- 7 To work effectively as a member of the team, dedicated to the provision of clinical excellence.
- 8 To identify appropriate areas of role expansion, and effect the implementation of these, in accordance with Trust Guidelines.

MAIN RESPONSIBILITIES

CLINICAL:

1. To act as a clinical expert to others providing clinical information and advice to junior staff, multi-disciplinary team members, patients and relatives.
2. Assess individual patient needs, ensuring that appropriate programmes of care are developed, implemented and evaluated.
3. Maximise opportunities for health promotion and education to patients and carers.
4. Respond to patient dependency requirements, prioritising and delegating effectively.
5. Be competent in appropriate areas of role expansion, and facilitate this development in others.
6. To provide expert advice to the multi-disciplinary team in response to requests for advice and support.
7. To effectively communicate highly complex clinical information to members of the team, and to patients and their relatives/carers.
8. Act as clinical assessor to staff members to support the assessment and induction process.
9. Support the Senior Nurse Team, and Chief Nurse, in the processes of continuous quality improvement. Formally evaluating standards of care and assisting in the implementation of changes in light of such findings.
10. To promote and comply with all NMC professional standards.
11. Be professionally accountable for all professional and personal actions, in accordance with the Scope of Professional Practice.
12. To act as a role model for nursing staff, in the pursuit of clinical excellence.

MANAGEMENT /LEADERSHIP:

1. Develop, co-ordinate and monitor the induction process of all Emergency Care staff, ensuring appropriate mentorship programmes for all new staff.
2. Promote effective communication within the nursing team, to patients, carers, visitors, members of the multi-disciplinary team and external agencies, receiving and reporting sensitive information, as appropriate taking into account rules of confidentiality.
3. To monitor, maintain and regularly review acceptable standards of care in conjunction with other members of MDT, reporting deficits to Senior Nurse Manager as appropriate.
4. Participate in the setting, implementing and monitoring of organisational /local objectives
5. Assist in the implementation and maintenance of Clinical Governance standards

6. Provide clinical supervision to junior staff throughout a shift, when appropriate.
7. Awareness of the budget and resource requirements for Professional Development initiatives
8. Assist in the recruitment and selection process for ED
9. Attend and contribute to relevant departmental meetings, on a regular basis, and disseminate information amongst the teams accordingly.
10. To resolve local problems/conflicts, keeping Senior Nurse Manager informed and maintaining team dynamics at all times.
11. Recognise and manage areas of potential conflict, responding effectively to verbal or physical aggression, and supporting other staff after these incidents.
12. Recognise and manage any complaints from patients/ carers, reporting issues to the Senior Nurse Manager as appropriate.
13. Promote cohesiveness within the teams
14. Be an effective member of the EC Senior Nurse Group.
15. Participate in annual PDR for self, and support Senior Team colleagues in undertaking this process for team members.
16. Assist Team Leaders with issues relating to staff performance.
17. Develop a wider understanding of Management issues within the Trust.
18. Act as a patient advocate through the application of ethical, legal and professional knowledge and skills.
19. Ensure that Trust, and Departmental, Policies and Procedures are adhered to.

EDUCATION

1. Establish systems to ensure the organisation identifies and facilitates individuals learning and development needs, in conjunction with local and trust objectives.
2. Ensure input to update the training database for all ED staff
3. Promote and support the development of a dynamic and interactive learning environment organising preceptorship and mentorship, which meets the needs of all learners and trained staff in the department.
4. Assist in the ongoing training needs analysis, and formulation and delivery of training plans for ED
5. Assist in the development and delivery of the ED in-house training programme.
6. Take responsibility for own professional development, developing own skills within the Scope of Professional Practice. Attending any training/development activities required by the department to improve clinical standards/care.
7. Provide mentorship to nursing staff, facilitating the development of their clinical skills.
8. Provide expert guidance to Team Leaders regarding the competence of individual staff members
9. Contribute to the multi disciplinary training and educational programmes both local and trust wide.

10. Support the Trust requirements for Mandatory training, co-ordinating attendance for ED
11. Demonstrate the relevant use of information and research findings to support and promote evidence based practice within the clinical area.
12. Use and participate in appropriate external and internal networks to enhance practice and to promote the department and the Trust.
13. Ensure compliance and provide advice on professional standards, take action as appropriate and report any concerns to the Senior Nurse Manager.
14. To use reflective practice to enhance development in self and others.

RESEARCH/GOVERNANCE:

1. Promote clinical excellence through initiating/participating in setting, maintaining and monitoring standards of care with the clinical governance framework and take part in audit and bench marking activities
2. To document and report all untoward incidents/events.
3. Keep abreast of new developments in nursing and speciality specific information
4. Initiate and participate in the delivery of evidence based care.
5. Maintain awareness of current nursing practice/research with particular reference to own working area, evaluating and disseminating findings.
6. Ensure that research based practice is in evidence in the ED.
7. Ensure maintenance of clinical competence
8. Participate in a model of Clinical Supervision.
9. To support and participate in department clinical research activities and assist in the implementation of any appropriate research findings.

CONFIDENTIALITY:

The post holder must maintain confidentiality of information relating to patients, staff and other Health Service business.

HEALTH AND SAFETY:

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992). This ensures that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

As a manager you will be responsible for the Trust's policy on Health and Safety and for taking all reasonable steps to maintain and where necessary to improve health and safety standards. This will include training to ensure that all employees are able to carry out their health and safety responsibilities effectively.

RISK MANAGEMENT:

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

EQUAL OPPORTUNITIES:

The trust has a clear commitment to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

CONFLICT OF INTEREST:

The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

USE OF INFORMATION TECHNOLOGY:

To undertake duties and development related to computerised information management to meet the changing needs and priorities of the Trust, as determined by your manager and in accordance with the grade of the post

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The post holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the post holder in the light of service needs.

SMOKING:

This Trust acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Trust No-Smoking Policy.

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The post holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the post holder in the light of service needs and will be commensurate with the grade and competencies of the post.

I agree that this job description is an accurate reflection of my current role and responsibilities.

Name:

Signature:

Date: