

## JOB DESCRIPTION

### 1. General Information

JOB TITLE: Deputy Practice Development Nurse

GRADE: Band 6

HOURS: 37.5 hours per week

RESPONSIBLE TO: Matron

ACCOUNTABLE TO: Head of Nursing

Guy's and St Thomas' NHS Foundation Trust comprises five of the UK's best known hospitals – Guy's, St Thomas', Evelina London Children's Hospital, Royal Brompton and Harefield – as well as community services in Lambeth and Southwark, all with a long history of high quality care, clinical excellence, research and innovation.

We are among the UK's busiest, most successful foundation trusts. We provide specialist care for patients including heart and lung, cancer and renal services as well as a full range of local hospital and community services for people in Lambeth and Southwark.

We have a long tradition of clinical and scientific achievement and – as part of King's Health Partners – we are one of England's eight academic health sciences centres, bringing together world-class clinical services, teaching and research. We have one of the National Institute for Health Research's biomedical research centres, established with King's College London in 2007, as well as dedicated clinical research facilities.

We have around 22,700 staff, making us one of the largest NHS Trusts in the country and one of the biggest employers locally. We aim to reflect the diversity of the communities we serve and continue to develop new and existing partnerships with local people, patients, neighbouring NHS organisations, local authorities and charitable bodies and GPs.

We strive to recruit and retain the best staff as the dedication and skills of our employees lie at the heart of our organisation and ensure that our services are of the highest quality, safe and focused on our patients.

### Organisational Values:

Our **values** help us to define and develop our culture, **what we do** and **how we do it**. It is important that you understand and reflect these values throughout your employment with the Trust.

The post holder will:

- **Put patients first**
- **Take pride in what they do**
- **Respect others**
- **Strive to be the best**
- **Act with integrity**

Our [values and behaviours framework](#) describes what it means for every one of us in the Trust to put our values into action. The framework can be found on our Trust careers pages and GTIntranet .

## **2. Job Summary**

To support the Practice Development Nurse in co-ordinating education initiatives within the speciality. To support the in-service development of all nursing staff working within their area of specialty. To be a role model providing leadership and motivation to establish clinical practices, which are research/evidence-based and lead to standard setting and regular audit in line with the Trust's commitment to Clinical Governance. To monitor and review clinical and professional standards of care, reporting on performance, and instituting remedial action where necessary.

## **3. Key Relationships**

Existing Band 7 Practice Development Nurses, Speciality Matrons, Heads of Nursing, Service General Manager, Service Delivery Manager, Consultants and Junior Medical Staff, Nursing Staff, Clinical Nurse Specialists, Allied Health Professionals, Administrative and Clerical Support Staff, Professional and Technical staff, External Agencies such as GP's, Ambulance Service, Social Services, Community Nursing Staff and external educational institutes.

## **4. Duties and Responsibilities**

### **4.1 Education/Staff Development**

- To identify training and development needs of staff within the area in accordance with local and national policies.
- Create a climate of research awareness to encourage evidence-based practice. To encourage nurses to undertake their own small research projects and support their progress.
- Support staff in the provision of regular local and relevant teaching and training sessions including provision of 'buddied' clinical time to facilitate on the job learning.
- To be a source of highly specialist clinical and educational knowledge.

- To act as an advocate for patients within the department, to ensure a patient orientated approach to the delivery of care and to meet standards within the NHS Plan and other relevant guidelines.
- To ensure that patients' receive high quality clinical care and a good patient experience, having regard for their customs, religious beliefs and doctrines.
- Recognise and avoid situations that may be detrimental to the health and wellbeing of the individuals.
- Assist in the provision of training programmes as required
- Support a programme of orientation for new staff members.
- Support an ongoing programme of training for qualified and unqualified British & Internationally Educated Nurses and Nursing Associates. Training to include; expanding their clinical skills e.g. intravenous drugs, cannulation, phlebotomy, controlled drugs to a standard that is acceptable and certifiable by the Trust.
- Develop and ensure training programmes are established to train staff to meet statutory training requirements (fire, resuscitation, health & safety, infection control, manual handling)
- Provide support to staff completing clinical and legal nursing documents to ensure they are completed accurately and legibly and that their relevance is understood and confidentiality maintained in accordance with Trust policy and NMC guidelines.
- Work with Sister/Charge Nurse to contribute to standard setting for nursing practice
- Participate in the training of staff to monitor the quality of care delivered using clinical standards and take necessary action to ensure excellence in nursing practice. Base standards upon relevant research where possible.
- Participate in Individual Performance Review of staff when appropriate using the Scope of Professional Practice.
- Assist in the accurate collection of data relating to staff training data, staff absence and any other data that may be reasonably requested for audit purposes. Protect patient confidentiality and act according to the Data Protection Act.

## **4.2 Professional Responsibilities**

- To be accountable for care given and comply with the NMC Code of Conduct, working within the framework of the UKCC's scope of professional practice.

- To ensure compliance and implementation of Trust policies and procedures, relevant legislation, Nursing and Midwifery strategy and Clinical Governance standards are understood and practised by staff. Acts according to the Health & Safety Act and manual handling practice ensuring that all training of staff is documented.
- Practise in accordance with the professional direction as stipulated in the Trust's Nursing & Midwifery strategy.
- Take personal responsibility for promoting a safe environment and safe patient care by identifying areas of risk and following the Incident, Serious Incident and Near Misses reporting procedure.
- Have a visible presence within the clinical setting and support where required to maintain safety.
- Responsible for own professional development and awareness of clinical educational developments. Agree own personal, professional and service objectives according to Individual Performance Review with Manager.

#### **4.3 Research and Development**

- Actively disseminate research findings as a positive role model through lectures, teaching and other appropriate communication methods
- Assist in the bench marking of nursing practice and evaluate the impact on new practices implemented.

#### **4.4 Management duties**

- Communicate with staff in all areas of the Trust
- Act all times to ensure that staff, practise Trust and Unit policies and procedures.
- Responsible for monitoring performance against competency requirements
- Participate in the recruitment process and promote professional and personal growth of Staff.
- Facilitate the sharing of best practice both within the Trust and externally.

The post holder is required to follow Trust policies and procedures which are regularly updated including:

#### **Confidentiality / Data Protection / Freedom of Information**

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has

communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOI) 2005, post holders must apply the Trust's FOI procedure if they receive a written request for information.

### **Information Governance**

All staff must comply with information governance requirements. These includes statutory responsibilities (such as compliance with the Data Protection Act), following national guidance (such as the NHS Confidentiality Code of Practice) and compliance with local policies and procedures (such as the Trust's Confidentiality policy). Staff are responsible for any personal information (belonging to staff or patients) that they access and must ensure it is stored, processed and forwarded in a secure and appropriate manner.

### **Equal Opportunities**

Post holders must at all times fulfil their responsibilities with regard to the Trust's Equal Opportunities Policy and equality laws.

### **Health and Safety**

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

### **Infection Control**

All post holders have a personal obligation to act to reduce healthcare-associated infections (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAIs. **All post holders must comply with Trust infection screening and immunisation policies** as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps.

### **Risk Management**

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

### **Flexible Working**

As an organisation we are committed to developing our services in ways that best suit the needs of our patients. This means that some staff groups will increasingly be asked to work a more flexible shift pattern so that we can offer services in the evenings or at weekends.

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

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

### **Sustainability**

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers monitors and equipment when not in use, minimising water usage and reporting faults promptly.

### **Smoking Policy**

The Trust is committed to providing a healthy and safe environment for staff, patients and visitors. Staff are therefore not permitted to smoke on Trust property or in Trust vehicles

### **Review of this Job Description**

This job description is intended as an outline of the 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.

## PERSON SPECIFICATION

## Deputy Practice Development Nurse – Band 6

Requirements

	ESSENTIAL	A/I/T	DESIRABLE	A/I/T
<b>Education/Qualifications</b>	<p>RN1/ RN2/ RN12 or RN Child Registered Nurse on the NMC register. To hold the appropriate level for the area of speciality.</p> <p>Up to date knowledge of current clinical and professional issues in acute medicine</p> <p>Knowledge and experience of mentorship, education and developing practice</p> <p>Evidence of continuous personal, professional and academic development</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>I</p>	<p>1<sup>st</sup> Degree</p> <p>Sign off mentor</p> <p>Additional specialist course eg Acutely Ill dult</p>	<p>A</p> <p>A</p> <p>A</p>
<b>Previous experience</b>	<p>Significant post registration experience within the speciality</p> <p>Experience of mentoring/ supervising/ assessing students in practice and giving feedback</p> <p>Experience of managing a team/ supervising junior staff</p> <p>Experience of risk assessment and management</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<p>Experience of involvement in educational initiatives</p> <p>Experience of delivering and evaluating training sessions / programmes</p> <p>Experience sharing/ role-modelling best (evidence-based) nursing practice</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p>
<b>Skills/Knowledge/ Ability</b>	<p>Nursing skills in care planning, implementing and evaluating care</p> <p>Excellent verbal, written, interpersonal &amp; communication skills</p>	<p>A/I</p> <p>A/I</p>	<p>Advanced practice skills relevant to area such as tracheostomy care</p> <p>Able to present articulately to a large</p>	<p>A/I</p> <p>A</p>

	Able to influence and negotiate with others in the Multi-Disciplinary team	A/I	group of people	
	Knowledge of a variety of teaching methods	A/I		
	Evidence of excellent clinical skills	A/I		
	Excellent time management and organisational skills	A/I		

October 2022