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Job description and person specification
Community Nursing Clinical Practice Facilitator Lead

Making a difference every day

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Job Title: Community Nursing Clinical Practice Facilitator Lead		**AfC Reference No:** PEF/NMC/220917/CN
Business Group: Integrated Care Division		**Band 7**
Staff Group *Please indicate ✓* *This section must be completed*	*Administrative Services* *Allied Health Professionals* *Health Science Services*	✓ *Nursing and Midwifery Support Services*
Hours or Programmed Activities: 37.5 hours per week	**Base:** Stockport Community Nursing service	
Accountable to: Pathway Lead		
Responsible for: students		

Job Summary:
The post holder is responsible for

- Responsibility for CSP apprenticeship and their Practice Assessors (PA)& Practice supervisor (PS) within a defined academic course assessing their needs and organising resources to meet these needs
- To effectively manage human and financial resources to ensure safe practice during the student's academic course and be responsive within the organisations sphere of work.
- Assist in the recruitment and placement of the CSP student considering their learning needs and support the mentors and act as sign off mentor where required for the CSP
- Develop and implement a robust induction plan for all new starters within community nursing (Registered and Unregistered).
- Be responsible for supporting the maintenance of training Metrics for Community staff to ensure compliance with Trust training requirements.
- Deliver service specific training to community staff ensuring they have requisite clinical skills to deliver safe, effective and evidence-based care to patients and their families.
- Participate in clinical audit programmes within community nursing to improve standards of care.
- Contribute to the Integrated Care Division training and development strategy, identifying areas where training and/or development are required.
- Play a key role in demonstrating innovative practice, service improvement and maintaining the continued professional development of team members and learners in the clinical environment.
- Be Visible within the community Teams by supporting in practice.
- Provide support for all staff to aid Continued Professional Development.
- Develop and maintain accurate records of all CPD undertaken within community nursing and its impact upon workforce planning
- Maintain one's own professional knowledge to develop and promote the implementation of new legislation/ guidance to the workforce
- Have an understanding and lead on the development, implementation and sustainability of new guidance/policies to meet the patients' needs
- Demonstrate evidence based clinical expertise by actively supporting the community

Organisation Chart

Lead Nurse Community
|
District Nurse Pathway Lead
|
Practice Education Facilitator
|
Students

JOB DESCRIPTION

Main Duties and Responsibilities

- To be responsible for CSP students and their PA/PS within a defined academic course assessing their needs and organising resources to meet these needs.
- Lead the development and implementation of training packages for community staff and deliver new staff induction for new starters.
- Ensure all New Starters as part of Induction completes all mandatory Training in line with designated time limits.
- Supervise and monitor CSP student and PA/PS through 1:1 , clinical supervision, protected time, workshops and liaising with the university
- Ensure all new starters are supported through the Preceptorship and Community Induction programmes and maintain regular contact with named Preceptors.
- Ensure staff members submit competency passport within required timeframes.
- Deliver classroom-based skills training specific to area of practice.
- Provide direct Supervision for new starters in community /working alongside staff to consolidate their learning
- Plan, Deliver and coordinate local Induction for new starters.
- Assist in recruitment and placement of CSP students considering their learning needs
- Act as sign off where required for the CSP student
- Identify and complete risk assessments ensuring actions are implemented in order to meet the needs of the students and staff informing the University of any risks as identified.
- To report on quality assurance within organisational learning frameworks
- Act as a professional resource to other healthcare professionals providing support within their scope of practice.
- Provide support for all CPD within the Integrated Care Division
- Develop and maintain accurate records of all CPD undertaken within community nursing and its impact upon workforce planning
- Maintain one’s own professional knowledge to develop and promote the implementation of new legislation/ guidance to the workforce
- Have an understanding and lead on the development, implementation and sustainability of new guidance/policies to meet the service needs.
- Work in partnership with the PEF team and other professionals to develop the service
- To practice as a Community Nurse Prescriber, maintaining competence in line with NMP policy and prescribing within own sphere of competence.
- Promote effective evidence based clinical practice, appraise standards of current practice, identify poor professional practice and take action to address it.

- To work within the NMC Code of conduct
- To support staff in caseload audit / cleanse on a regular basis to ensure effective, safe sustainable care is delivered to patients.

Communications

- Establish clear lines of communication at all levels and across organisational boundaries.
- Articulate expectations and innovations clearly through oral and written presentations.
- Evaluate the effectiveness of communication and vary the style and content to ensure understanding at all levels.
- To be available and approachable to all staff as required.
- Seek support and advice in matters beyond own knowledge experience and sphere of activity
- Demonstrate effective clinical prioritisation and leadership skills by being a good role mode
- Resolves conflict and facilitates cooperation within and across teams and groups.
- Builds up trust and responsibility within the team by sharing of skills and knowledge.
- Demonstrates a variety of leadership styles to generate confidence in others.
- Organise and conduct meetings that have a clear purpose and outcome
- Frequently provides advice and support to all staff
- Communicates with partners internal and external to support students and their PA/PS
- Promote effective evidence based clinical practice, appraise standards of current practice, identify poor professional practice and take action to address it.
- To maintain close liaison with nursing colleagues, General Practitioners, and other members of the primary health care team, including social services staff, voluntary and private sector and agencies.
- To act as a role model demonstrating excellence in clinical practice and act as a resource for others.
- To explore and implement strategies for quality assurance, clinical governance and quality audit
- Maintain up to date knowledge and competence in line with professional and service requirements.
- Be aware of legal implications of local and central policies pertaining to the role and professional responsibilities.
- Attend Team Briefing and professional meetings as required by the Pathway Leads

Responsibility for Students, New starters and PA/PS

- Act as a role model facilitating and supporting the delivery of academic/clinical programmes to students, staff and mentors
- Assess, plan and implement study plans for students, staff and PA/PS in a community setting.
- Attends partnership meetings and university course updates to support student learning
- To ensure the students clinical practice adheres to Codes of Professional Conduct and Standards as well as Organisational Policy and Guidelines.
- Ensure that all staff are treated in accordance to our Trust values.
- Act as investigating officer for complaints responses and incidences
- Participate in the Adult Safeguarding Process, advising on aspects of best clinical practice and standards of care.

Planning and organising

- Prioritise and manage time effectively
- Contribute to the effective and efficient delivery of organisational aims, ensuring that these are matched with specific organisational objectives.

- Plans own time to meet organisational deadlines.
- Plans and organises support for the students, staff and PA/PS
- Plans and organises implementation of new guidelines/policies to support learning
- Regularly update databases relevant to education and training and report in a timely manner to senior management
- Co-ordinate activities with other health professional and agencies.
- Actively contribute to the Trust's clinical governance agenda.
- Effectively plans and organises training and development activities within the service

Responsibilities for Physical and / or Financial Resources

- Work with senior management to identify cost of students and their course
- Liaise with the financing body to ensure all documentation for student learning complete for CSP and for all staff who are completing other learning modules.
- Recommend improvements to services recognising potential costs and benefits
- Takes all necessary steps to ensure the Health and Welfare of staff and patients within healthcare facilities.

Responsibility for Policy and Service Development and Implementation

- Develop policy and guidelines for own work area.
- Contribute and comment on policy outside of own work area
- Ensure policies and guidance are cascaded to and applied across the work area.
- Effectively champion innovation and change within the service.
- Implement systems and processes to ensure national and local performance targets are met.
- Maintains regular updated knowledge regarding current issues relating to Nursing.
- Participates in departmental projects and works collaboratively to introduce new and revised policies.
- Support Service Leads with the reporting and investigation of clinical incidents and management of complaints and compliments.
- Adhere to policy and procedures of the Trust.
- To recognise opportunities for innovation and implement new ideas/ways of working
- Support Team Leader with the reporting and investigation of clinical incidents and management of complaints and compliments.

Responsibility for Patient Care

- To ensure that current nursing Assessments are completed comprehensive risk assessment and management strategies are incorporated into all patient assessment and care
- To ensure that wherever possible engagement with patients/families/carers takes place to ensure user participation in the planning implementation and evaluation of services
- To advise and encourage patients and families to develop strategies and manage their own health; to include the teaching of basic nursing care
- To maintain accurate and up to date nursing records, patient confidentiality and statistical records as required by the service.
- To work with other professionals to promote multidisciplinary working, appropriate skills transference and the creation and use of care pathways.
- Comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies, procedures and guidelines in relation to all aspects of infection control.

Responsibilities for Human Resources and Leadership

- Demonstrate effective time management and leadership skills acting as a role model for others.
- Ensure personal and professional development of yourself and any others as required through PDR.
- Utilize 1:1's to monitor staff performance and identify corporate and individual objectives.
- Manage individual's objectives to identify strengths and weaknesses, providing support and counselling in line with policy as required.
- Demonstrate an awareness of the physiological, psychological and social needs of staff, recognise the signs of stress and promote a supportive and happy work environment.
- Provides clinical supervision to all staff as required

Responsibilities for Teaching and Training

- Has personal responsibility for identifying own learning needs and continuing professional development.
- Participates in performance and development review process.
- Attends training and education sessions in accordance with individual needs and in line with the needs of the service.
- Ensure staff has access to a competency based training programmes appropriate to business group requirements
- Ensure students have attended Mandatory training and updates defined within the training calendar.
- Supervise the training of pre- and post-registration students based within the Community Nursing Teams.
- Provide teaching and training opportunities as required
- Develop and promote guidance /policies for new initiatives both for patient care and student learning
- Develop teaching packages to support staff within the service
- Organise task and finish groups /focus groups / workshops to share information
- Promote and support CPD for all staff
- Develop and distribute educational material to support staff in practice
- Lead on the development and deliver relevant training for nursing staff
- Ensure training files are maintained

Responsibilities for data and information resources

- The post holder must abide by all relevant Trust and departmental policies including information governance, confidentiality and data protection and, undertake mandatory training.
- The post holder is reminded that any breach of the Trust's information governance and security policies and procedures, including data protection legislation, will result in disciplinary action.
- Data Protection Legislation – the post holder is required to process all personal data relating to patients and staff, whether in paper, electronic or other media, in accordance with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR), ensuring the security and confidentiality of data at all times.
- The post holder must not for their own benefit or gain, or to divulge to any persons, firm or other organisation whatsoever, any confidential information belonging to the Trust or relating to the Trust's affairs or dealings which may come to their knowledge during employment.
- Ensure all staff comply with data protection and confidentiality policies
- Provide reports when requested on training and development activities
- Ensure assessor / supervisor register is updated

Research, Development and Audit

- Uses research and evidence based knowledge to underpin practice.
- Participate in clinical audit within sphere of responsibility, identifying relevant audits, supervising the execution and implementing its findings.
- Participate in Research and Audit activities within area of responsibility.
- Maintain personal and professional knowledge through study, reading and training.
- Have knowledge of current issues relating to all aspects of healthcare.
- Incorporate the fundamentals of research in to everyday practice.

Physical Skills and Effort

- Frequently necessary to change priority of daily work in response to service need.
- Responsible for maintaining nursing bag with equipment required to deliver care e.g. Dressings, syringes and needles.
- Works within different environments throughout the shift - clinics, GP surgeries, patients' homes and residential care settings.
- Attends in-service meetings to disseminate information between specialist staff and the community teams.
- Regularly involved in moving of patients by hoisting, moving of patient on bed by rolling or use of slip sheet, manually moving equipment.eg. Commode.
- Drives between work locations and works alone for most of the day.
- Often gives advice and psychological support to patient carers and staff.

General Duties for all employees

Hand Hygiene

To assist the Trust in reducing healthcare acquired infections (HCAI's) all staff should be familiar with all the Trust's Infection Prevention policies which are appropriate to their role. You are required to attend mandatory training in Infection Prevention and be compliant with all measures known to be effective in reducing HCAI's"

Safeguarding

All Stockport Foundation Trust employees are required to act in such a way that at all times safeguards and promotes the health and well-being of children, young people and vulnerable adults. Familiarisation with and adherence to the policies and procedures relating to child protection and safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns and they must therefore be aware of child and adult safeguarding procedures and who to contact within the Trust for further help and guidance. It is an essential requirement of all employees as is participation in mandatory safeguarding training in accordance with the employees roles and responsibilities.

Prevention

To actively work with patients/clients/service users to identify appropriate opportunities in Making Every Contact Count for preventative interventions which may reduce the risk of future harm to health and wellbeing and to provide brief advice and refer or signpost to sources of further information and support which may include advice on lifestyle behaviour and social care needs as well as safety and management of long term conditions.

Data Protection, Confidentiality and Information Governance

The post holder must abide by all relevant Trust and departmental policies including information governance, confidentiality and data protection and, undertake the annual data security awareness mandatory training. The post holder is reminded that any breach of the Trust's information governance and security policies and procedures, including data protection legislation, will result in disciplinary action.

Data Protection Legislation – the post holder is required to process all personal data relating to patients and staff, whether in paper, electronic or other media, in accordance with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR), ensuring the security and confidentiality of data at all times.

The post holder must not for their own benefit or gain, or to divulge to any persons, firm or other organisation whatsoever, any confidential information belonging to the Trust or relating to the Trust's affairs or dealings which may come to their knowledge during employment.

Health & Safety

Under the Health and Safety at Work Act 1974, the Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. Equally the post holder is required to work within the Trust Health & Safety Policy and fulfil a proactive role towards the management and control of risk. This entails the identification, assessment and the immediate reporting, using the Trust Incident Reporting System, any incident, accident, hazard or near miss involving patients, service users, carers, staff, contractors or members of the public.

The Post holder has a personal responsibility to adhere to a statutory and departmental duty of care for their own personal safety and that of others who may be affected by their acts or omissions at work

Harassment & Bullying

As a member of staff you have a personal responsibility to ensure you do not discriminate, harass or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination, harassment or bullying by others.

Dignity & Respect

All employees have a duty to promote a harmonious working environment in which all persons are treated with dignity and respect, whilst fulfilling our legal obligations under equality legislation and associated codes of practice.

The Trust takes the right of the patient/service user to be treated with dignity and respect seriously. We will treat every patient/service user and carer as a valued individual, with respect for his/ her dignity and privacy. Our aim is to give each patient/service user the care we would want for our families and ourselves.

Quality Improvement

Our mission is to make a difference every day helping people to live their best lives. We have a trust wide approach to quality improvement and we expect everyone to contribute to improving our services

by always learning and continually improving our services. For all staff, it is about learning from what has worked well as well as what has not, being open to change and improvement and working in smarter and more focused ways to improve our services. The Trust encourages and provides opportunities for staff at all levels to engage in the Trust's approach to quality through quality improvement projects, clinical audit, innovation and quality assurance.

No Smoking Policy

The Trust operates a No Smoking Policy which states that smoking is prohibited within all Trust premises and on the site. This includes entrances, exits, cars, lease cars, car parks, pavements and walkways, areas hidden from general view and residences. As an employee of the Trust you are expected to comply with this policy, failure to do so may result in disciplinary action being taken under the Trust's Disciplinary Policy & Procedure.

To undertake any other duties which is deemed appropriate to the band when requested by Senior Staff.

The above indicates the main duties of the post which may be reviewed in the light of experience and development within the service. Any review will be undertaken in conjunction with the postholder

Date:

Manager's Signature: _____

Postholder's Signature: _____

PERSON SPECIFICATION

The person specification sets out the essential qualifications, experience, skills, knowledge, personal attributes and other requirements which the post holder requires to perform the job to a satisfactory level. Without these qualities applicant cannot be appointed to the post.

Post: Community Nursing Clinical Practice Facilitator Lead
Band: Band 7

Requirements	**Assessment Method – Application Form (AF) / Test (T) / Interview (I) / References (R)**				
	Essential (E) / Desirable (D)	**AF**	**T**	**I**	**R**
Education & Qualifications					
1st level registered NMC with a degree, diploma certificate in district nursing / Community Specialist Practitioner Qualification	E	✓			
Nurse Prescriber V100 / V150	E	✓			
/ V300	D	✓			
Level 7 study	E	✓			
Mentor qualification /PGCE qualification	E	✓			
Knowledge					
Up to date knowledge of nursing issues	E			✓	
Demonstrate research based practice				✓	
				✓	
Competencies within the scope of professional practice to meet service needs	E			✓	
				✓	
Evidence of innovative practice with regard to education and research based practice	E				
Has a broad range of specialist knowledge within sphere of responsibility	E				
Able to demonstrate leadership development	E				
Knowledge of Government legislation and guidance pertaining to the role	E				

Knowledge of Trust policies and procedures	E				
Knowledge of community specialist practitioner programme District Nursing	E				
Demonstrate evidence based clinical care	E				
Knowledge of CPD	E				
Experience					
Proven experience in the role of mentor to CSP students	E	✓		✓	
Sign off mentor to CSP students	E				
Experience in the management of Human and financial resources in relation to the academic course	D				
Experience of managing change	E				
Skills & Abilities					
Communication and organisation skills	E				
Self reflective practitioner	E				
Flexible	E				
Reliable	E				
Approachable	E				
Adaptable					
Work Related Circumstances					
Occupational Health Clearance					
Must be able to work flexibly in response to client/service needs eg evening/weekends, patients with special needs	E				
Own transport, car driver or supported driver essential					