JOB DESCRIPTION: Practice Development Nurse

REPORTS TO: Matron / Director of Clinical Services

RESPONSIBLE TO: Matron

INTRODUCTORY NOTES

- Kirkwood Hospice is smoke free; the only exception being for in-patients who may smoke in a designated smoking room.

- The employer and employee share responsibility to review and amend this job description in order to reflect any changes in role/development.

- The employee must attend yearly mandatory training provided by the Hospice.

- The employee must comply with all aspects of the NMC Code of Professional Conduct.

- The employee must maintain a safe working environment in accordance with the Hospice fire, infection prevention and control and health & safety policies and report any hazardous incident to line manager.

- The postholder will be required to maintain complete confidentiality as a condition of employment. Information relating to patients, other members of staff or which is acquired for the purposes of employment may only be disclosed with the express permission of the appropriate manager.

- The postholder requires a satisfactory disclosure from the Criminal Records Bureau (CRB).

ROLE PURPOSE:

- To maintain primary responsibility for ensuring the in-patient unit and Support and Therapy centre provides a progressive learning and development environment for all grades of nursing staff including bank nurses.

- To promote and contribute to inter-professional learning activities across the Hospice.

- To implement key practice developments and quality initiatives in order to achieve excellence in patient care in partnership with nursing and clinical multidisciplinary teams.

- To ensure a high standard of care delivery through specialist knowledge and skills in clinical practice, providing advice, mentoring, supervision and training across hospice services with a key focus within the in-patient unit and Support & Therapy Centre.
KEY RESPONSIBILITIES

Clinical Role

- To act as an effective role model for best practice incorporating clinical teaching, audit and governance.
- To work in accordance with the NMC Code of Professional Conduct and hospice policies and procedures.
- To ensure that own practice demonstrates up-to-date expert clinical knowledge.
- To work clinically on the In-patient unit and in Support & Therapy Centre on a regular planned basis, or in accordance with an identified urgent need, supporting individual nurses in development of their practice and facilitate changes to practice.
- To work closely with the Matron and IPU Sister to facilitate Capturing the Learning Forums, acting as a critical companion and using skilled facilitation to enable nurses to change practice through critical, structured reflection.
- To produce written accounts of each episode of clinical facilitation, documenting learning achieved and areas for further development.
- To demonstrate specialist nursing knowledge in clinical settings, and support the advancement of knowledge and skills using approved assessment procedures.
- 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 and practice development.
- To support nurses with collaborative working and collective decision making to continuously explore, develop and evaluate their practice.
- Support nurses to continuously identify and prioritise areas for development which will enhance the care of people with specialist palliative care needs.
- In conjunction with senior nursing colleagues support and facilitate changes to practice to meet CQC requirements and standards.
- To support the Matron and Director of Clinical Services in embedding changes to practice to support developments, national guidance, standards and legislation.
- To demonstrate effective communication with patients and their relatives/carers, thereby acting as a positive role model for nurses and other staff.
- To maintain effective working relations with colleagues at all levels and from all professions ensuring effective communication at all times.
- To maintain records of training and practice development undertaken by each member of staff in liaison with Quality & Education Manager and HR Administrator.
- To participate in and promote the service user involvement group.

Educational Role

- To facilitate the learning and continuing development of all nursing staff within the In-Patient Unit and Support & Therapy Centre, ensuring that education is responsive to service developments and promoting best practice.
- To develop and co-ordinate planned education programmes and opportunities for all nursing staff in collaboration with the Quality and Education Manager and Matron.
- To advise on educational opportunities and assist nurses in developing themselves in accordance with their personal development plan and/or appraisal objectives.
- To support Registered Nurses in their continuing professional development and revalidation through the use of their portfolio empowering them to 'own' their professional development.
- To support nursing staff in developing clinical competency.
- To support and co-ordinate the development of pre-and post registration nursing students by co-ordinating educational activities and assessments of learning.
- To create, sustain and support an environment where practice development and change can flourish.
- To support mentors and preceptors in their role, ensuring that learning opportunities are effectively utilised and maintain a live mentor register.
- To provide expert knowledge and advice about specialist palliative care to outside agencies and other educational providers through formal and informal means.

**Educational Role continued**

- To promote research awareness by disseminating appropriate evidence-based and research findings relevant to the clinical practice area.
- To keep the Director of Clinical Services informed of any new nursing research proposals and on the progress of research studies approved by the Hospice Research Monitoring Group and relevant Ethics Committees.
- To work closely with University of Huddersfield, other education establishments and other agencies in contributing to the development and review of speciality related training and education courses, and in the evaluation of relevant courses in order to help inform education provision and commissioning.
- To support nurses to disseminate their service development and innovative practice through various means e.g. posters, publications etc.

**Management**

- To manage own time to ensure balance between clinical and administrative activities.
- To produce appropriate statistics and reports requested by Director of Clinical Services to meet regulations and government requirements.
- To lead in the process of ensuring multi disciplinary training to meet specific practice development initiatives.
- Identify and implement educational strategies that support retention and development of staff.
- To ensure all nursing staff receive a comprehensive and individualised induction and orientation package on commencement in post, including the identification of a named mentor.
- To actively participate in quality assurance strategies and audit.
- In conjunction with senior nurse colleagues identify and address the practice development and educational implications of audit findings and clinical incidents.
• To make an active contribution to clinical governance strategies, particularly in relation to producing and/or reviewing nurse-led clinical guidelines.
• In conjunction with senior nursing colleagues provide direction for the In-patient Unit and Support &Therapy Centre and ensure the achievement of identified goals.
• To facilitate meetings and work groups as appropriate.
• To assume responsibility for the annual University of Huddersfield education audit.
• To provide written and verbal progress reports at agreed intervals to DCS and Matron.

**Personal Professional Development**

• To maintain own professional development, identifying personal educational and clinical training needs with Matron.
• To maintain personal and professional development in accordance with revalidation requirements, attending study sessions as required.
• To participate in reflective practice and supervision and maintain a personal learning portfolio.
• To keep up to date with NMC, relevant specialist and hospice guidelines and protocols.
• To be appraised annually by Matron
## Person Specification – Practice Development Nurse

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Essential/Desirable</th>
<th>How assessed</th>
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<tbody>
<tr>
<td>NMC Registered Nurse Level 1 Recordable teaching qualification</td>
<td>Essential</td>
<td>Application form, certificates, NMC registration checked.</td>
</tr>
<tr>
<td>Other relevant post registration qualifications and experience in specialist palliative care</td>
<td>Essential</td>
<td>Application form, certificates</td>
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<tr>
<td>Educated to degree level in healthcare.</td>
<td>Essential</td>
<td>Interview, application form</td>
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<tr>
<td>Practice Educator qualification or equivalent or willing to work towards</td>
<td>Essential</td>
<td>Application form, references, interview</td>
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<tr>
<td>Significant and proven clinical management skills within specialist palliative care or long term conditions.</td>
<td>Desirable</td>
<td>Application form, interview, references</td>
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<tr>
<td>Demonstrates evidence of developing innovative practice and of being proactive in managing change</td>
<td>Essential</td>
<td>Application form, interview, references</td>
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<tr>
<td>Evidence of utilising evidence-based practice</td>
<td>Essential</td>
<td>Interview, references</td>
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<td>Evidence of effective multi-disciplinary team working</td>
<td>Essential</td>
<td>Application form, interview, portfolio</td>
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<td>Basic IT and computer skills</td>
<td>Essential</td>
<td>Application form, interview, portfolio</td>
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<td>Demonstrable experience of audit</td>
<td>Essential</td>
<td>Application form, interview, references</td>
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<td>Previous involvement in quality initiatives</td>
<td>Essential</td>
<td>Interview, references</td>
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<td>Excellent presentation skills</td>
<td>Essential</td>
<td>Application form, interview, references</td>
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<td>Research awareness and demonstrates how this relates to practice</td>
<td>Essential</td>
<td>Interview, references</td>
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<td>Demonstrates commitment to very high standards of patient care and service delivery</td>
<td>Essential</td>
<td>Interview, references</td>
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<td>A genuine desire to be a learning facilitator with demonstrable enthusiasm for practice development</td>
<td>Essential</td>
<td>Interview, references</td>
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<tr>
<td>Experience in teaching, mentoring and assessment; qualified to act as mentor.</td>
<td>Essential</td>
<td>References</td>
</tr>
<tr>
<td>Awareness of current clinical developments in Specialist Palliative Care</td>
<td>Essential</td>
<td>Interview, portfolio</td>
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