

# Senior Practice Development Nurse- Respiratory Medicine.

Medway NHS Foundation Trust



## Job Description

**Role: Senior Practice Development Nurse, Respiratory Medicine**

**Banding: 7**

**Division: Medicine and Emergency Care**

**Responsible to: Matron- Respiratory Medicine**

**Accountable to: Deputy Director of Nursing**

### **Job Purpose:**

The Medway NHS Foundation Trust Kent, is a busy District General Hospital. The Respiratory Department comprises of a busy 19 bedded Level acute respiratory beds and 7 bedded Respiratory Support Unit (RSU). The post holder will provide effective clinical leadership and education to the staff across the Specialist Medicine directorate.

The post holder is responsible for managing all issues of education and junior recruitment activity within the RSU.

To promote excellent working relationships with other Critical Care areas within the Trust.  
The main purpose of the role is to ensure that high clinical standards are maintained within RSU.

The development of educational programmes to enhance knowledge within RSU.  
Recruitment and retention of staff.

Organisation and development of educational strategies within RSU.

Trust involvement in developing and delivering the IV study day and ALERT courses to the trust.

### **Key Responsibilities:**

Clinical Responsibilities / Leadership skills

Demonstrate clear leadership skills and act as an effective 'role model', a resource and facilitator in all aspects of management

To attend and take part in ward/unit meetings to assist the matron in providing a well-managed unit

To provide education relating to the Critically Ill respiratory patients

Organise educational study sessions relative to the staff learning requirements

Work flexibly with the respiratory ward and RSU



To manage all ward resources and maintain clinical, organisational and environmental standards



To be responsible for the management of the RSU in the absence of the Matron

To be responsible for ensuring standards of care are maintained, contribute to the setting and auditing of standards of care

To be knowledgeable about the Trust and Directorate policies and ensure they are implemented  
Promote and maintain good communication and working relationships within the multi-disciplinary team

Maintain accurate written nursing records and provide statements in the event of accident or untoward incident

Respond rapidly to complaints (verbal and written) proactively and positively in order to improve clinical practice ensuring that feedback and mechanisms are used to continuously improve the patient experience.

To participate in the revalidation process by acting as a confirmer

Ensure that mandatory and statutory training programmes are attended by all staff and ensure records of such are regularly monitored

To act at all times in accordance with The NMC Code

### **Staff Development and Education**

To provide clinical support to all staff, acting as a mentor and assessor

Work effectively as part of the nursing team, supporting senior staff and facilitating juniors

Work with the multi-disciplinary team to influence, initiate and implement standards of care

To be responsible for the teaching, supervision, assessment of students and junior staff or new staff across both RSU and acute respiratory

To act as a role model

To be responsible for developing clinical skills and knowledge through on going education and lifelong learning, ensuring that nursing practice is up-to-date and evidence based and within the scope of practice

Continually maintain revalidation requirements and up-to-date nursing knowledge through study and appropriate training, identify own learning needs to maintain professional standards



To be aware of and contribute towards audit, and understand the need for research based evidence in this area of nursing



Identify and have a Personal Development Plan that addresses the requirements of the post

To ensure alongside the Senior Sister/Charge Nurse that each member of staff have a Personal Development Plan, and provide the opportunities for further development and a framework for Individual Performance Review

Organise and deliver the education/training sessions in the department to achieve an environment that provides and fosters effective learning and growth for trained, untrained staff and nursing students

Encourage and facilitate all members of staff to act as mentors or preceptors with appropriate training

To be conversant with the Education Strategy of the College of Nursing and the curriculum of Degree Courses for nursing students

Facilitate and help with the orientation and induction of new staff members and act as a mentor or preceptor as appropriate, having attended Mentorship Training Study Days

To be involved with the Trust Senior Sister Development group to ensure good practice is shared across the trust

Empathise, support and show sensitivity to the needs of distressed patients and relatives

Recognise both the physical and psychological needs of critically sick patients, delivering a humane and holistic standard of nursing care

To promote a therapeutic environment for patients

To work with the multi-disciplinary team to develop and implement projects for the benefit of the patients

He/or she will act in a courteous open professional and helpful manner in matters concerning patients, relatives and colleagues

To be responsible for the assessment, planning, initiation, implementation and evaluation of individualised programmes of holistic care for the critically ill patient

To provide an effective specialised resource (practical and theoretical) within the RSU and the wider hospital setting to ensure resources are efficiently and effectively used

To exercise leadership in unit meetings, co-ordinating and managing the nursing team as required

To be involved with the Trust Senior Sister Development group to ensure good practice is shared across the trust



Empathise, support and show sensitivity to the needs of distressed patients and relatives



### **Professional Responsibilities**

Provide ongoing education and support to all staff within RSU and Respiratory

Maintain standards of conduct to sustain public confidence in accordance with the NMC Code and Medway NHS Foundation Trust

To promote a professional image at all times and being accountable for own clinical practice  
Act in a professional manner towards the patient's families/carers, relatives, visitors and all members of the multi-disciplinary team

### **Key Result Areas**

Work flexibly with RSU, working collaboratively across the unit as required

To be responsible for the teaching, supervision, assessment of new and junior staff. To act in the role of practise learning facilitator to junior staff with practical support and guidance

### **Recruitment and retention of staff**

To manage all ward resources and maintain clinical, organisational and environmental standards relative to the department, taking remedial/proactive action as appropriate

To be accountable for the management of the organisation of the unit

To be responsible for ensuring standards of care are maintained, contribute to the setting and auditing of standards of care

To be knowledgeable about the Trust and Directorate policies and ensure they are implemented

Promote and maintain good communication and working relationships within the multi-disciplinary team

Responsible for developing and providing learning opportunities for staff

Maintain accurate written nursing records and provide statements in the event of accident or untoward incident

To safely and effectively interpret, calculate, titrate and evaluate the administration of intravenous and oral medications and monitor their effectiveness

Respond rapidly to complaints (verbal and written) proactively and positively in order to improve clinical practice ensuring that feedback and mechanisms are used to continuously improve the patient experience



Ensure that mandatory and statutory training programmes are attended by all staff and ensure records of such are regularly monitored



To act at all times in accordance with the NMC Code

Key Working Relationships:

Internal	External
Matrons, Deputy Director of Nursing, Ward Manager. Multidisciplinary teams across all specialities including Consultants and Junior Medical Staff, Nursing Staff, Clinical Nurse Specialists, Clinical Support Workers, Allied Health Professionals, Managers, Administrative and Clerical Support Staff, Professional and Technical Staff	Patients, carers, relatives, visitors and voluntary organisations, Approved Education Institutions, Health Education England

## Main Conditions of Service

### Registered Health Professional

All staff who are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements. All registered professionals must maintain registered in line with the Trust Professional Registration with Regulatory Bodies Policy.

### Our Vision and Values

All staff must commit to our Vision and Values and exhibit behaviours in line with our new Values.

**B**old  
**E**very Person Counts  
**S**haring and Open  
**T**ogether

We are *inspiring* and *ambitious*  
We are *respectful* and *supportive*  
We are *open* and *speak up*  
**We are inclusive and responsible**

Our Trust is a great choice for people who want to develop their career in an ambitious environment. Our employees are able to choose the coverage and supplemental benefits that best fit their needs and those of their families.

We are committed to endorsing diversity, multiculturalism, and inclusion; our policies / procedures ensure that all applicants are treated fairly at every stage of the recruitment process.



## **eRostering**

Roles with budgetary responsibilities for e-rostering have had these responsibilities included in job descriptions.

## **Mandatory Training**

All staff must complete on-going mandatory and role-specific training pertinent to their post, and this should be confirmed with their line manager.

## **Quality Assurance**

The Medway NHS Foundation Trust has adopted comprehensive quality assurance, and all members of staff employed by the trust are expected to play their part. The aim is to provide a good quality service, which the customer accepts is appropriate and which is provided in the best possible way.

## **Health & Safety**

Staff are required to observe local Health & Safety arrangements and take reasonable care of themselves and persons who may be affected by their work.

## **Equal Opportunities**

Staff are required to comply with the Medway NHS Foundation Trust's approach to equal opportunities and treat everyone the same, regardless of their gender, race, disability, marital status, religion or belief, sexual orientation, gender reassignment or age.

## **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.

## **Infection Prevention and Control**

All post holders have a personal obligation to act to reduce healthcare associated infections (HCAs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAs. 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 Hygiene Policy and Trust procedures for use of personal protective Equipment, safe procedures for using aseptic techniques and safe disposal of sharps.

## **Information Governance**

Staff is required to keep all patient and staff information confidential unless disclosure is expressly authorised by your employer. Misuse of or a failure to properly safeguard any data considered to be confidential may be regarded as misconduct/gross misconduct and a disciplinary offence.



## Patient Experience

Staff should ensure that they help to create a positive patient experience at all stages of a patient's interaction with the hospital and help to improve the patient experience within the hospital environment.

## Safeguarding Children, Young People and Adults at Risk

The Trust is committed to the protection of children, young people, their families and adults at risk accessing its services.

Promoting and upholding the message that "safeguarding is everyone's business" is vital to ensure our patients are protected and safe from abuse.

To this end you must comply with Trust's and the Kent and Medway Safeguarding Adult Board policies and the Kent and Medway Safeguarding Children Partnership's policies and procedures. All staff no matter where they work or which age group of patients they work with, must be aware of their responsibility to act when they feel a child, young person or adult at risk has been or is at risk of abuse.

The Trust promotes the Think Family principles, it is a duty of all staff to consider who else may be at risk in the home or what else might be happening at home when identifying a safeguarding concern.

## Disclosure and Barring Service

The position you have applied for may have been identified as being an 'eligible position' under the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975* [the Exceptions Order] and, in certain circumstances, *the Police Act 1997*. As such, it may meet the eligibility criteria for a standard or an enhanced disclosure to be requested through the Disclosure and Barring Service (DBS).

## Uniform

All staff must adhere to the Trust Nurses/Midwives Uniform Policy.

## Job Description

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

## Smoke Free Medway

Medway NHS Foundation Trust is a smoke free site. This means that smoking is completely prohibited in all Trust buildings, grounds and car parks. This will ensure that the hospital is a better place to work and for our patients to be treated.

If you are currently a smoker and would like to receive free stop smoking advice, please contact the Medway Stop Smoking Service on 07535 710329 or 0800 234 6805.



## Staff Networks

LGBT+ Staff Network

Staff (Dis)Ability Network

Armed Forces Network (for staff who are Reservists and Veterans)

Black, Asian and Minority Ethnic (BAME) Staff Network



## Staff Benefits Information

The Trust has worked hard to offer the **Best** of the benefits to our staff, the **Best** of people. By following the link before you will find our staff benefits handbook which provides you with a large selection of benefits available.

<https://view.paquetiger.com/Benefits-Wellbeing/currentstaff>

## Our Commitment

We are jointly committed to creating and maintaining a fair and supportive working environment and culture, where contributions are fully recognised and valued by all and staff feel empowered to carry out their duties to the best of their abilities.

As employers we are committed to promoting and protecting the physical and mental health and well-being of all our staff.

## Talent Management and Skills Coaching

All staff at Medway NHS Foundation Trust will have the opportunity to undertake talent and coach sessions held with our Organisational Development Team. This will be supported through the talent management process.

## Flexible Working Opportunities

At the NHS, we are reminded every day of how important life is. As a flexible working friendly organisation, we want to be sure that you can work in a way that is best for us and for our patients,



and for you. Speak to us about how we might be able to accommodate a flexible working arrangement whether that's job share.

Applications are welcomed from applicants who wish to apply for a position on the basis of a smarter or flexible working arrangement. Where candidates are successful at interview, such requests will be taken under consideration and accommodated where the needs of the service allow.



## 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.

### Role:

<b>Qualifications</b>	RGN BSC/BA (Hons)
<b>Knowledge</b>	Experience in Respiratory Medicine/Critical Care is essential to this post in order to train and support staff with caring for the acute respiratory patient.
<b>Values</b>	<p><i>Exhibits behaviours in line with Trust Values:</i></p> <p><b>B</b>old <i>We are <b>inspiring</b> and <b>ambitious</b></i></p> <p><b>E</b>very Person Counts <i>We are <b>respectful</b> and <b>supportive</b></i></p> <p><b>S</b>haring and Open <i>We are <b>open</b> and <b>speak up</b></i></p> <p><b>T</b>ogether <i>We are <b>inclusive</b> and <b>responsible</b></i></p>
<b>Experience</b>	<p>Minimum of 5 years experience in respiratory medicine/critical care</p> <p>Evidence of continuing Professional Development – To master’s level equivalent</p> <p>Experience of Audit &amp; Research</p> <p>Proven ability to work under pressure</p> <p>Advanced decision making skills</p> <p>Effective role model</p> <p>Organised</p> <p>Good Communication skills</p> <p>Proven Clinical skills</p> <p>Proven communication skills</p>
<b>Skills</b>	<p>NIV/CPAP</p> <p>Oxygen therapy, including the use and management of high flow oxygen.</p> <p>Blood gases interpretation</p> <p>Chest auscultation</p> <p>Traceostomy care</p> <p>Chest drain management</p> <p>Transcutaneous co2 monitoring</p>



**Other Attributes**

Flexible and adaptable to change to meet the needs of the service.

The vision and focus to continually strive to improve the service for our patients is a key attribute for this, and any role at the Medway NHS Foundation Trust





**Medway**  
NHS Foundation Trust



**Best** of care  
**Best** of people



[nhsmedway.co.uk](https://nhsmedway.co.uk)