The Royal Star & Garter Homes

JOB DESCRIPTION

Job Title: PRACTICE DEVELOPMENT NURSE (PDN)
Reports To: Home Manager
Responsible For: No direct reports
Department: Nursing

Main Purpose of Job:

The PDN is responsible and accountable for promoting and supporting the development of person centred care in accordance with the Charity’s Nursing & Dementia Care Strategy. This is achieved through the continued professional development of nurses and health care assistants to enable the delivery of quality, evidence based care and practice. To ensure the Home complies with national guidelines and regulatory requirements. To deliver positive care outcomes with an uncompromising approach to a quality lived experience for residents and their families.

Key Responsibilities:

1. To be a ‘role model’ for nurses and care staff. To have high expectations of others; recognise and acknowledge the strengths of others and share knowledge and skills in order to develop staff. To challenge poor practice/performance issues in a timely and constructive manner, giving honest and proportionate feedback

2. To actively participate in clinical governance within the Home to ensure that residents receive the highest standard of care. To contribute to regular clinical governance and MDT meetings

3. To participate in the development and updating of the clinical/nursing policies of the Charity

4. Liaising with the Nursing/Dementia Manager or Home Manager, be responsible for monitoring and supervising the standard of nursing and care provided by the registered nurses and care staff

5. To guide, coach and advise staff by having a daily physical presence on the Units/Wings, providing ‘hands on’ support, leading by example

6. To engage fully in Dementia Care Matters training and philosophy of supporting people living with dementia by focussing on people’s wellbeing, abilities and their current reality as well as connecting with the past

7. To have a lead responsibility in undertaking regular audits of care through monitoring and analysis of documentation, assessment and observation of the lived experience of residents and monitoring of staff performance

8. To ensure that evidence based practice and care is implemented where appropriate, e.g. infection control, palliative / end of life care, wound management, catheter care, Stroke, Parkinson’s Disease, etc. and to seek guidance from external clinical experts to ensure best practise and training in these areas

9. To maintain and update monthly the Core Competencies of Registered Nurses database to ensure that the RNs have the appropriate skills to meet the needs of residents

10. To ensure that all registered nurses have an assessment of practice for the administration of medicines following induction, and annually thereafter in accordance with the Medicine Policy

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11. To conduct a regular bi-monthly (every 2 months) audit of medication on each wing, to include the receipt, storage, administration and disposal of medication. This will include an examination of a sample of the Medication Administration Record (MAR) charts to ensure full compliance with the Medicines policy.

12. To take the lead on Infection Prevention & Control and ensure there is effective evidence based strategies in place in order to prevent the spread of infection. To take an active role in the training and updating of staff on infection control.

13. To liaise with the local Community Infection Control Nurse and Health Protection Agency when necessary for advice on issues relating to the prevention of infection or the management of an outbreak.

14. To participate in the senior on-call nurse out of hours rota and respond to situations appropriately as they arise.

Communication

1. To meet regularly with the General/Home Manager/Deputy/Nurse Managers and Registered Nurses and communicate and share information effectively at meetings.

2. To communicate effectively with all members of the multi-disciplinary team.

3. To actively participate in staff meetings and nursing handovers and promote evidence based practice, share new ideas, and provide clinical advice/support where appropriate.

4. To ensure that appropriate and relevant resident care information is recorded using the computerised care system, Caresys, and that staff are supported and trained in its use.

Quality and Risk

1. To foster a culture of openness and enquiry through practice.

2. To investigate any untoward clinical incidents/accidents and report back to the General/Home Manager.

Research and Development

1. To ensure that where appropriate, practice is informed by national clinical guidelines and research.

2. To facilitate and promote the implementation of evidence based practice.

3. To actively disseminate research findings, develop policies and procedures, facilitate educations workshops.

4. To assist in audit/benchmarking of nursing practice, and in evaluating the impact of any new practices implemented.

Education

1. To be responsible for maintaining own knowledge and keeping up to date and aware of contemporary issues in nursing older people, and other clinical areas related to practice.
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2. In partnership with the General/Home Manager and Nurse Managers, to promote an effective learning environment for nursing/care staff and student nurses at Unit/Wing level assisting with the achievement of their learning objectives

3. To facilitate the provision of relevant continuing professional development and training opportunities (in-house or externally) for both the registered nurses and health care assistants within the available resources

4. In partnership with the HR Manager, to monitor the common induction standards of newly employed staff at the home

5. To cascade and share new nursing knowledge and skills acquired on courses/study days, etc, through formal and informal teaching sessions

6. Provide mentorship to pre registration student nurses

Clinical Supervision

1. To identify and prioritise areas for improvement of clinical practice in the Home

2. To assist in the provision of one-to-one clinical supervision and provide support to the registered nurses and health care assistants

3. To seek out and receive regular clinical supervision and support for oneself

Record Keeping

1. To maintain comprehensive, legible and accessible records in accordance with the Charity’s Documentation Policy and the NMC guidelines

2. To compile relevant reports or audits as required

Health & Safety

1. To take personal responsibility for promoting a safe environment and safe resident care by identifying areas of risk and following the Health and Safety policy and procedure at all times

2. To observe, monitor and act on any situations that may be detrimental to the health and well-being of the residents, visitors and staff

General

1. To be flexible with working hours and willing to work the occasional evening and night shift in order to meet and work along side identified nursing or care staff, providing clinical supervision, and monitoring standards of practice at different times of the day and night

2. To undertake such other duties as may be requested from time to time, consistent with the nature of the post, to ensure the overall smooth running of the department and the Home

To comply with the Charity’s policy on Confidentiality and at all times ensure that matters relating to residents or staff are not discussed outside the home.

What we expect from our employees:

Leadership

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The Royal Star & Garter ‘way’ is to inspire, motivate and encourage. This means that all staff must be honest and open with themselves and others, to critically reflect on their own practice and ensure they are always working to achieve the best possible practice in line with their role and job description.

Through inspired leadership, staff will be positive and enthusiastic about striving to be the best that they can, and have a real desire to do the right thing, where necessary, making changes to achieve quality and service objectives.

Quality
The Charity is known for its excellent quality care and this is the foundation of our reputation as a quality provider since 1916. All Managers are responsible providing leadership, to promote, monitor and ensure that the very best care possible and service is delivered at all times to residents and to not accept mediocre attitudes, care or service.

Military Ethos
The Charity provides care to people who have Served in HM Armed Forces (Army, Royal Navy, Royal Air Force) and, to those who are widowed or married, or a civil partner to a person who has Served. The essence of care we provide acknowledges and promotes the rich lived experiences of the people for whom we care, and all staff employed by the Charity should have an understanding of what the military represents today, as well as in the past. This is achieved through understanding the significance of the military connection for residents and through seeking ways to maintain and promote this significant cultural bond.

Star Qualities & Star Values
The Charity has developed Star Qualities & Star Values and the GM is responsible for promoting and creating the right culture in line with these values.

- **Respect**
  We acknowledge the rights, dignity and privacy of each individual
  We appreciate the needs and emotions of each individual and their loved ones
  We value and have admiration for residents; for their past, their present and their future

- **Courage**
  We seek opportunities to innovate and be leaders in care delivery
  We understand the need for a sense of purpose and strive to promote quality of life
  We support and enable people to be as independent as possible
  We never lose hope
  We are unwavering in our determination to provide brilliant care to the military family for generations to come

- **Love**
  We provide a warm and loving atmosphere that encourages positive relationships
  We love what we do and have a strong bond with the people we care for
  We understand the importance of trusting, mutual relationships

**Person Specification/ Requirements:**

**Essential**
- Registered Nurse with current UK NMC PIN
- Experience of and the desire to work in nursing and care of older people/ and people living with a dementia
- High level of self awareness and emotional intelligence
- Experience of providing clinical supervision and training to Registered Nurses / Care Staff
- Previous management experience
- Experience of researching, resourcing, and developing training sessions
- Ability to motivate others and use initiative
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- Evidence of Continued Professional Development
- Excellent communication and interpersonal skills
- Professional approach and positive outlook
- Effective organisational skills
- Computer literacy or willingness to learn
- A flexible attitude to changing requirements and needs of the Charity

Desirable

- A recognised management qualification
- A recognised training and development qualification
- Mentorship qualification

The Charity reserves the right to update and amend this job description to ensure it accurately reflects the role. This will be agreed in consultation with the job holder and where possible the Charity would hope to achieve mutual agreement to any reasonable changes.

Job Holders Full Name:

Job Holders Signature of Acceptance:

Date: