

JOB DESCRIPTION

Admiral Nurse Professional and Practice Development Facilitator

Job Title:	Professional & Practice Development Facilitator (P&PDF)
Salary:	£41,000 - £49,000 (full time wte) (<i>dependent on experience</i>)
Location:	Home based (to cover South West England)
Hours:	37.5 hours (negotiable)
Managerially accountable to:	Admiral Nurse Professional & Practice Development Lead OR Deputy Lead
Professionally responsible to:	Director of Clinical Services

Summary of Responsibilities:

The Professional & Practice Development Facilitator (PPDF) will support the facilitation of continuing professional and practice development for Admiral Nurses/ Nursing. Under the direction of the Professional & Practice Development Lead/Deputy Lead, they will influence the development of practice across a defined group of Admiral Nurses, with the aim of enabling positive outcomes for people living with dementia and family carers.

The post holder will:

- Support the PPD Leads to implement the Professional and Practice Development Framework for Admiral Nursing (including clinical supervision).
- Provide leadership and facilitation for a defined region/ group of Admiral Nurses, using a systematic approach, which supports professional learning and the development of practice.
- Support Admiral Nurses in their continuing professional development and revalidation through the use of their electronic portfolio empowering them to 'own' their professional development.
- Support the Admiral Nurses, PPD Team, Consultant Admiral Nurse Team, Research & Publications, Service Evaluation Team and Business Development Team in the collation and articulation of practice development outcomes, innovation, evaluation and reporting
- To promote Admiral Nursing and dementia care through all aspects of their work.

- Support the PPD Leads in monitoring and evaluating the framework for continuing professional and practice development in Admiral Nursing.
- Support the PPD Leads through collaboration, across boundaries, with partner providers of health & social care and educators to provide a seamless approach to care for both people living with dementia and family carers.

Through the leadership of the PPD Leads, the post holder will exercise a high degree of personal and professional autonomy, have an ability to demonstrate a high level of critical reflectivity and reflexivity, skilled facilitation, reach complex and critical judgements and have decision making skills to satisfy the expectations and demands of the job.

We expect the post holder to engage in regular supervision related to their role.

Main Duties:

The main functions of the Professional and Practice Development Facilitator:

- Work closely with the PPD team to support high quality, monthly clinical supervision and practice development workshops for all Admiral Nurses as provided by Dementia UK.
- Work closely with the PPD team to facilitate a structured approach to the systematic development of Admiral Nurse practice.
- Support Admiral Nurses to demonstrate the integration of theory and practice
- Act as a resource to a defined group of Admiral Nurses on clinical issues, enabling Admiral Nurses to enhance their critical reflection, decision-making and action planning.
- Support the use of the Admiral Nurse Competency Framework enabling Admiral Nurses to seek appropriate development and to articulate their specialist practice through their portfolio development.
- Be a role model for a defined group of Admiral Nurses in promoting, disseminating and the work of Admiral Nurses.
- Work collaboratively with regional Business Development Officer(s) to support sustain and maintain the professional profile of Admiral Nursing Services and Teams.
- Support the PPD team and Research Lead in developing research mindedness and scholarship capacity of Admiral Nurses, promoting the opportunity for new practice development projects.

1. Practice Development

Within their designated region/ area the post holder will:

- 1.1 Support Admiral Nurses within their practice development region/ groups to use collaborative working, and collective decision making to continuously explore, develop and evaluate their practice.

- 1.2 Support Admiral Nurses to continuously identify and prioritise areas for development which will enhance the care of people with dementia and their families, taking into account the culture and context in which they work.
- 1.3 Facilitate and use of a range of approaches within monthly practice development workshops, informed by technical, emancipatory and transformational approaches.
- 1.4 Use of a range of methods to facilitate learning and growth and to demonstrate outcomes of practice development e.g. action & active learning, action research, critical creativity etc.
- 1.5 Act as a critical companion and use skilled facilitation to enable Admiral Nurses to change practice through critical, structured reflection.

2. Group clinical supervision

Within their designated region/ area the post holder will:

- 2.1 Have a supportive role in ensuring high quality, monthly clinical supervision for Admiral Nurses, as provided by Dementia UK. This will include maintaining systems to ensure that all Admiral Nurses participate in and evaluate clinical supervision including:
 - ✓ Monitoring groups functioning at optimum numbers
 - ✓ Supporting an annual evaluation and reporting of activity with group members
 - ✓ Being a reference point for Clinical Supervisors for critical incidents and dilemmas
 - ✓ To alert the PPD Leads regarding any issues related to the above

3. Support of Admiral Nurses' Continued Professional Development

Within their designated region/ area the post holder will:

- 3.1 Support the PPD team in promoting professional and practice development through various programmes i.e. Induction, Annual Forum, etc.
- 3.2 Support Admiral Nurses in their Competency Framework portfolio development through their identification of knowledge, skills & competencies.
- 3.3 Support Admiral Nurses to identify individual development needs and identify relevant specialist and advanced practice modules through regular 1:1's.
- 3.4 Support Admiral Nurses to disseminate their activity and innovation through various means, e.g. supporting abstract, poster, presentation development, writing for publication etc.

4 Communication

The post holder will be expected to:

- Carry out public networking, promotion and speaking at conferences; facilitate learning, teaching and dissemination of knowledge and information.
- Facilitate meetings and work groups as appropriate
- Support the P&PDL in activities relating to a range of committees, steering groups, reference groups and meetings as required.

5 Health & Safety at Work Act

The post holder must be aware of the responsibilities placed upon them under the Health and Safety Act 1974 to ensure that agreed procedures are carried out and that a safe working environment is maintained for patients, visitors and employees.

6 Professional Conduct

The post holder must comply with their appropriate professional body and code of conduct e.g. NMC Code of Professional Conduct for Nurses, Midwives and Health Visitors, Code of Conduct for NHS Managers.

7 Responsibility for data quality

All Admiral Nurses that record information have a responsibility to ensure that the data is relevant, accurate, and complete and captured in a contemporaneous manner so that it is fit for purpose. A data subject e.g. an employee/a patient has a right to expect this under the Data Protection Act's fourth principle – '*Personal data shall be accurate and where necessary kept up to date*'.

8 Safeguarding

All Admiral Nurses have a responsibility to themselves, patients, service users and other staff in ensuring the effective Safeguarding of Children and Adults. Admiral Nurses must follow the agreed local policies and procedures in both these domains

Please note that this job description serves to provide an illustrative example of the duties and responsibilities the post holder may be expected to undertake during the course of their normal duties. It is not therefore an exhaustive list; the post holder will therefore be required to undertake other responsibilities and duties that are considered to be commensurate with the band.

9 Person specification

	Essential	Desirable
Qualifications	<p>Nursing Qualification (e.g. RMN, RNMH, RGN) with appropriate post registration qualification or experience in dementia care.</p> <p>Formal knowledge acquired at first degree level in relevant field</p> <p>Post registration qualification or experience in practice development or willingness to undertake a specific course</p>	<p>Any other second nursing qualification, (e.g. RMN, RNMH, RGN).</p> <p>Masters degree or equivalent or willingness to work towards</p>

	Relevant teaching /training qualification	
Work Experience & Attainments	<p>Proven clinical experience of working with people with dementia and their carers/supporter/representatives in different settings.</p> <p>Experience of professional supervision of staff.</p> <p>Evidence of recent continuing professional development.</p> <p>Experience of working with groups and individuals in a variety of roles and settings.</p> <p>Demonstrated experience of working as an autonomous practitioner.</p> <p>Demonstrated ability to lead and manage professional development of others.</p> <p>Demonstrated ability of evaluating outcomes of clinical practice and in supporting others to do so.</p>	
Skills and Knowledge	<p>Advanced knowledge about dementia and how this can affect individual's day-to-day life, relationships, family and support networks.</p> <p>Promotion of best practice and enabling others to do so too.</p> <p>Experience/understanding of evaluation or audit.</p> <p>IT literate; e.g. Power Point, Microsoft Word, Excel.</p> <p>Facilitation skills</p> <p>Knowledge and experience of critical reflection</p> <p>Knowledge of relevant national policy and practice initiatives.</p> <p>Presentation and teaching skills.</p> <p>Leadership qualities.</p>	<p>Experience of facilitating practice development projects.</p> <p>Knowledge of research methods and methodologies.</p> <p>Understanding of competency frameworks and systematic professional and practice development.</p> <p>Writing for publications.</p>

	Ability to support learning through practice.	
Aptitudes & Attributes	<p>Positive mental attitude and a willingness to discuss and negotiate issues and ideas with the appropriate team / individual</p> <p>Excellent communication skills.</p> <p>Ability to provide support to team members.</p> <p>Able to work on own initiative.</p> <p>Ability to work in groups/one to one.</p> <p>Ability to build constructive relationships with warmth and empathy.</p>	
Other requirements	<p>A full valid driving license and access to a car to use regularly for business purposes is essential (unless you have a disability as defined by the Equality Act 2010 and a reasonable adjustment can be made).</p> <p>Must be able and willing to travel to support nurses across the regions plus attend regular meetings at London head office.</p> <p>Flexible approach to meet the needs of the service.</p>	

