

JOB DESCRIPTION

Job Title:	Advanced Practice Lead
Grade:	Band 8a
Hours:	0.4 WTE: 15.00 hours per week. Fixed term 1 year
Salary:	£48,526 to £54, 619 (per rota excluding HCAS)
Location:	Trustwide
Responsible to:	Head of Clinical Education
Accountable to:	Assistant Director of Clinical Education and Trust AP Lead
Key Relationships:	Chief Nurse, Heads of Professions, Assistant Director of Clinical Education, Clinical Education Team, Director and Assistant Directors of Nursing, HR Business Partners, Apprenticeship Lead, University Partners, Clinical Service Managers and Team Leaders, NHSE, ICBs.

Job Summary

Central and North West London NHS Foundation Trust is committed to the development of Advancing Clinical Practice across the organisation. This is a one-year fixed term contract for a qualified AP within CNWL. This post aims to ensure a cohesive Trust wide approach to the recruitment and development of Advanced Practitioners (APs) within services. The post holder will work in partnership with and support managers to implement the CNWL Advanced Practice Framework and Policy, to provide the governance and assurance for the development of the AP within our services.

The post holder will be continuing to build on and develop the work previously undertaken by working closely with the Advanced Practice leads within Clinical Education Team and each of the divisions. They will be focused on clinical educational activities to support the trainee APs to acquire the skills and clinical capabilities needed to practice and play a key role in ensuring good supervision and career development is in place for APs post qualification. They will develop strong working relationship at all levels across the Trust and with external partners to develop a culture whereby the framework is firmly embedded within services.

Key Duties and Responsibilities

Clinical

Take a lead role for Advancing Practice, across the Trust.

To be an influencer and change agent through being a professional resource/role model, in supporting teams to develop the AP role within services.

Ensure that adequate resources are available, to educate teams about the AP framework. To work with colleagues to ensure the sustainability of AP development initiatives and practices.

To develop a robust AP supervision model throughout the Trust that will effectively support, supervise and coach practitioners in practice. With the aim of increasing their competence, capability and confidence for all AP's trainees and qualified.

The Advanced Practice Lead will be responsible for ensuring the Trust meets and delivers on the expected standards of professional bodies and academic partners in relation to student learners.

Monitor and measure success against agreed performance indicators.

Utilize the clinical governance framework in developing service users and carer involvement. Directly support the Trust AP lead in leading and delivering workforce development projects. This will include liaison with Higher Educational Institute (HEI) partners, Health Education England (HEE) and Sustainability & Transformation Partnerships.

Sharing learning and developments with our external partners through presenting at both national and international conferences. Furthermore, contributing to national and regional working groups on nursing development.

Leadership

Be a visible presence in service areas across the Trust.

Lead and motivate staff to ensure a high standard of professionalism, efficiency and effectiveness, fostering a culture of continuous quality improvement.

Responsibility for the ongoing development and sustainability of high quality and innovative practice and educational development within the Trust

To support nursing and AHP colleagues to challenge practice and identify competency issues.

Establish and maintain an effective communication network both within the service and with key stakeholders across the Trust.

Lead clinical audits, quality improvements and benchmarking activities and ensure that service development is planned in accordance with local and national priorities.

To work closely with the Trust educational team and organisational development team in the identification of the services learning and educational needs, that reflect workforce development and strategic priorities.

Managerial

To participate in managerial supervision in accordance with Trust policy.

To lead on the development and review of policies relating to AP across the Trust
To participate in the recruitment of AP trainees within the Trust.

To maintain a Trust register of qualified AP's and those in training.

To monitor and complete AP data returns.

To analyse and present findings from audit; Quality Improvement Projects and information systems within required deadlines.

The post holder will have the associated responsibility training budgets relevant to this work stream.

Manage projects within agreed timescales utilizing project management skills to ensure projects are delivered and acceptable to key stakeholders.

Support in the financial forecasting of current and future training & development programmes.

Maintain external links with national bodies to ensure our practice is in line with national guidance.

Support the trusts commitment to patient, carer and public involvement in the way services are planned, developed and provided and to incorporate this approach in a way which respects issues of equality and diversity in all aspects of work.

Education

Develop and lead education in collaboration with the multidisciplinary team ensuring that all patient care is based on current research and best practice.

To design, develop, co-ordinate programmes of AP education.

To effectively evaluate and seek to improve educational delivery

To deliver education using a variety of different teaching methods including simulation
To recognise the importance of advancing technology in education and actively incorporate the appropriate use of technology in the design and delivery of courses

To contribute to the strategic development of education for the Advanced Practice agenda for the Trust

To support with the development and delivery of a programme to enhance the educational expertise of educators within the Trust and the wider healthcare community.

To ensure all education aligns with other activities within the Trust to promote efficient ways of working and an inter-professional approach to education

To ensure the education delivery requirements of the trainee-Advanced Practitioners are met, both internal and external to the Trust

To ensure that education is delivered to the highest standard and quality.

Prepare and deliver presentations, participating in workshops on a local, regional and national level, to ensure the communication of good practice, where appropriate

Work with the multidisciplinary team to further develop appropriate clinical pathways and care approaches, disseminating knowledge and good practice to other team members.

Participate in the development and delivery of programmes of education and training for nursing, medical and other disciplines and continue to be involved in their ongoing support and training as required including individuals and groups.

Personal Responsibilities

Maintain an up to date knowledge of current trends in practice and research within the advancing clinical practice.

To work in ways that promotes and demonstrates respect for services users, colleagues and carers.

To participate in supervision, annual appraisal and Personal Development Planning.

To identify own training and educational needs through this process.

To be registered with the relevant professional body and ensure that requirements of registration are maintained.

Finance & Resources

Identify the financial implications of Advanced Practice within the Trust

This is an outline of the post-holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Trust and Department.

Supplementary Information:

Job Flexibility

The post-holder will be required to work flexibly, providing assistance as and when necessary, which may involve them in a developing role.

Working Relationships

The working relationship between all members of staff should be mutually supportive, with staff deputising and covering for each other when appropriate.

Health and Safety

Central and North West London Mental Health NHS Trust has a Health and Safety Policy applicable to all employees. Employees must be aware of the responsibility placed on them under the Employment Rights Act 1996, to ensure that agreed safety procedures are carried out, and to maintain a safe environment for employees, patients and visitors.

Trust Sustainability Green Plan Pledge

CNWL are committed to a sustainable future and to improving the social and environmental well-being of our care community. We are dedicated to environmental improvements that embrace a sustainable future that require a shared understanding of our ambitions. Please see the Trust Green Plan - Caring Today and Tomorrow; Carbon-Free available on the Trust Intranet.

Infection Control

The prevention and control of infection is the responsibility of everyone who is employed by Central and North West London Mental Health NHS Trust. Employees must be aware of infection control policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and healthy environment.

Improving Working Lives

Central and North West London Mental Health NHS Trust is committed to the principles of Improving Working Lives and all managers are encouraged to follow Improving Working Lives practices. Consideration will be given to all requests for flexible working in line with Trust policy.

Staff Involvement

Central and North West London Mental Health NHS Trust is committed to involve staff at all levels in the development of the organisation.

Managers should ensure that staff are encouraged and involved in organisational and service developments including business planning and they are able to influence discussions, which affect them and their working conditions.

All managers should engender a culture of openness and inclusion so that staff feel free to contribute and voice concerns. They should develop and implement communication systems that ensure staff are well informed and have an opportunity to feedback their views.

Smoking

Central and North West London Mental Health NHS Trust acknowledges its responsibility to provide a safe, smoke free environment to its employees, patients and visitors. In expressing its commitment to the prevention of smoking related diseases, the Trust has a 'Non Smoking Policy' and all Trust buildings and vehicles are designated as smoke free areas.

Alcohol

Employees are expected to be aware of and understand that Central and North West London Mental Health NHS Trust has a policy on alcohol and the consumption of alcohol. Alcohol is not permitted whilst on duty.

Confidentiality

Employees should be aware that the Trust produces confidential information relating to patients, staff and commercial information. All employees have a responsibility for ensuring the security of information and to comply with the Data Protection Acts, Access to Health Records and Computer Misuse Act.

Disclosure of personal, medical, commercial information, systems passwords or other confidential information to any unauthorised person or persons will be considered as gross misconduct and may lead to disciplinary action which may include dismissal.

Equal Opportunities

All employees of Central and North West London Mental Health NHS Trust are expected to be aware of, and adhere to, the provision of the Trust's Equal Opportunities Policy, and to carry out their associated duties and responsibilities under this policy. As users of the disability symbol, the Trust guarantees to interview all disabled applicants who meet the minimum essential criteria for a vacant post. Grievances, Disputes, Disciplinary and Other Industrial Relations Procedures Central and North West London Mental Health NHS Trust has grievance, disputes, disciplinary and other industrial relations procedures. Employees are required to make themselves aware of these procedures, copies of which are available on the Trustnet, from your manager and the Human Resource Directorate.

Personal Development

The postholder is expected to co-operate in activities which line management believes will contribute to personal and/or to team growth. This includes attending supervisory sessions and training modules, both at their work base and other selected venues of instruction.

Conflict of Interest

Employees are expected to declare any private 'interest or practice', which might conflict with their NHS employment, and be perceived to result in actual or potential financial or personal gain.

Working Time Regulations

The Working Time Regulations 1998 require that you should not work more than an average of 48 hours each week i.e. no more than 816 hours in a 17-week period. To work more than 48 hours you must have management authorisation and you will be required to sign an opt out agreement.

The Trust policy has a limit of 60 hours per week and all staff must ensure a 24 hour rest period is taken in every 7 days.

Conditions of Employment

The Trust will screen all staff who will be working with children and police checks will be carried out on all staff appointed to posts which have access to children.

This will also apply if role develops to include access to children.

Terms and Conditions

The terms and conditions of service associated with this position are those agreed by the Trust.