**JOB DESCRIPTION**

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| **JOB TITLE:** |  Lead General Practice Nurse  |
| **FULL/PART TIME:** |  0.6-1.0 WTE |

**WORKING HOURS:** Monday - Friday

**ACCOUNTABLE TO:** Herefordshire and Worcestershire Training

 Chief Training Hub Officer

**JOB SUMMARY**

This role to lead and represent General Practices Nurses (GPN) education and development across Herefordshire and Worcestershire.

This role will directly shape and influence the work that is currently underway across education and workforce development through the Herefordshire and Worcestershire Training Hub, leading delivery of the General Practice Nursing Strategy. This role will also provide key senior clinical leadership for nursing teams across Primary Care in the ICS.

The role will deliver innovative projects and influence the local interpretation of GPN strategy to enable the Training Hub to play a central role in shaping and supporting the future nursing workforce. It will also deliver on nursing specific KPIs within the Training Hub contract including supporting placement growth and apprenticeships.

The role will also be the voice of general practice nursing for Herefordshire and Worcestershire at regional and national levels as appropriate with the support of the Chief Training Hub Officer.

## KEY RESPONSIBILITIES

* Be the Training Hub strategic lead and ‘subject matter expert’ for nursing across Primary Care in Herefordshire and Worcestershire.
* Support the development of networks and forums to promote peer learning and development for Primary Care Nursing in Herefordshire and Worcestershire
* Lead the GPN workforce agenda within the context of national policy and deliver a wide range of objectives aligned to the workforce transformation priorities as defined by the Training Hubs contracts both NHSE and ICB in collaboration with local system colleagues.
* To work collaboratively with GP practice teams and Primary Care Networks to negotiate new provision of practice placements and facilitate structured learning in the practice area.
* Work with key groups and stakeholders, to attend and host events across Herefordshire and Worcestershire Primary Care Providers, to develop key liaisons and to ensure effective local engagement and responsiveness in line with the culture of NHSE.
* Significantly contribute to quality improvement of education and training; managing the quality of the learning environments, expanding pre-reg placements, work experience and supervision/assessment in primary and community care.
* Demonstrate an up to date awareness of national and local professional issues in relation to pre-registration nurse education, including mentoring and coaching principles, and also the development of non-registered staff.
* Use a variety of appropriate teaching and learning strategies to promote learning and reflection on practice. Including delivery of bespoke training packages and sourcing external training that meets the high standards set within the Training Hub.
* To promote strategies that maximise the learning experience in order to achieve a supportive learning environment, including signposting to educational resources
* Demonstrate a wide range of clinical knowledge and clinical skills (where appropriate) in General Practice nursing.
* Act as a positive role model for nursing across the system. Including promoting positive behaviours (partnership working, whole system understanding, patient centred care, population health focus, etc.) and a supportive/inclusive, team-working culture, ‘setting the tone’ for the wider team.
* Attend local/regional/national GPN meetings and Training Hub meetings as appropriate to share learning and information to ensure maintenance of best practice standards that can be adopted across the ICS.
* To work with providers and others to support and capture innovation locally and ensure national and local conversations develop ‘best practice’.
* Involvement in Programs and Projects
* To use and support development of the Training Hub educational resources to support learners across Herefordshire and Worcestershire Primary Care to fulfil their full potential.
* To act as an ambassador for Herefordshire and Worcestershire Training Hub, the University of Worcester and other HEIs that learners from Herefordshire and Worcestershire access.
* Work in partnership with other Training Hub educators/ambassadors to promote multi-professional learning opportunities.
* Support with bid writing/opporttunitiy sourcing that may enhance nurse education and development.
* Direct line management responsibilities for the Nurse Associate Ambassador role in the Training Hub.

**Additional requirements:**

* Ensure that departmental standards of practice are maintained at all times and contribute in a positive manner to the overall development of the communications and engagement team.
* The post holder will be required to travel to many other locations, and other organisations, as required, this can be done using own vehicle or public transport.
* This post is one of continual development.
* Awareness of legal and regulatory requirements relating to specific projects.

To carry any other appropriate duties as required including mapping of the changes the 10 Year Plan will create across all above listed responsibilities.

**COMMUNICATIONS AND WORKING RELATIONSHIPS**

**PERSONAL DEVELOPMENT**

* To maintain professional registration in line with NMC requirments.
* To attend mandatory training and fire lectures regularly and assist with fire policy/evacuation procedure when necessary via internal training or transferrable NHS passport training evidence.
* To keep up to date with and attend training on revisions to information systems or changes in protocols for the inputting of data in the light of Local and national initiatives. To adhere to agreed protocols at all times.
* To participate in Individual Performance Review and Personal Development plans on an annual basis and to undertake training and development as identified within these discussions and as indicated by the requirements of the post.

**CLINICAL GOVERNANCE AND QUALITY ASSURANCE**

* To realise the importance of confidentiality when dealing with patients and staff, particularly when giving or receiving information over the telephone in accordance with the Data Protection Act.
* Maintain the high standards of the service by contributing towards individual, team and service objectives and acting at all times in the best interest of patients.
* To accurately collect, collate and input data to Information Systems as required by procedures to ensure that patient database records are up to date and accurate.
* To participate in Individual Performance Review and Personal Development plans on an annual basis and to undertake training and development as identified within these discussions and as indicated by the requirements of the post.

**INFORMATION GOVERNANCE**

* Taurus Healthcare requires its staff to comply with Information Governance related standards and policies at all times when dealing with confidential information, which includes any information relating to the business of the company and its service users and employees.
* All Taurus Healthcare staff are bound by a duty of confidentiality and must conduct their duties in line with the NHS Confidentiality Code of Practice, Data Protection Act and Freedom of information Act.
* Post-holders must maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately and kept up to date. The post-holder must only access information, whether paper, electronic or in other media, which is authorised to them as part of their duties.
* All Information obtained or held during the post-holder’s period of employment that relates to the business of the company and its service users and employees will remain the property of the Taurus Healthcare. Information may be subject to disclosure under legislation at the Company’s discretion and in line with national rules on exemption.
* Any breach of confidentiality or computer misuse could lead to disciplinary action, and in serious cases could result in dismissal. Breaches after the post-holder’s employment has ended could result in the Company taking legal action against them.

**HEALTH AND SAFETY**

* To have responsibility for health, safety and welfare of self and others at work. This includes being conversant with Trust Health & Safety policies and procedures and ensuring incidents, accidents and near misses are reported; taking part in the risk management process and carrying out tasks/using equipment only when competent to do so.
* Be responsible for ensuring the general environment is clear of all hazards.
* All staff have a responsibility to apprise themselves of how the prevention of the spread of infection relates to their role. They have a responsibility to ensure they are aware of Company policies and procedures in relation to infection prevention and control, and ensure that they comply with them in fulfilling their role.

**EQUALITY AND DIVERSITY**

* Respect the privacy, dignity, needs and beliefs of patients, carers and colleagues.
* Act in a way that recognises the importance of people’s rights, interpreting them in a way that is consistent with Taurus procedures / policies and current legislations.
* Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

This job description may be amended by management through consultation with the post holder in order to reflect changes in, or to, the job.

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| **PERSON SPECIFICATION** | **ESSENTIAL** | **DESIRABLE** |
| **EDUCATION AND QUALIFICATIONS** |  |  |
| First level nursing qualification | ✓  |  |
| 1st degree in health related subject | ✓ |  |
| Masters qualification or equivalent experience  | ✓ |  |
| Nurse Assessor/Supervisor |  | ✓ |
| Teaching qualification  |  | ✓ |
| **SKILLS, KNOWLEDGE AND ABILITIES** |  |  |
| Demonstrable evidence of continuous professional development.  | ✓ |  |
| Ability to develop, implement and evaluate evidence based clinical skills teaching both in the classroom and in practice. | ✓ |  |
| Ability to communicate and influence staff from all levels and from different professional groups, including negotiation and conflict management. | ✓ |  |
| Able to function with a high degree of personal accountability and autonomy. Including ability to deliver to agreed deadlines. | ✓ |  |
| Competent use of Microsoft Office and other IT programmes | ✓ |  |
| Evidence of being on Live Register of mentors. |  | ✓ |
| Able to plan and organise own workload.  | ✓ |  |
| Ability to analyse and interpret data for decision making and quality improvements | ✓ |  |
| A strong sense of vision and ability to innovate | ✓ |  |
| Politically astute with an ability to sensitively manage complexity and uncertainty | ✓ |  |
| **EXPERIENCE** |  |  |
| Recent Practice Nurse experience | ✓ |  |
| Broad and current experience of organisation, management and delivery of clinical skills within the NHS. | ✓ |  |
| Experience of teaching clinical skills  | ✓ |  |
| Experience of working in a workforce development role | ✓ |  |
| **PERSONAL ATTRIBUTES** |  |  |
| Can work as a team player | ✓ |  |
| Is open and honest and acts with integrity. | ✓ |  |
| A good understanding of equality and valuing diversity principles | ✓ |  |
| An academic interest in training and education across primary care | ✓ |  |
| **OTHER FACTORS** |  |  |
| Ability to travel around the two Counties as required, and further, as necessary | ✓ |  |