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| **JOB IDENTIFICATION** Job Title: Nurse / Midwife Facilitator (12 months Fixed Term / Secondment Opportunity) Division: NHS Greater Glasgow & Clyde  Directorate: NMAHP Directorate  Department: Corporate Nursing  Accountable to: Executive Nurse Director,  Reports to: Lead Nurse Healthcare Staffing  Number of Posts: 2 |
| **2. JOB PURPOSE** |
| The post holder is required to implement, teach and support practice development initiatives, facilitating Nursing and Midwifery staff to develop safe, effective and person-centred clinical practice. To work within the nursing and multi-disciplinary teams actively contributing to the education and training strategy within the directorate, by means of group educational teaching sessions, one-on-one teaching sessions and in clinical areas providing, real time teaching. To ensure practice development activity and pre and post registration education development needs are met. A key role of this post is to support staff in meeting competency requirements and staff are equipped with the skills required to perform their role to the optimum. The post holder will support educational initiatives within Nursing and Midwifery in relation to Health and Care Staffing and promote continuous improvement of patient centred care, by exhibiting effective skills of encouragement, persuasion and tact. They will be responsible for advocating that practice in relation to the Health and Care Staffing Legislation is up to date utilising guidelines, evidence-based practice, research and audit.  The post holder will be responsible for the development, delivery and evaluation of Health and Care Staffing educational programs and sessions such as Staffing Level tool/Common staffing method, Rostering and Time to Lead incorporating the needs of both registered and Health Care Support Worker staff as well as professional development of new nursing staff. To contribute to continuous professional development programmes within the Health and Care Staffing team.  The post holder will be expected to contribute to the development of the health and care staffing planning process and training needs analysis for the directorate team in line with key government targets and initiatives. The post holder will provide updates on compliance rates of current training sessions. Further to this they will Support NHSGGC in meeting its obligations for the Nursing and Midwifery healthcare staffing as part of the Health and Care (Staffing) (Scotland) Act 2019 legislation. |
| **3. ROLE OF DEPARTMENT** |
| The Directorate provides professional advice and leadership for the Nursing and Midwifery workforce, in line with the Boards and the National strategy for Nursing and Midwifery, to ensure   * + Appropriate clinical/professional provision   + Appropriate development of Nursing and Midwifery policy and practice   + The achievement of quality improvements and assurance   + The deployment of the nursing workforce in line with the Division’s objectives   The directorate maintains close links with peers in NHSGGC, NHS Scotland, Healthcare Improvement Scotland and Higher Education Institutes throughout the UK.  . |
| **4. ORGANISATIONAL POSITION** |
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| **5. SCOPE AND RANGE** |
| The post-holder has a pan NHSGGC role and is expected to work as part of the Nursing and Midwifery and Allied Health Professional team and contribute to the setting, implementation, and evaluation of standards of nursing and Midwifery practice, by delivering education and teaching sessions based on current legislation and best practice with the implementation and facilitation process of:   * The Nursing and Midwifery health and care staffing level tools and Common Staffing Method * Real Time Staffing and Risk Escalation process * Roster Practice * Time to Lead   Reports to Lead Nurse Healthcare Staffing, NMAHP Directorate who directs and facilitates Nursing and Midwifery Workforce Development for and on behalf of the Executive Nurse Director.  Provides clinical leadership to nursing and midwifery staff facilitating the clinical practice, professional and educational development of these individuals in relation to Health and Care Staffing.  Assists in the design and delivery of ongoing education and training within the Health and Care Staffing team. To support the assurance that all health and care staffing training needs within nursing and midwifery are met to ensure staff competency and safety  The overarching aim of this post is to promote safe, effective and person-centred practice through the application of the Health and Care Staffing Legislation.  You will Work closely and collaboratively with Chief Nurses/Midwife, Lead Nurses/Midwives, Senior Charge Nurse/Midwives (SCN/M), Senior Nurses and Professional Nurse Leads (PNLs) on key areas of responsibility for healthcare staffing planning to support the implementation of quality improvement and service redesign recommendations in relation to results of local/regional and national programmes. |
| **6. MAIN TASKS, DUTIES AND RESPONSIBILITIES** |
| To contribute to, and encourage the development of, evidenced-based practice and to incorporate evaluation into the application of the health and care staffing legislation, for example the Common Staffing Method.  Provide clinical leadership for the assessment of patient’s needs, implementation and the evaluation of programmes of care, which are evidence based for example Real Time Staffing and Risk Escalation.  To act as a skilled experienced practitioner ensuring clinical skills are enhanced  To provide support and facilitate the nursing and midwifery workforce to develop capacity, knowledge and understanding of the Health and Care staffing legislation, for example the staffing level tools and Common Staffing Method.  To establish and maintain a robust system to record training activities and individual competencies  Assist with creating a culture where clinical nursing practice is proactive and responsive to changing health care needs.  To provide mentorship, coaching and facilitation for all nursing and midwifery staff in their duties to fulfil the Health and Care Staffing Legislation.  Maintain a current knowledge base of clinical development and best practice.  To support relevant working groups, contributing to the development and implementation of policies and procedures and updating in line with current evidence and best practice.  Where appropriate support the Lead Nurse Practice by gathering information and compiling reports as required.  Participate in the co-ordination and monitoring of the workplan.  **Clinical Practice**  Advise, guide and inform nurses and midwives on clinical issues as appropriate to practice development initiatives in relation to Health and Care Staffing.  Maintain clinical practice via regular clinical sessions.  Utilise clinical knowledge and experience when participating in clinical practice and advising staff on the assessment, planning, delivery and evaluation of patient care.  Ensure that own practice reflects current clinical knowledge and evidence.  Promote and support innovation in practice.  The post holder is expected at all times to practice competencies that demonstrate insight, understanding and mutual respect of patients, their families, carers and work colleagues. Whether in a clinical or non-clinical role the post holder is expected at all times to be an exemplar of person-centred care, embracing their Code of Conduct to a high standard as part of an integrated health professional team.  **Research and Audit**  Contribute to the identification of opportunities, and facilitate research and audit, encouraging utilisation and interpretation of findings which will contribute toward safe, effective and person-centred practice in relation to Health and Care Staffing, for example, the Staffing Level Tools and Common Staffing Method.  Support directorate nursing and midwifery staff in developing research and audit activities to contribute to the achievement of identified priorities.  Network with Workforce analytics, Professional Governance the multidisciplinary team, national colleagues to work together, share ideas and learn different practice.  Support and participate in care assurance visits across NHSGGC in relation to the National quality agenda, Excellence in Care and NHSGGC’s Care Assurance Framework to achieve sustained improvement in patient care.  **Education**  Act as a resource for colleagues within NHSGGC specifically with regards to healthcare staffing planning and care assurance.  Manage and implement learning materials to support self-sustaining solutions for clinical teams in their application of programme deliverables.  Provide clinical expertise to service development, offering specialist advice and coaching to others about the theoretical application of the duties of the Health and Care Staffing Legislation, for example the Common Staffing Method.  Identify, and develop education programmes and deliver the core training requirements of health care staffing and quality improvement methodologies to support staff in developing their knowledge and skills.  Ensure continual self-updating with current practices identifying educational needs and ensuring personal practice is evidence based  Maintain information and education resources, and records relating to training.  Identify and meet own educational and professional development needs in relation to the role.  Work in partnership with clinical leaders and more senior decision makers to influence the development of safe, effective, person-centred care and the implementation of the Health and Care Staffing legislation.  For delegated work, contribute to regular training need analysis to facilitate the development, organisation, delivery and evaluation of formal and informal educational / development activity that meet the needs of nursing / midwifery staff.  Contribute to partnership working with Health Care Improvement Scotland Education Scotland and other relevant bodies (eg Staff Side) to develop and maintain education programmes.    Participates in disseminating and supporting implementation of legislation at an operational level. |
| **7a. EQUIPMENT AND MACHINERY** |
| Telephone  Printer  Computers (Desktop and Laptop) inc monitors and keyboards  Photocopier |
| **7b. SYSTEMS** |
| The post holder will work with a range of systems/packages: -  Microsoft office 365 packages i.e. Word, excel, PowerPoint  E Mail  SharePoint and internet  Electronic diary management  Patient case records/care plans  Computer systems e.g. SSTS, RL Datix products, Boxi, TrackCare  Generate and maintain Learning & Development records/systems |
| **8. DECISIONS AND JUDGEMENTS** |
| The post holder will have a high level of autonomy and will work in a self-directed way within the parameters set for the post. They will prioritise workload and ensure delivery of an effective and efficient service in both a proactive and reactive manner.  Judges when to challenge decisions and behaviour of others appropriately, utilising a range of effective communication and problem-solving skills.  Is subject to confidential, personal and professional information that requires the post-holder to have a high level of discretion.  The post holder is expected to work closely with the Health and Care Staffing Lead Nurse, Clinical Leaders and More Senior Decision makers to provide professional advice to support decision making relating to the implementation of the health and care staffing legislation.  Be responsible for monitoring and evaluating professional standards and provide professional advice.    The post holder is required to influence a wide range of multi-disciplinary staff to ensure collaboration to deliver the work plan through clear and confident presentation of evidence-based practice, research and audit/report outcomes.  The post holder will have their work plan agreed with their line manager through the supervision process; monitor progress towards achieving agreed objectives. The implementation of the work plan is determined by the manager and includes time management. The manager uses discretion with regards to ensuring higher managerial engagement in decision-making. |
| **9. COMMUNICATIONS AND RELATIONSHIPS** |
| The post holder will engage in regular formal/informal communication with Directorate Management Team/NHSGGC Colleagues/external agencies as required e.g. regular monthly meeting.  The post holder requires highly developed interpersonal and communication skills.  Robust communication is required to motivate staff and ensure collaborative working with practitioners and stakeholders across nursing and midwifery. |
| **10. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| |  | | --- | | **Physical Demands:**  Regular use of computing equipment including laptops.  Lifting and carrying materials/resources/equipment– for awareness raising events, presentations and training.  Required to travel to various sites.  **Mental Demands:**  Retention and communication of specialist health and care staffing knowledge and information.  Post holder will have to deal with frequent interruptions that will require them to respond to requests for specific information and focus on a different task or activity.    Concentration required when analysing computer and paper generated data, reading/writing documents and reports, especially when working to tight deadlines.  **Emotional Demands:**  The Post holder is required to challenge practice of NHS staff, ensuring that health and care staffing initiatives are seen as priority and integral to planning and practice  Required to respond to difficult and sensitive situations  Succe  ss may depend on managing through others when not in a direct line management role. Tenacity and focus in the face of difficulty and/or opposition will be key to effective delivery | |
| **11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** |
| Acting as an effective change agent at operational and professional level, communicating in potentially hostile, antagonistic or highly emotive atmosphere.  Working to tight time schedules.  Responding to unplanned requests for information and immediate responses to documentation.  Diversity of work.  Frequent requirements for prolonged and occasional intense diligent concentration throughout the working day.  Managing reluctance to engage when acting as a change agent.  Adaptation of teaching to meet the learning styles and development needs of individuals and groups.  Achieving and maintaining effective teamwork; group motivation and harmonised working in adverse circumstances such as personality conflicts and variations in learning styles.  Developing and maintaining effective communication with all members of the multidisciplinary team.  Ensuring the continued commitment and support from a wide range of stakeholders to enable the implementation and delivery of action plans in the context of competing priorities within a highly complex organisation. |
| **12, KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** |
| Registered Nurse with current NMC Registration.  Educated to degree level.  Experience in teaching/learning.  Experience of participating in improvement projects to completion including monitoring and evaluation.  Ability to work autonomously.  Comprehensive post registration experience that demonstrates the required breadth of knowledge required to lead safely, effectively and efficiently.  Comprehensive knowledge of the Health and Care Staffing legislation.  Evidence of ongoing professional development.  Well-developed multi-disciplinary/partnership working skills.  The post holder will possess excellent team-working/leadership skills and can motivate others and work using own initiative.  Strong communication/Interpersonal skills.  Highly competent in oral communication.  IT skills with demonstrated ability to use a range of software packages.  Interpretation of Staffing Level Tool and Real Time Staffing reports.  Presenting complex information to professionals and others at different levels. |