

## Job Description & Person Specification



**Job title: Practice Educator**

**Band: 7**

## 1. About the Trust

### Our organisation

The Hillingdon Hospitals NHS Foundation Trust is the only acute hospital in the London Borough of Hillingdon and offers a wide range of services including accident and emergency, inpatient care, day surgery, outpatient clinics and maternity services. The Trust's services at Mount Vernon Hospital include routine day surgery, delivered at a modern treatment centre, a minor injuries unit and outpatient clinics.

The safety and well-being of our patients and of our staff is paramount and we are making urgent improvements to address this – particularly in infection prevention and control. We are making progress and going forward by working in partnership with local GPs, charities, community services, academic partners, our local authority, neighbouring hospitals and the wider North West London Integrated care system, and ensuring that we listen and work in partnership with our local population. We are absolutely focused on ensuring that our hospitals provide high quality, safe and compassionate care, while drive forward the building of the new Hillingdon Hospital.

We have over 3,500 members of staff that are proud to care for nearly half a million people, with a vision to be an outstanding provider of healthcare through leading health and academic partnerships, transforming services, to provide the best care where needed.



Our staff are real superstars; how they have responded to the challenge of the COVID-19 pandemic was amazing and reflects our values - which guide our decisions, our teamwork, how we support our people and how we deliver our patient care.

The values form the mnemonic **CARES**:

### **Communication, Attitude, Responsibility, Equity, Safety**

Our patients are at the heart of everything we do and our mission is to provide high quality, safe and compassionate care, improving the health and wellbeing of all the people we serve. In addition to our Estates, Clinical, Workforce, Digital, Communications and Engagement strategies, our strategic objectives this year are focused on Quality, Workforce, Performance, Money, Well-Led and Partnership Working.

## **2. Role profile: Job description & Person specification**

<b>Job title</b>	Practice Educator
<b>Salary scale</b>	Band 7
<b>Division</b>	Clinical Training & Development
<b>Responsible to</b>	Lead Nurse for Education
<b>Accountable to</b>	Lead Nurse for Education
<b>Type of contract</b>	12 months Fixed Term
<b>Hours per week</b>	37.5
<b>Location</b>	THH / MVH

### **Job summary**

Under the direction of the Lead Nurse for Education, the post holder will:

- work clinically as required or directed by the Lead Nurse for Education to support the clinical areas in the development of the workforce or in accordance to the organisation's operational pressures.
- assist the Clinical Education Team in the planning, delivery and evaluation of training and education for the clinical workforce.
- support the Clinical Education Team in supporting staff who are undertaking clinical educational programmes.
- develop/ implement educational programmes and learning environment in line with educational policies and political drivers.
- support the Clinical Education Team in providing student nurses with a positive learning environment whilst on placements.

- escalate any issues in a timely manner to Lead Nurse for Education.
- be an exemplary role model for Trust staff exhibiting the expected Trust values and behaviours throughout their career and journey of life-long learning

## Key Working relationships

- Head Nurse for Workforce and Education
- Lead Nurse for Education
- Practice Educators
- Practice Development Nurses
- Ward Matrons
- Ward Managers
- Administrator- Clinical Training and development
- HEIs
- NHSE

## 3. Responsibilities and key result areas to include:

### General responsibilities:

- Plan and deliver clinical education and training programmes.
- Amend training programmes in response to changes in policy, practice or identified risks, and/or departmental needs
- Develop workplace competencies to support classroom learning.
- Evaluate the outcome and impact of training on clinical skills in the clinical workplaces
- Plan and maximise opportunities to deliver work-based (as opposed to non-work-based) learning
- Work with the Lead Nurse for Education and existing team to support staff on clinical educational programmes at the Trust
- Maintain competency and update personal knowledge and clinical practice/skills being delivered
- Assume responsibility for scheduling a work-plan and up-to-date diary.
- Ensure all the students are allocated supervisors/ assessors in their clinical area

- To report back to Lead Nurse for Education on all role activity in a timely manner and meet formally on a monthly basis.
- Undertake quarterly appraisal of the role and its function with the Lead Nurse for Education and ensure that the role remains dynamic and sensitive to the needs of service users
- Maintain own professional registration and practice through CPD.
- Maintain professional portfolio of supporting evidence in line with Agenda for Change Knowledge and Skills Framework requirements.
- Develop and use personal clinical knowledge and skills to promote excellence in clinical care and educate staff.
- Maintain personal standards of conduct and behaviour consistent with Trust and NMC guidelines.
- Be an active member of relevant Trust committees and groups contributing to developing/implementing local/national strategy.
- Ensure that accurate records of staff training and assessment are maintained and submit reports in a professionally acceptable manner.
- Ensure the safe use of educational training equipment and responsible for its maintenance
- Support failing students and use education to performance manage if required.
- Ensure student clinical placement allocation is done in a timely and organised manner
- Deploy effective communication strategies to ensure that information and knowledge is imparted sensitively according to needs of patients, staff and students in training.

## **Vision, Strategy and Business development**

- Work with the Lead Nurse for Education to establish effective teaching and learning systems and processes are in place so that Trust can report and obtain strategic organisational support.
- Work with the Lead Nurse for Education to review the implementation of the teaching programmes and their effectiveness via a recognised audit process.
- Contribute to external reviews/inspections in relation to education and practice.

- Contribute to the development of clinical education evaluation tool to demonstrate value for money and measure patient safety key performance indicators.
- Contribute, through discussion, where required to HEI providers facilitating changes in education programmes that support the Trust's strategy requirements and the needs of the workforce.

## **Leadership, Culture and Values and People**

- To support the reviewing, implementing and auditing effectiveness of the Trust wide teaching and learning strategies in line with local and national policies and service reconfigurations.
- To be visible in the clinical environments liaising with Trust staff and facilitating learning
- Contribute in developing all learning environments within the Trust by proactively promoting a learning culture and leading by example, thus contributing to quality standards of care and improvement.
- Support other members of the Clinical Education Team, assisting with the development of comprehensive training and assessment packages
- Be able to cover other training as may be required and as directed by the Lead Nurse for Education provided by the Clinical Education Team
- Work in collaboration with staff in the clinical area to improve the fundamentals and clinical elements of care delivered by the workforce
- Ensure that all training delivered is evaluated by participants and that constructive criticism is utilised to improve personal performance

## **Governance, Quality and Performance**

- Able to work as part of team to develop and share good practice
- Organise and manage own diary in order to meet relevant timescales and deadlines
- To develop a robust timetable to visit clinical areas ensuring all clinical areas are given equitable support and advice
- Provide best practice & evidence-based advice within the practice clinical setting and within the classroom environment

- Create, maintain and enhance effective working relationships with the Clinical Teams promoting a positive learning culture within the Trust
- Project manages a variety of topics as and when required and directed by the Lead Nurse for Education

## **Communication and Partnership Working**

- Develop and maintain communication with identified stakeholders by being visible in the clinical area thus facilitating the development of staff, by assisting the senior clinical staff to identify the competence of staff and recognising any areas for development.
- Develop and maintain effective relationships by being visible in the clinical area to ensure the educational programmes are implemented and supported by ensuring fairness and consistency throughout the organisation.
- To work alongside the Lead Nurse for Education in developing partnership with the Higher Education Institutions and colleagues in other NHS organisations in developing programmes that support the development of staff
- Plan activities with external partners across Northwest London-ICB for the delivery of education to the wider workforce
- Uphold excellent communication skills with patients when working in those relevant areas
- To support all students in completing their ePAD timely manner and escalate appropriately if it is not completed.
- Provide specialist advice and support to staff within scope of own knowledge and experience.
- Communicate effectively at a variety of forums, through use of presentations and discussion to ensure all staff has an understanding of the their role and competence required
- Contribute to the Trust agenda on recruitment & retention of staff nurses and midwives.

## Financial health

- Work in conjunction with the Lead Nurse for Education to consider how the on-going Continuous Professional Development funding is best utilised to support staff or clinical areas to perform better
- Exercise a personal duty of care in relation to Trust resources.

## Health and Safety

- The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. The post holder equally has a responsibility to ensure that they do nothing to jeopardise the health and safety to either themselves or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.
- The post holder must not willingly endanger themselves or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.
- All accidents/incidents must be reported to the line manager and documented as per Trust Policy, including the reporting of potential hazards.
- The post holder has a responsibility to ensure they attend corporate and clinical mandatory training on a yearly basis.
- The post holder will provide pastoral care to student nurses, apprenticeship nursing associates, HCA's, OSCE nurses, preceptees, preceptors, supervisors and assessors
- The post holder will develop knowledge and skills to contribute to the increase in compliance of Statutory and Mandatory training within the Trust

## Infection Control

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust Infection Control manual. The post holder has a responsibility to ensure that you attend the appropriate training and assessment to reduce hospital infections.

## **Child Protection & Vulnerable People**

The Trust takes the issues of safeguarding children, adults and addressing domestic abuse very seriously. All employees have a responsibility to support the organisation in our duties by.

- attending mandatory training on safeguarding children and adults
- familiarising themselves with the Trust's processes for reporting concerns
- reporting any safeguarding child or adult concerns appropriately

## **Security**

The post holder has a responsibility to ensure the preservation of NHS property and resources.

## **Confidentiality**

The post holder is required to maintain confidentiality at all times in all aspects of their work.

## Person specification

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<b>Salary scale</b>	Band 7
<b>Division</b>	Clinical Training & Development

Evidence for suitability in the role will be measured via a mixture of application form, testing and interview.

Essential: E Desirable: D

<b>Factors</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• NMC Registered Nurse</li> <li>• Degree level education (or equivalent experience)</li> <li>• Evidence of ongoing professional development and attendance at relevant conferences</li> </ul>	PG Cert in Education or equivalent teaching qualification	Application form
<b>Skills/knowledge &amp; understanding</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills, both written and verbal</li> <li>• Excellent interpersonal skills able to engage and build effective relationships at all levels in stakeholder organisations</li> <li>• Ability to present to large groups of people</li> <li>• Ability to teach and facilitate in a variety of settings with different groups of staff</li> <li>• Able to plan, implement and evaluate teaching programmes</li> <li>• Excellent organisational and time management skills</li> <li>• Knowledge of different methods/ styles for teaching and learning in a healthcare setting</li> </ul>	Clinical Supervision Skills  Sound knowledge of how to escalate concerns	Application form/Interview

	<ul style="list-style-type: none"> <li>• Be able to demonstrate completion of clinical skills including venepuncture, cannulation, NG tube insertion, male and female catheterisation, IV drug administration</li> <li>• Microsoft office – Word, Excel, PowerPoint, Access</li> </ul>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Broad range of post qualifying clinical experience for a minimum of 3 years</li> <li>• Minimum 12 months clinical experience as Band 6</li> <li>• Experience of teaching, supervising and assessing healthcare students in the practice setting</li> <li>• Be a practice supervisor &amp; assessor</li> <li>• Experience of having worked across professional and organisational boundaries</li> <li>• Practical experience of facilitating change</li> <li>• Knowledge and experience of HEE/NHSE providers to develop and implement policies Current knowledge of relevant professional and NHS Policy</li> <li>• Experience of clinical placement allocation and using ePAD</li> <li>• Extensive experience of supporting and developing staff</li> </ul>	Experience or knowledge in the use of supplies and keeping to budget	Application Form/Interview
<b>Personal attributes/abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills, both written and verbal</li> <li>• Excellent interpersonal skills able to engage and build effective relationships at all levels in stakeholder organisations</li> </ul>		Application form/Interview

	<ul style="list-style-type: none"> <li>• Ability to work under pressure and to meet deadlines</li> <li>• Ability to work without supervision and use own initiative</li> <li>• Ability to work flexibly and manage competing priorities</li> <li>• Consistently high attention to detail and quality of work</li> <li>• Ability to work as a member of a team</li> <li>• Ability to establish and maintain good working relationships with people from a wide range of personal and professional backgrounds</li> <li>• Adaptable to meet differing learning styles/ preferences</li> <li>• Willingness to work across organisational and professional boundaries</li> <li>• Ability to write evidence based reports Understanding of quality improvement methodology and outcome measurement</li> <li>• Excellent Listening Skills</li> <li>• Ability to appropriately escalate any concerns raised to them in an appropriate manner</li> <li>• Being approachable and Trust worthy so that staff feel comfortable to discuss their progress</li> </ul>		
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