

## ROLE OUTLINE

**POST:** Clinical Educator

**DEPARTMENT:** Acute Care Team,

**BAND:** Agenda for Change Band 6

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**Accountable to:** Matron, Acute Care Team

**Reports to:** Matron, Acute Care Team

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## MAIN ORGANISATIONAL RELATIONSHIPS

Ward medical and Nursing Staff/ Patients/Families/Carers, Education & Development Leads, Assistant Chief Nurses, Consultant Teams, Divisional General Manager, Risk Management, Ward Managers, Ward and Department Clinical Teams, Multi disciplinary teams, Support and ancillary staff, nursing students, Clinical Governance Teams, Advanced and Specialist Practitioners, Higher Education Institutes, Learning & Development Departments, Human Resources Teams, Internal and external training institutes.

## ROLE SUMMARY

- This role will support the Senior Clinical Educator in implementing education, training and development strategies in relation to acute care to relevant staff groups.
- Working with the Senior Clinical Educator the post holder will contribute to improvement of standards to care through collaboration of staff groups participating in audit and research.
- In conjunction with the Matron and Senior Clinical Educator the post holder will ensure the workforce is fit for purpose in terms of caring for the acutely unwell adult and that individual/ role competencies are reviewed to provide safe, high quality and efficient service.
- As directed by the Matron or Senior Clinical Educator the individual may lead the delivery of acute care training and communication strategies.

## LEADERSHIP

The post holder will:

- Ensure visibility within clinical areas.
- Support the Matron in delivering the core values and beliefs of the service
- Contribute, with the Matron to formulating trust strategy and policy within areas of practice.

- Support the developing role of the practitioner by contributing to the change processes through, leadership, research, education, training and clinical practice.
- Make clinical decisions working within the 'Scope of Professional Practice' and support the Senior Clinical Educator in identifying those areas of practice most appropriate to be undertaken by the nurse/midwife/support staff or others.
- Bring relevant national information, policies, guidelines and procedures that may impact on service to the attention of the Matron
- In conjunction with the Senior Clinical Educator set and monitor standards, promoting best practice in the area in which they are working.
- Maintains professional registration and practice through CPD
- Maintains professional portfolio of supporting evidence in line with Agenda for Change Knowledge and Skills Framework requirements.
- Maintain personal standards of conduct and behavior consistent with trust and NMC guidelines
- Demonstrates the ability to coordinate, monitor and assess own workload
- Recognises, understands and accepts the requirement to act as an advocate for patients, carers, staff, service and organisation.
- Ensure evidence based practice and value for money in the use of all resources.
- In conjunction with the Matron contribute to the development of clinical practice in acute care across Greater Manchester by networking with other acute trusts and community services.

## **MANAGERIAL**

The post holder will:

- Develop and maintain effective communication systems both within and outside the Trust and create an environment that encourages open communication and trust.
- Develop and maintain organisational and managerial skills relevant to the service facilitating a satisfactory interface and effective working with the MDT and all ward areas.
- Contribute to the delivery of organisational/ service objectives.
- Be aware of cost implications associated with the service and ensure effective use of all resources including staff and medical and surgical supplies
- Attend, contribute and as required departmental/ clinical team meetings.

## **CLINICAL PRACTICE**

The post holder will:

- Participate in the development of relevant clinical protocols as a member of the Acute Care Team and support clinical areas in the development of such protocols.
- Ensure interventions undertaken are in line with best practice guidelines
- Ensure that child protection and vulnerable adult legislation is adhered to within own practice and service.
- Provide a visible clinical profile, having an advisory and clinical input into the development of staff as directed by the Matron.
- Prepare accurate and concise reports, both written and verbal feedback to the Matron
- Deploy effective communication strategies to ensure that information and knowledge is imparted sensitively according to needs of patients, staff and students in training
- Be an active member of relevant groups implementing acute care initiatives
- Keep relevant records and submit reports in a professionally acceptable manner
- Promote a positive relationship with all stakeholders within the service

- Contribute to the clinical effectiveness processes, by identifying and acting appropriately regarding incidents of poor practice through clinical incident reporting, audit and research
- Develop and facilitate nursing, clinical skills and practice in line with national and local policy

## **EDUCATION & DEVELOPMENT**

The post holder will:

- Develop and deliver specific and relevant teaching programmes for all disciplines and grades of staff in order to ensure all staff are equipped to deliver care for the acutely ill patient and related equipment.
- Develop and establish systems to capture related education and training activity within areas of responsibility and as directed by the Senior Clinical Educator
- Identify own development needs in line with service requirements within personal development plan.
- Develop and distribute related educational material to support staff in practice
- Seek personal, peer support and clinical supervision as agreed with the Matron
- Ensure mentorship training is updated annually
- Liaise closely with divisional educators to share skills and knowledge and ensure relevant skills are disseminated
- Provide advice on role competencies and contribute to the development of relevant competencies for nurses, students of nursing, assistant practitioners and clinical support workers
- Contribute to identifying the specific needs area and contribute of the area and devise specific training plans for each area.
- Contribute to clinical governance outcomes.
- Work closely with the Senior Clinical Educator, directorate management teams, nurses, medical colleagues and users of the service to ensure that any change in the provision of services is patient centred, clinically effective and demonstrates value for money.
- Develop and use personal clinical knowledge and skills to promote excellence in nursing care and educate students.
- Ensure all nursing and medical staff understand the concept and are able to apply the skills when utilising the response system for the acutely ill patient

## **RESEARCH & AUDIT**

The post holder will:

- Ensure that all practice is evidence based.
- Evaluate clinical practice by contributing to audits of service/role
- Demonstrate knowledge of current research in all aspects of his/her work and advise others on the implementation of research findings to practice.
- Participate in research projects in response to specific needs, as identified by Senior Clinical Educator or Matron
- Disseminate results/research findings via local team
- Promote the shared objectives of the multi disciplinary team by working closely to ensure that best practice is achieved utilising Clinical Benchmarking and Essence of Care process to support this.

This job description is an outline of the key tasks and responsibilities of the role and is not intended as an exhaustive list. The job may change over time to reflect the changing

needs of the Trust and its services, as well as the personal development needs of the post holder. Where particular Directorates require the post holder to focus on specific issues and/or areas of concern, this will be discussed through the performance management process.

### **Health and Safety**

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself 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 him/herself 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 your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.

### **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.

### **Team Briefing**

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

### **Smoking Control Policy**

The Trust operates a smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas. Staff appointed will agree to only smoke in designated areas.

**PERSON SPECIFICATION**  
Clinical Educator, Acute Care Team

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	Relevant professional qualification (RN/RM) Degree in related subject or equivalent level 6 study	Qualified in specialty Completion of Leadership Programme (e.g. ILM) Teaching qualification
<b>EXPERIENCE</b>	Significant experience as a registered healthcare professional with the majority in an acute ward or critical care setting Regular experience in coordinating clinical environment Portfolio of evidence showing achievements in practice/specialty Recent evidence of continuing professional and personal development, both clinical and managerial. Competent with Microsoft office (i.e. excel, PowerPoint, word) Competent at audit	Evidence of implementing a service development/change Experience in writing for publication Development and delivery of training/ education Experience of change management
<b>DISPOSITION</b>	Ability to: Work under pressure Flexible to service need Able to manage multiple priorities Aptitude to change Willingness to develop and expand role Supportive to colleagues	
<b>KNOWLEDGE</b>	Local and national issues affecting sepsis Particular interest in sepsis recognition and management NMC standards and requirements Able to demonstrate knowledge of health policy and application to nursing practice.	
<b>MANAGEMENT STYLE</b>	Encourages participation from all staff	
<b>APTITUDE / SKILLS</b>	Enthusiastic and supportive with the ability to motivate people Critical analysis skills Evidence of skills in diplomacy and negotiation. Proven clinical skills Ability to teach a range of audiences Able to work within a given resource and demonstrate imaginative and effective use of resources. Excellent written and verbal communication	



	<p>skills. Evidence of teaching and assessing skills/ability. Capacity to work with colleagues at all levels Excellent time management skills</p>	
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