

Ultrasound Practice Educator

Department: ICS

Division: Integrated medicine

Responsible to: Clinical Director Radiology and/or General Manager Radiology

Accountable to: Lead Practice Educator and General Manager Radiology

Band: Band 8a

Hours: 37.5

Location*: Central Middlesex Hospital

*To meet the needs of the Trust's services you may be required from time to time to work at different locations to your normal place of work.

Our vision and values

Our vision is quality **at our HEART**

Quality...

Delivering quality means consistently meeting requirements and exceeding expectations.

We strive to deliver quality in everything we do – from the clinical care we provide to the employment we offer to the support services and systems that underpin our care.

And in delivering high-quality clinical care, we mean services that are safe, effective, offer a good patient experience, are timely, equitable, and sustainable.

...at our HEART

By placing quality at our heart, everything we do as an organisation should further our ability to deliver quality.

This includes the people we hire, the skills our employees develop, the behaviours we celebrate, how we think and act, the investments we make, our systems and processes, and our organisational values.

Our vision also encompasses our **HEART** values, which were shaped and developed in 2017 by more than 2,500 employees as well as many patients. The values describe how we interact with each other and our patients and underpin everything we do and say to achieve our vision:

- ♥ **Honesty:** we're truthful, we're open, and we speak up
- ♥ **Equity:** we're kind and caring, we act with fairness, and we're understanding
- ♥ **Accountability:** we're professional, we strive for excellence, and we improve
- ♥ **Respect:** we're attentive and helpful, we're appreciative, and we act with empathy
- ♥ **Teamwork:** we involve others, we support our colleagues, and we set clear goals.

You can read more about our vision, values and objectives at lnwh.nhs.uk/OWF.

Our objectives

Our objectives set out how we plan to realise our vision. They offer our employees, partners and our communities clarity about what we will do.

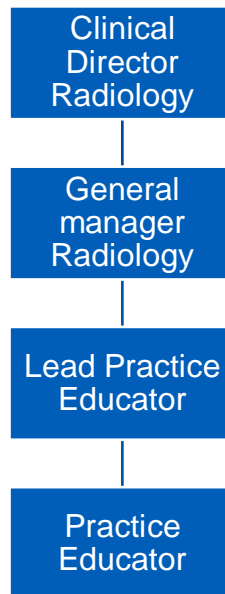
- We will provide high-quality, timely and equitable care in a sustainable way
- We will be a high-quality employer where all our people feel they belong and are empowered to provide excellent services and grow their careers
- We will base our care on high-quality, responsive, and seamless non-clinical and administrative services
- We will build high-quality, trusted ways of working with our local people and partners so that together we can improve the health of our communities

You can read more about our vision, values and objectives at lnwh.nhs.uk/OWF.

Job Summary

- **To actively participate in day to day running of all areas within the Ultrasound Training Academy.**
- **To train students as part of their PgD/PgC training in Ultrasound practice**
- **Undertake clinical work and maintain high standard of clinical excellence and set examples for team.**
- **Provide support as required for the Lead Practice Educator and General Manager of Radiology.**
- **To participate with allocated managerial requirements of the academy including, dealing with complaints, appraisals, waiting lists etc.**

Structure



Key responsibilities

1. Provide expertise knowledge and support by contributing to the development of research and auditing within the Ultrasound training Academy.
2. Provide specialist training to develop skills and knowledge for postgraduate students and medical trainees in medical ultrasound.
3. Improve the quality of learning experience by supporting trainee sonographers to develop and enhance their career pathway within Ultrasound
4. Improve standards of patient care through enhanced training
5. Increase the number of scans and imaging services offered to patients to contribute to improved patient experience and standard of care
6. Support the Trust to reduce vacancy rates and improve recruitment through the training and development of staff.

Clinical

- Act as a the lead practitioner on area of specialism within the department and Trust

- To contribute to the development and update of policies, protocols and guidelines to support the service
- To demonstrate awareness and compliance with Trust policies, procedures, guidelines and standards. This will include identification of risk.
- Provide clinical supervision and work-based learning to trainees in the Ultrasound Academy.
- To assess quality of the clinical and other practice learning environments and propose interventions for improvement.

Education and Training

Teaching and assessment of postgraduate students at the University/Academy.

Selected teaching on the undergraduate programme relevant to your area of speciality.

- Acting as a module leader, which encompasses leading a team in a discrete area of learning and teaching.
- Lead on the education of students and taking forwards the research strategy within the department and in developing the research environment alongside other Sonography staff.
- Utilise current evidence-base including own research to underpin teaching and learning activities.
- participating, as required, in development and reviews of programmes including inter-professional developments across the faculty.
- Participating and where appropriate playing a lead role in the development of short courses and study days and other commercial activities.
- Leading on and maintaining good relationships with academic, administrative, technical and clinical colleagues. Confident in

interactions at all levels across the department and in the university, e.g. able to present confidently to trainees, radiologists or other lecturers. Able to develop positive working relationships across North West London to deliver improvements to staff training in Ultrasound.

- undertaking other appropriate teaching and administrative responsibilities within the faculty as may be required.
- Contribute to the on-going evaluation and review of the faculty's activities.
- To design and run study days and courses to help the training academy to realise remuneration in conjunction with its partners.
- To publish scientific articles in professional Journals.

Education in NWL London

- Develop and lead on the delivery of continuous professional development activities for large groups of staff applying knowledge of highly complex educational and Medical US theory to learning and assessment of practice, inclusive and empowering learning environments and opportunities.
- Lead on the design and delivery of highly complex, specialist training in medical ultrasound, undertaking formal lectures and presentations to large groups.
- Promote a range of opportunities to maximise learning and enable achievement of directed and self-directed level appropriate learning outcomes.
- Identify and lead developments and initiatives in the clinical setting to underpin the educational programmes.
- Be a tangible link between the University and LNWUH Trusts and liaise with academic staff and clinical placement facilitators.

- To maintain own skills to a standard which will meet competency in the required standard of practice ensuring clinical safety, reflecting on and evaluating their role as a practice educator and continually implementing improvements.
- Implements mentorship and education policies/participates within Faculty and HEIs on developing policies to improve clinical practice and education.
- Develop and promote an effective and supported learning environment in the workplace whereby staff have opportunities to observe and learn best practice, where they are appropriately supervised and also feel valued.
- Develop and lead a structured, competency based induction and training programme for new and existing staff to the clinical area, ensuring a system of preceptorship and mentorship are fully utilised.
- Lead on the coordination of training of new staff.
- Be able to confidently assess and sign off competency and capability and give feedback on performance.
- Evaluate staff teaching and training and use this feedback to adapt the strategies as needed.
- Manage and coordinate study leave with the service need in conjunction with the co-ordinated rota and Radiology Operation manager.
- Practice and promote evidence based practice including self-reflection and peer learning.
- To attend such courses and lectures as appropriate to the Practice Educator role in order to keep up to date with changes in clinical practice, education and professional issues including initial practice educator preparation and training.
- Support the annual appraisal process working where appropriate with managers and the faculty to identify appropriate training needs/opportunities that will enhance professional practice.

- Participate in events or publications that promote the clinical service at the Trust.
- Record staff training, leading on the development of an electronic database of staff training and work with managers to ensure records are updated and maintained and that staff are compliant with mandatory training.
- Recognise cultural diversity and learning styles of all staff and adapt teaching style accordingly.
- Provide constructive support, feedback and assistance for all staff.

Leadership

- Be proactive in supporting the Sonography team and acting as a positive role model, always promoting best clinical and professional practice.
- Motivate and support the development of sonography staff at all levels.
- Participate in the workforce planning and management of staff to ensure both appropriate individual learning needs and service delivery needs are met. Gather and identify complex learning needs through appraisal and other methods. Synthesise learning needs to develop a learning and development plan for the department. Learning needs may be in relation to training required on specific pieces of equipment or specific radiography theory or modalities. Lead on the development of a range of options to address complex learning needs amongst trainee sonographers.
- Contribute to department and service initiatives which aim to improve patient care and delivery of the radiology service.
- Work with the Faculty and Radiology Operation Manager to develop business cases, secure regular training funding and allocate this training funding.

- Implement policies, propose changes for own area/propose policy or service changes, impact beyond own area .
- Liaise on educational and developmental issues with senior trust staff and managers.
- Propose policy or service changes in order to improve quality of service to patients.
- Responsible for the training budget within the department, monitoring the budget and signing off on external training as required.
- Regularly participate in R&D activity and lead on clinical audit.

Faculty Working

- To work in collaboration with other PE across NWL to develop postgraduate education and training strategies across North West London Trusts.
- To work as a faculty with other PE across NWL to deliver education and training to across NWL as needed locally.
- To share learning and best practice across NWL
- Identify common training and development themes across NWL and develop solutions to address these.
- Work with key stakeholders regarding the future of the sonography workforce and workforce planning ensuring a coordinated response across North West London.
- To collaborate in strategy to develop and deliver postgraduate education and training strategies across North West London Trusts, to support the current and future sonography workforce.

Additional responsibilities

Information governance

In accordance with the Trust's privacy notice for employees, the Trust will hold computer records and personnel files relating to you which contain personal data.

The Trust will comply with its obligations under the General Data Protection Regulation and all other data protection legislation. The data the Trust holds will include employment application details, references, bank details, performance appraisals, holiday and sickness records, salary reviews and remuneration details and other records, (which may, where necessary, include special category data and criminal offence data relating to your health, data held for ethnic monitoring purposes, and regarding DBS checks).

The Trust requires such personal data for personnel administration and management purposes and to comply with its obligations regarding the keeping of employee records. The privacy notice sets out the Trust's legal basis for processing your personal data. Your rights of access to this data are prescribed by law.

You will familiarise yourself with the Trust's data protection policy which sets out its obligations under the General Data Protection Regulation and all other data protection legislation.

You must always comply with the Trust's data protection policy, and you agree that you will only access the systems, databases or networks to which you have been given authorisation.

The Trust will consider a breach of its data protection policy by you to be a disciplinary matter which may lead to disciplinary action up to and including summary dismissal.

You should also be aware that you could be criminally liable if you disclose personal data outside the Trust's policies and procedures. If you have any queries about your responsibilities in respect of data protection you should contact the Trust's Data Protection Officer.

Information security

All staff must adhere to the requirements of the Trust's information security policy, which covers the deployment and use of all the Trust's electronic information systems (i.e. all computers, peripheral equipment, software and data). In serious cases, failure to comply with the policy may result in disciplinary action and could also result in a criminal offence.

Health and Safety at Work Act (1974)

You are required to take reasonable care for your health, safety and welfare and that of other people who may be affected by your actions or omissions. These responsibilities apply at all times whilst you are at work or on duty, and apply to all Trust premises, also whilst working in the community or on any other Trust business.

Equal opportunities and equalities legislation

It is the policy of London North West University Healthcare NHS Trust that no user of service, present or future employee or job applicant receives less favourable treatment on the grounds of their sex, perceived or actual sexual orientation, marital status, race, religion or belief, age, creed, colour, nationality, national origin, ethnic origin, or disability, or on the grounds of their association with someone in one of these groups; nor is disadvantaged by any conditions or requirements which cannot be shown to be justified.

Patient and public involvement

Section 11 of the Health and Social Care Act 2001 places a duty on NHS organisations to involve and consult patients, the public and other stakeholders in the planning and ongoing development of services. It is the responsibility of each member of staff, clinical and non-clinical to appropriately involve and consult patients, the public and other stakeholders.

Risk management

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

Corporate/clinical governance

It is the duty of every employee to fulfil their individual clinical governance responsibilities and their expected contribution to ensuring that the Trust complies with benchmarked standards for quality of clinical care.

Infection control and hospital-acquired infection

Infection control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's infection prevention and control policies and make every effort to maintain high standards to infection control at all times thereby reducing the burden of healthcare associated infections including MRSA. All staff have the following key responsibilities:

- staff must wash their hands or use alcohol hand rub on entry to or exit from all clinical areas and between each patient contact
- staff members have a duty to attend infection control training provided for them by the Trust
- staff members who develop an infection that may be transmissible to patients have a duty to contact occupational health.

Safeguarding children and vulnerable adults

Everyone has a personal and a professional responsibility to identify and report abuse. The abuse may be known, suspected, witnessed or be limited to raised concerns.

Early recognition is vital to ensuring the patient is safeguarded and any other people (children and vulnerable adults) who may be at risk.

The Trust's procedures must be implemented, working in partnership with the relevant authorities. The sharing of information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

As an employee of the Trust, you have a responsibility to ensure that:

- a) you are familiar with and adhere to the Trusts procedures and guidelines for safeguarding children and vulnerable adults
- b) you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

Staff commitment to patient care

You are expected to ensure that patients' needs, experience and safety come first and to treat patients, carers, visitors, and colleagues with dignity and respect.

Health records

Clinical staff must keep accurate and clear information which is essential for the proper care of patients. Clinical and non-clinical staff who handle or use, case notes are individually responsible for the confidentiality, tracking, filing and good order of

the case note at all times as outlined in the Medical Records Policy and the Information Lifecycle Management Policy.

For further information refer to Records Management Code of Practice via gov.uk.

NHS constitution and code of conduct for managers

Staff are required to act in accordance with the legal duties and expectations relating to their responsibilities to the public, their patients and colleagues set out in section 3b of the NHS Constitution and pages 98-109 of the Handbook to the NHS Constitution. For Managerial staff, including anyone with supervisory responsibility, the core standards of conduct set out in the NHS Code of Conduct for NHS Managers (2002) or any subsequent amendments.

This list is only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendments to take account of changing circumstances.

The Trust reserves the right that you may be required to undertake such other duties and/or hours of work as may reasonably be required of you commensurate with your grade at your normal place of work or from another location within the Trust.

Person specification

Job title: [Click here to enter text.](#)

Division/department: [Click here to enter text.](#)

Requirement	Essential	Desirable
Education/ qualifications	<ul style="list-style-type: none"> Registered Allied Health profession or equivalent with HCPC. Post Graduate Qualification or equivalent experience or working towards relevant postgraduate qualification. Proven and current experience of Medical Ultrasound underpinned by theory (acquired through degree, post graduate study and significant experience in a specialist field of USO Knowledge of current and future trends in respect of US education. Understand current issues with education. Understanding standards of professional practice. 	<ul style="list-style-type: none"> MSc Medical Ultrasound PGC in MSK ultrasound A formal teaching qualification/commitment to commence a recognised course of study to achieve a teaching qualification. Knowledge of local higher education training programmes and curriculum for radiology
Knowledge and experience	<ul style="list-style-type: none"> Extensive Experience of the Ultrasound and Management experience Contemporary knowledge of Medical Ultrasound (theory and practice) Delivery of Education and training within clinical area. Experience of mentoring trainees and newly qualified sonographers Experience of working with PACS & CRIS 	<ul style="list-style-type: none"> Contributing to preregistration or postgraduate curriculum training and/or development Experience of Management Experience of change management and introducing service improvement. Experience for applying for funding opportunities for training. Work published in the professional press or presentation of research findings. <p>Additional expertise in specialist aspect(s) of radiography</p>

Requirement	Essential	Desirable
Skills, abilities and attributes	<ul style="list-style-type: none"> • Dynamic Leadership Style • Conscientious Worker • The ability to Teach • Computer Literate, • Good Organisational Skills • Team Player – Collaborates well. Able to produce training materials such as PowerPoint slides or information handouts. • Able to produce written reports on the learning needs of department. • 	<ul style="list-style-type: none"> • QA Expert • Specialist experience eg. MSK, neck, paediatric □ Progressive Lateral thinker
HEART values	<p>Demonstrate commitment to Trust HEART values: honesty, equity, accountability, respect, and teamwork.</p> <p>Demonstrate commitment to place Quality at our HEART</p>	<p>Demonstrate commitment to Trust HEART values: honesty, equity, accountability, respect, and teamwork.</p> <p>Demonstrate commitment to place Quality at our HEART</p>

Job description and person specification drafted / amended by

- Name: Mohammad Haroon Qarib
- Designation: Lead Practice Educator
- Date: 06/12/2023