

JOB DESCRIPTION

Job Title:	AHP Practice Educator
Grade:	Band 6
Accountable to:	AHP Practice Educator lead

1. ROLE PURPOSE

The post holder will assist the Allied Health Profession (AHP) Practice Educator Lead to, deliver and evaluate identified training programmes including Preceptorship and other clinical training subjects for staff as well as providing ongoing support for all AHP staff around training and development needs. They will also support in the induction and support of AHP students in practice placement. This will include facilitating student learning groups/forums.

The post holder will assist the Learning Environment Leads and Vocational Centre in meeting the organisational commitment to training and staff development fulfilling national and local clinical standards guidelines and policies.

This role will provide a comprehensive and effective range of support to identified training programmes and work flexibly at venues across the Trust.

The post holder will be given the opportunity to positively promote and support in the development of educational standards within the trust. This includes working with students and other learners within practice settings, newly registered staff going through Preceptorship, internationally educated AHPs and AHP support workforce staff including rotational posts. As well as improving the quality and number of skilled AHP practice educators and preceptors. In doing this they will be expected to be involved in the delivery of clinical education (to various staff group on a variety of programmes when required) and support assessment of learners in practice. They will also be expected to support the assessment of clinical competence of staff.

This is an exciting but challenging role which requires the successful applicant to manage high standards of service, work flexibly within a busy development and training environment.

2. DIMENSIONS

The post holder will have responsibility for:

2.1 Delivery of high-quality evidence based clinical education and training sessions across the organisation, including Preceptorship and supporting all learners in clinical practice.

2.2 Work closely with the Practice Educator Leads to identify clinical areas that require support.

2.3 Work with clinical teams to support them in creating a positive learning environment by working closely with Practice Educators, Preceptors and Learners within clinical settings.

2.4 Support the Learning, Education and Development (LEAD) Department with regards to identifying further learning needs in practice and meeting Organisational objectives.

2.5 Support with the trust induction of the nursing and AHP students.

2.6 Facilitate student learning groups/forums within practice. Across all areas of the organisation.

2.7 Identify appropriate placement opportunities for all students, apprentices and record, monitor and report as required.

2.8 Support clinical staff and learners in the completion of assessments in practice as appropriate.

2.9 Support the development and use of clinical competency assessments in practice.

2.10 Act as a positive professional role model in promoting clinical excellence and offer expert professional development advice ensuring that high levels of clinical excellence and attitude are maintained and promoted at all times.

2.11 Providing LEAD with information supporting internal and external audit processes i.e. Care Quality Commission (CQC)

2.12 Contribute to the development of guidelines, policies and competencies for practice.

2.13 Support health care staff and users / carers who are engaged in training and development activities.

2.14 Demonstrate effective use of evidence-based care and demonstrate commitment to and participation in research and audit.

2.15 To assist in the production of presentations and training materials for use by self and others.

2.16 Support the development of resources and material for careers events, including in schools, wider community, HEIs or other learning or community environments.

2.17 Promote the importance of good clinical practice across the Trust acting as an education and training resource for staff.

2.18 Provide data and evaluation information as required by the Learning Environment Lead or Practice Educator lead.

2.19 Maintain information systems (databases and attendance sheets) for effective monitoring and communication of all activities.

2.20 To keep accurate records of information in line with Trust policies and guidance.

2.21 Ensure the effective use of Trust Resources in the delivery of locally based development and training activities.

2.22 To operate equipment and resources use to facilitate learning.

2.23 To have a sound knowledge of the use and application of Microsoft software packages and other online platforms.

2.24 Ensure the effective use of evidence-based care.

3. ADDITIONAL RESPONSIBILITIES

3.1 Any other duties consistent with the nature, level and grade of the post.

3.2 Be able to keep and record actions taken in role and report back on outcomes both verbally and in formal written reports.

4. KEY RELATIONSHIPS

- Learning Environment Team/ Practice Educator Lead
- Vocational Centre and wider LEAD team
- Divisional Leads and seniors across the Trust
- Divisional Practice Educators
- University partners
- Health Education England
- 350+ NHS Careers

5. SCOPE AND AUTHORITY

5.1 Promote a culture of lifelong learning.

5.2 Work collaboratively with other healthcare professionals.

5.3 Develop, maintain and enhance external training partnerships and opportunities.

5.4 Demonstrate a sound understanding of contemporary healthcare.

5.5 Demonstrate a good knowledge of all AHPs, in particular those present within the organisation.

5.6 Advise LEAD and clinical teams on practice development issues and associated education programmes.

6. KEY RESULT AREAS

6.1 Support in the design, delivery and evaluation of training sessions, in a variety of formats/setting i.e., online or face to face.

6.2 Instigate education and learning opportunities for all learners in practice.

6.3 Support with the development and implementation of actions plans for learners to ensure the quality of learning environments.

6.4 To share and support teams in using evaluations of practice placements, to improve the learning environment and learners experience.

6.5 To support teams in completion of relevant learner related governance including placement profiles and learning environment audits.

6.6 Ensure close links with the Preceptorship Lead to ensure preceptees and preceptors receive appropriate support in practice.

6.7 Monitor and report numbers of preceptees. Reporting this information back to the Learning Environment leads to ensure the updating of Placement Database and development in teams/Divisions.

6.8 Accurate and timely reporting to the Learning Environment Team and student/learner related issues

6.9 Promote learning opportunities to staff at all times.

6.10 Scope and arrange the placements for learners within the trust.

6.11 Support in the allocating and recording of AHP students and apprentices of all levels, Careers for Young People learners, T-level students and other learning groups practice placements.

6.12 Advise clinical staff on the opportunities available and their responsibilities both professionally and in supporting learners in practice.

6.13 Contribute to the annual Training Needs Analysis and advise ACE (Academy of Clinical Excellence) funding opportunities and identify learning needs that should be explored by teams within this.

6.14 Complete allocated projects as identified and contribute to the collation of statistics and data for performance monitoring purposes i.e., audits and CQC.

6.15 Work with minimal supervision in order to achieve outcomes.

7. STAFF LEADERSHIP AND MANAGEMENT

7.1 Provide effective leadership and management to staff which promotes high performance standards both individually and as a team, in the achievement of the Trust's objectives and priorities. The Trust's success will be dependent on all managers playing an active role to make sure the existing areas of good employment practice are universally embedded within the organisation.

If managing staff, you will be expected to:

- Understand the Trust's key priorities and those for your Service.
- Translate these into key priorities for your Team.
- Ensure clarity and effectiveness in developing and designing roles.
- Promote an effective team ethos.
- Complete Annual Appraisals for all your staff which reflect these priorities.
- Ensure staff have access to appropriate training and development.

- Communicate regularly through meetings with teams and individuals.
- Provide opportunity for two-way feedback.
- Value and treat your team equally.
- Ensure management of staff is consistent with the Trust's HR Policies to the achievement of equality, equity and optimum performance.
- Manage environmental, social and financial resources in a way that is consistent with the Trust's Sustainable Development Strategy.

HEALTH AND SAFETY

It is the responsibility of all employees to work with managers to achieve a healthy and safe environment, and to take reasonable care of themselves and others.

SUSTAINABLE DEVELOPMENT

It is the responsibility of all employees to support the Trusts' vision for sustainable development. To undertake their duties in a way that is not wasteful of environment, financial and social resources.

EQUALITY AND DIVERSITY

It is the responsibility of all employees to support the Trust's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of Equality & Diversity Strategies and Policies.

INFORMATION GOVERNANCE

As an employee you will have access to information that is sensitive to either an individual or to the organisation and you are reminded that in accordance with the requirements of Information Governance, NHS Code of Confidentiality, Data Protection Act 1998 and also the terms and conditions in your contract of employment, you have a duty to process this information judiciously and lawfully; failure to do so may result in disciplinary action.

PERFORMANCE APPRAISAL AND PROFESSIONAL DEVELOPMENT

The Trust is committed to providing a high-quality service through the effective management and development of its employees. The Performance Appraisal process ensures that the Trust is able to achieve its key aims of delivering cost effective, high quality and responsive healthcare, whilst enabling employees to understand how the outcome of their contribution fits within these overall aims.

All staff have the responsibility to support all learners and to keep their knowledge of supporting learners in practice up to date, according to appropriate governing bodies regulations.

STATUTORY AND MANDATORY TRAINING

The Trust will assess the requirements for Statutory and Mandatory training for all new staff prior to commencement and aims to ensure that all Statutory and Mandatory training requirements are completed before staff start their full duties.

All required Statutory and Mandatory training must be completed within the first three months of staff start date and refresher training must also be undertaken on a regular basis and in accordance with the Trust's policy.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

The Trust is committed to safeguarding children, young people and vulnerable adults within its care. As an employee you are accountable to ensure that you know how to respond when you are concerned for the safety of a child, young person or vulnerable adult. The Trust will support you in this process by providing training, support and advice. There is a safeguarding team for children and young people and leads for vulnerable adults, who can be contacted for guidance and who provide safeguarding supervision. For children you should be aware of your responsibilities detailed in the '4 Local Safeguarding Children Boards Child Protection Procedures' and for vulnerable adults in the Safeguarding Adults Policy.

INFECTION PREVENTION AND CONTROL

The Trust has designated the prevention and control of infection and the full implementation of the Code of Practice (2008) as a core component in the organisations clinical governance, managing risk and patient safety programmes. All employees are expected to follow consistently high standards in the prevention and control of infection, especially with reference to hand hygiene, adherence to dress/uniform code and for clinical staff all procedures involving aseptic technique. Be aware of and follow all Trust Infection Control guidelines and procedures relevant to their work. Participate in mandatory training and annual updates. Protecting patients from infection is everyone's responsibility.

SMOKE-FREE POLICY

This Trust operates a Smoke-free policy. This means that smoking is not permitted anywhere within owned or leased premises, including within their grounds and within owned or leased vehicles. In the interests of promoting responsible healthcare all staff are to refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place. The policy also applies to all staff employed by the Trust at any location they may work, whether within or external to the Trust's premises. The policy contains further details including support facilities; subsequent failure to comply with this policy may result in disciplinary action.

CONFIDENTIALITY

In the course of your employment, you will have access to confidential information of a personal and/or clinical nature, including information relating to the Trust, its clients, patients, employees and other parties.

You must not use such information for your own benefit nor disclose it to other persons without the consent of the Trust and the party concerned unless required to do so by law. This applies both during and after the termination of your employment. Any breach of confidentiality during employment may be regarded as serious misconduct and could lead to summary dismissal.

REHABILITATION OF OFFENDERS ACT 1974

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment but must be declared in writing at the appropriate stage during the recruitment process.

DATA PROTECTION

As your employer, the Trust needs to keep information about you for purposes connected with your employment. The sort of information we will hold includes information for payroll purposes, references, contact names and addresses and records relating to your career with the Trust. These uses are covered by our notification with the Information Commissioners Office under the Data Protection Act 1998.

The information which we hold will be for our management and administrative use only, but we may need to disclose some information we hold about you to relevant third parties (e.g. Inland Revenue). We may also transfer information about you to the NHS Executive solely for purposes connected with the management of the NHS.

RECORDS MANAGEMENT AND QUALITY

As an employee, you are legally responsible for all records that you gather, create or use as part of your work within the Trust and they remain the property of the Trust. This includes patient, financial, personal and administrative records, whether paper based or on computer. All such records are considered public records and you have a legal duty of confidence to all service users. You should consult the Trust's Records Management Policy and ask for guidance from your manager if you have any doubt about the correct management of records with which you work. All staff have a responsibility to ensure information quality standards are achieved.

INFORMATION SECURITY

Under the provisions of the Data Protection act, it is the responsibility of each member of staff to ensure that all personal data relating to patients and members of staff, whether held in manual or electronic format, is kept secure at all times. Computer passwords must not be shared either between systems or users. The Trust may monitor e-mail messages, any files stored on the networks or on equipment and usage of the Internet, NHS.net and computer systems, irrespective of whether these relate to trust or personal use.

Access and usage of the Trust's computers must be in accordance with the Trust's Policies. Safehaven procedures are to be used for all electronic transfers of personal data. This is in order to protect the Trust's patients and staff, and its reputation and to ensure that it complies with the law and other guidelines.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualification <i>special/vocational training or equivalent experience</i>	Professional healthcare registration HCPC registered AHP Educated to degree level or equivalent. Evidence of continuing professional development. Recognised learner support qualification	Practice Assessor Teaching qualification i.e., PTLLS/AET Coaching Qualification or equivalent course attended.
Experience <i>(general/specific)</i>	Demonstration of leadership and management skills with clinical experience in health or social care, within the appropriate environment Ability to plan and implement training sessions. Knowledge of current national guidance in relation to student AHPs Sound clinical knowledge Experience of working with students/learners with complex needs Experience of working with staff from diverse communities. Knowledge of working with safeguarding procedures Confident and professional leadership approach, influencing and negotiating skills to enthuse, motivate and involve others	Previous experience of practice educator lead role Student link role Varied clinical experience/knowledge
Skills / Values Patient and Person Centred Valuing Achievement	Teaching / presentation skills and analysing and presenting information. Advanced facilitation skills Excellent clinical skills and knowledge Excellent understanding of clinical and professional requirements according to internal policies / standards and external bodies (NMC HCPC). Excellent verbal, written and numeracy skills.	Ability to interpret and analyse information, research and audit data to influence and initiate change.

<p>Value through innovation</p> <p>Forging Relationships</p>	<p>Able to take responsibility for own workload, manage time effectively, whilst consulting with others.</p> <p>Good organisational skills and the ability to meet deadlines and complete tasks whilst paying attention to detail.</p> <p>Good IT skills (knowledge of Word, emails, PowerPoint and Excel spreadsheets, or willingness to learn).</p> <p>Creative problem solver who perseveres in the face of setbacks.</p> <p>Motivated and enthusiastic self starter who uses initiative, with a 'can do' attitude.</p> <p>Excellent team builder/player/member with a willingness to be flexible and be part of the team.</p> <p>Sensitive and honest, with the ability to inspire and motivate staff and learners.</p> <p>Ability to manage complex conversations with individuals and teams to provide supportive guidance on confidence and competence of skills.</p> <p>Ability to present reports in an appropriate format.</p> <p>A positive approach to teaching and customer care.</p> <p>Ability to communicate with and cultivate relationships with all levels of staff and build relationships with key stakeholders.</p> <p>Ability to work as part of a team and independently.</p> <p>Car driver and owner along with a willingness to travel to deliver training / attend meetings/ visit learners in practice.</p>	
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