**JOB DESCRIPTION**

**Job title:** Clinical Educator

**Managerially** Head of Clinical Services

**accountable:**

**Professional** Head of Clinical Services

**accountability:**

**Service delivery at PPGHSM**

PPG believes in strong team work and partnership amongst its people. This approach is at the heart of everything we do to deliver a high level of patient care.

Significant time and resources are invested in recruitment to ensure that rigorous standards are met and that staff share the same focus on teamwork and delivery. Employing high calibre people in roles that require personal responsibility and close interaction with patients allows everyone the opportunity to make a difference to patients during their treatment and deliver high quality outcomes.

Supporting employees in their careers at PPGHSM with great opportunities to learn and develop through training, PPG is an organisation that’s continually innovating to raise standards of best practice in healthcare.

PPG delivers services to create the best experience for their patients, through best standards of care, clinical excellence and low infection rates. A focus on selected procedures and skills in their delivery means that as a healthcare provider they can consistently improve their performance and in turn benefit their patients.

**Purpose of Role**

* To lead the development and delivery of training, education, professional development across the hospital.
* To support the nursing team and allied health professionals to meet the requirements of their role, regulatory and professional bodies.
* To support and develop nursing and allied health professionals to consistently deliver the highest possible standards of care and patient experience.
* Promote a lifelong learning culture providing high level professional leadership for the delivery of workforce development.

**SCOPE OF JOB**

The role has clinical, teaching and staff development responsibilities

* Act as an expert clinical resource to colleagues by guiding practice developments, assessing competence and supporting implementation of policies.
* Work clinically as required to support a team member, new joiner etc in developing their practice.
* To ensure that a suitable learning environment is provided for pre- and post-registration education and work-based learning of all disciplines and encourage a culture of continuous professional development for all staff in line with service provision and need.
* Coordinate the Resus Training provision for PPG Shepton Mallet together with the resus lead.
* To develop and implement a formalised system of clinical supervision to support nursing staff within the clinical area.
* Coordinate and lead the Local Preceptorship programme for newly qualified clinical staff.
* To ensure that comprehensive induction and foundation training is implemented for all new staff and that amentorship programme is in place.
* Coordinate and plan local site face to face induction.
* Support Heads of Departments in ensuring staff are assessed and found competent in all clinical practices, particularly including the mentorship of new, student and junior staff.
* Deliver hands on training for core clinical skills in the workplace, completing train the trainer courses where required.
* Monitor compliance with clinical competencies, mandatory and statutory training requirements together with respective Heads of Departments.
* Be the local contact for all LMS queries and have the full administrator rights with the system to allow monitor compliance and book training.
* Attend monthly Training and education LMS meetings.
* Be the link with universities for pre-registration training Nurse/Paramedic/ODP (Radiographer if required).
* Lead on CPD and advancing practice training.
* Deliver in house ALERT training programme as applicable.
* Assist with the planning and delivery for Clinical Governance Days.
* Be visible and available to help staff where assistance is needed.
* Complete necessary administration for the support and delivery of training skills and programmes.

**Governance**

* Liaise and work with the Clinical Governance manager to assist in any training that has been identified from patient safety incidents.
* Attend Governance meetings to assist identification of learning and updates on training that has been identified.

**Communication**

* Communicate closely with the Head of Nursing & Clinical Services Manager, Clinical Governance Manager and Departmental HoDs with regard to priorities for training.
* Communicate with the Finance manager and central Training team for training budgets and authorisation.
* Promote staff motivation and morale through effective, positive communication.
* To attend all meetings as required for job role.
* Promote positive inter-departmental communication and co-operation to enable the hospital to deliver an excellent service.
* To complete all reports and returns as directed by SMT.

### Policies and Procedures

* Ensure that the teaching and training of care is in accordance with to the standards set by the Company and hospital/department specific policies and procedures.
* Ensure that policies and procedures are adhered to by staff when performing their duties.
* Review and develop, policies, procedures and protocols within your area of responsibility as required by the Governance Manager.
* Assist in the formulation and review of site policies and procedures when appropriate.

**Professional development**

* To comply with the NMC Code of Professional Conduct.
* Keep abreast of nursing and medical developments relevant to areas of practice.
* Attend all statutory and mandatory training annually or as required.
* Maintain personal professional development and clinical knowledge and skills.
* Act as a role model for the setting of professional standards, ensuring all staff achieve professional and PPG standards and values.

**Business efficiency**

**Achieving financial and non-financial targets related to nursing that supports the contractual agreement as well as business needs.**

* Encourage cost containment.
* Educate staff on correct use of equipment.
* Consider training costs when designing and arranging training events / courses; providing evidence of value for money.

**Human Resources**

* Ensure professional development of staff members by promoting education, cultivating responsibility and accountability and by acting as a mentor and as a role model.
* Ensure that staff appraisals are undertaken annually; discuss training needs with individual staff and departmental HoDs.
* Support the management of staff performance and capability as required.

**Additional information**

In addition the successful candidate will be required to adhere to the following:

**Professional**

To adhere at all times to professional Codes of Conduct including compliance to any other professional guidance. To comply with guidelines issued from time to time by the UK professional bodies or any other professional association relating to the practice of your speciality, together with guidance issued from time to time by other competent agencies on clinical, medical and ethical issues

**Regulatory framework**

To adhere at all times to the regulatory frameworks set out by the Care Quality Commission incorporating the requirements for Independent Health Care, as well as The Department of Health Standards for Better Health by working to Practice Plus Group policies and procedures.

The individual will be required to participate in information requirements/ requests as per regulation.

**Infection prevention and control**

It is the responsibility of all individuals to comply with infection prevention and control policies and to attend any appropriate training requirements in line with Practice Plus Group’s responsibility to comply with Government Directives and associated codes of practice and take appropriate action where non-compliance is evident.

**Conflict of interest**

It is responsibility of all staff to ensure that they do not abuse their official position to gain or benefit their family or friends.

**Confidentiality**

The post holder must preserve the confidentiality of any information regarding patients, staff (in connection with their employment), and Practice Plus Group business and this obligation shall continue indefinitely. This is also in accordance with the Code of Confidentiality and the Data Protection Act 1998.

**Health and safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

**Risk management**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigations undertaken. Datix provides the in house incident reporting programme and training will be provided.

**Privacy, dignity and respect and quality of opportunity**

The hospital is committed to ensuring that all current and potential staff patients and visitors are treated with dignity, fairness and respect regardless of gender, race, disability sexual orientation, age, marital or civil partnership, religion or belief. Staff will be supported to challenge discriminatory behaviour. In particular staff will protect the privacy and dignity of all patients at all points of their contact with the organisation. It is paramount that staff deal sensitively with individual circumstances and adhere strictly to the single sex requirements.

**Protecting Vulnerable Adults from Abuse / Safeguarding**  
The patients referred to us for care must be able to trust that not only will they be safe from any abuse, bullying or intimidation from any member of staff but that suspicions of external abuse will be dealt with appropriately.

**Raising Concerns**   
It is everyone’s responsibility to draw attention to any practice or behaviour which could put patients or staff at risk.

**Equal opportunities**

Practice Plus Group is committed to promoting equal opportunities in employment and will keep under review its policies and procedures to ensure that the job related needs of all staff working in Practice Plus Group are recognised.

**Duty of Candour**

Practice Plus Group is committed to compliance to Duty of Candour guidance, and employees are expected to comply with the principles laid out in the corporate Duty of Candour policy

Practice Plus Group will aim to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual’s ability to meet the requirements of the job.

This job description is subject to change in consultation with the post holder to take into account changing organisational needs.

Signature Date

Signature of

Head of Clinical Services Date

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| **PERSON SPECIFICATION – Clinical Educator** |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * NMC Registered Nurse Adult * Educated to degree level * PGCE/or equivalent- or be willing to complete * A qualification in teaching and assessment in clinical practice (i.e., mentorship) * Evidence of continuing professional development | * Immediate or Advanced Life support qualification. * Coaching qualification * Human Factors * ALERT faculty trainer * Practice Assessor * BLS Facilitator |
| Experience | * Experience of clinical practice in an acute setting. * Experience of teaching clinical skills e.g., catheterisation, venepuncture, ECGs, phlebotomy, cannulation |  |
| **Skills and Knowledge** | * Ability to maintain and enhance effective working relationships * Ability to plan, allocate and evaluate own work and develop self to enhance performance * Ability to plan the work of a team * Ability to teach/train nursing staff * Excellent communication skills both verbal and written * Ability to monitor and control resources * Excellent time management skills * Able to meet the needs of the patients * Computer literacy |  |
| **Personal** | * Committed to the overall values of PPG * Committed to the provision of quality services. * Committed to developing, supporting and empowering a nursing team. * A flexible, positive attitude to performing a variety of duties. * Willing to develop/learn in the role. * Fit to undertake the duties of the post. * Ability to be flexible with regard to working hours |  |