****

|  |
| --- |
| JOB DESCRIPTION Clinical Educator |

**RESPONSIBLE** **TO:** **Head of Nursing and Clinical Services Manager**

**ACCOUNTABLE** **TO:** **Head of Nursing and Clinical Services Manager**

**RESPONSIBLE FOR:** **No direct line management responsibilities**

**LIAISON** **WITH:** **SMT, All Departmental HoDs, Medical and Nursing staff**

**JOB SUMMARY**

* **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.**

**KEY TASKS**

**Clinical**

* 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 Portsmouth and deliver Basic life support sessions.
* To develop and implement a formalised system of clinical supervision to support nursing staff within the clinical area.
* Lead for regular scenario training scenarios for emergency clinical procedures providing evidence of learning and improvement actions.
* Cordinate 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.
* To ensure 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.
* 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.
* 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.
* Orientate all new staff with regard to policies and procedures.
* 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.

### Health and Safety

As an employee of Partnership Health Group, the post holder has a duty under the Health and Safety at Work Act 1974, to: -

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the treatment Centre, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.
* Implement and adhere to relevant safety policies.
* Encourage and create awareness of Health and Safety Programme through discussion and informal education of staff.
* Participate in fire drills.
* Report, document and investigate patient, visitor and staff Datix incidents.
* Report and document potential safety hazards and document “near misses”.
* Report and investigate all injury-on-duty incidents. Ensure immediate completion of relevant documentation. Arrange for treatment and follow-up as needed, complete RIDDOR as required.
* Ensure implementation of needle stick protocol.
* Keep abreast of decisions and activities of the Health and Safety Committee, Environmental and IPC committees by attending or reading minutes of meetings.
* Ensure awareness and adherence to Business Continuity Plan and emergency process e.g., Fire Policy.

**Data Protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorized persons or organizations as instructed.

This list of duties and responsibilities is not exhaustive, and the postholder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

Name of Post holder ………………………………….

Signature …………………………………...

Date …………………………………...

|  |
| --- |
| **PERSON SPECIFICATION – Clinical Educator** |

|  |  |  |
| --- | --- | --- |
| **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 |  |