

SINGLE CORPORATE SERVICES

JOB DESCRIPTION

Job title:	Clinical Educator	To be completed by HR - Job Reference Number:
Reporting to:	Practice Education Lead	
Accountable to:	Head of Professional Education	
Pay Band:	Band 5	

As part of the Single Corporate Service, the role provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust.

As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis, and the staff mobility local agreement will apply.

For our leaders managing staff across multi-site locations, they will need to be visible and provide in person leadership. The arrangements and frequency will be agreed locally.

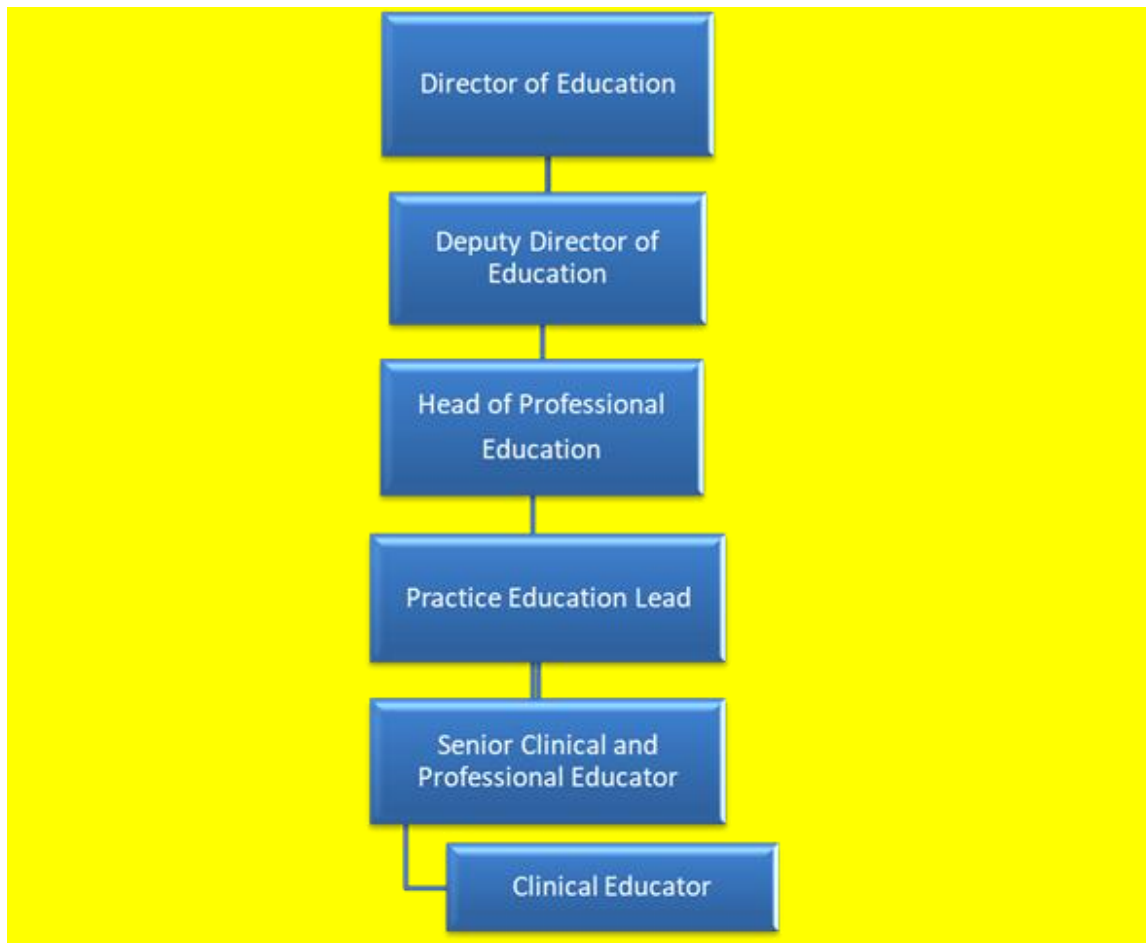
Job summary

- The post holder will work in a designated part of the organisation to support professional practice development and evidence-based practice, to enable the clinical workforce to demonstrate the knowledge and skills to deliver excellent person-centred care for patients and their families.
- They will contribute to the development of guidelines, policies and competencies for practice and support compliance with NICE/CQC where relevant to the clinical workforce.
- Each post holder is expected to maintain clinical currency, link with each other to provide peer support, share best practice, lessons learnt, decision making and leadership.

Job Statement

- Expected minimum spend of 50% of time out supporting clinical areas in their practice development within your designated services. Leading by example and supportively challenging practice whilst maintaining own clinical competence.
- Quality assurance and supporting clinical governance. To ensure high quality clinical care and standards are maintained across designated services.
- Support in the delivery of Clinical skills programmes.
- Play a key role in planning, delivering, and evaluating of essential core competency training and development.

Organisational Chart



Specific Core Functions

- 50% Clinical (Ward-based): Supporting staff in practice development within designated clinical areas, role modelling best practice, and maintaining clinical competence.
- 40% Teaching (Education Centre): Delivering and supporting clinical skills training programmes and competency-based education.
- 10% Office-based: Contributing to planning, policy/guideline development, and administrative tasks.

Key Responsibilities

- Support clinical areas with competency development and supervised practice.
- Deliver and evaluate clinical skills training sessions.
- Promote evidence-based practice aligned with NICE/CQC standards.
- Contribute to the development of policies, guidelines, and competencies.
- Support clinical governance and quality assurance activities.
- Provide clinical leadership and constructive challenge to practice.

Communication and Working Relationships

- Consistently maintain excellent personal conduct, behaviour and values to a level consistent with organisational and professional body requirements.
- Provide a visible clinical profile, having an advisory and clinical input into the development of staff.

- Using persuasive and motivational skills work collaboratively with clinical staff, multi professional leads and their teams to engage their support to clarify and establish objectives for the development of individual roles, skills and competencies.
- Build and promote positive relationships with all stakeholders involved in practice development education. Including but not limited to quality governance team, clinical leads, subject specialists, and external partners.
- Communicate effectively with staff at all levels in the organisation in non-clinical, clinical and medical roles.
- Use good negotiation, influencing and communication skills to effectively manage a range of situations, including challenging the norm, dealing with conflict.
- Prepare and present technical and complex information relating to practice development to a mixed audience with differing levels of knowledge, presenting ideas in ways that promote understanding, through a variety of media and communication aids.
- Act as a named contact for the key stakeholders in education and training activities, including preceptorship, actively promoting the benefits of programmes and ensuring that these benefits are communicated widely across the Trust.
- Develop networks and close working links with colleagues in other associated areas of practice.

Analytical and Judgement

- Under the direction of the Head of Professional Education provide specific skills, competency and practice development within the Trust according to the IWT-PHU strategy.
- Participate in projects in response to specific needs relevant to clinical practice as identified through regulatory body inspections.
- Contribute to the quality process, by identifying and acting appropriately regarding incidents of poor practice through clinical incident reporting, root cause analysis, audit and research.
- Work autonomously and proactively to positively influence the quality of the clinical learning environment.
- Provide advice on role and quality competencies. Contribute to the development of these skills and competencies for all staff to include nurses, allied health professionals (AHP's), assistant practitioners and clinical support workers.
- Demonstrate knowledge of current evidence in all aspects of practice and advise others on the dissemination and implementation of evidence-based research to develop practice.
- Continually demonstrate the ability to coordinate, monitor and assess own workload.

Planning and organising

- Deliver and evaluate relevant education and teaching programmes and resources to support staff demonstrate evidence-based practice.
- Plan and prioritise workload and activities to meet the objectives set out in the IWT-PHU strategy.
- Attend and participate in meetings relevant to practice education both internal and external to the organisation as determined by post holder, Practice Education Lead or Head of Professional Education.
- Plan for monthly 1 to 1's with Practice Education Lead providing both written and verbal reports as required.

Patient Client Care

- Experience of working as a Band 5 Registered Nurse.
- Role model high standards of care and identify areas for development, through undertaking clinical practice / audit in the specialties within the Trust.
- Develop and use personal clinical knowledge and skills to promote excellence in care delivery

Policy and Service Development

- To support the department in the delivery of education that aligns with appropriate Trust policy and IWT-PHU Strategy.
- Implement national and local policies, strategies and guidance for clinical practice learning and challenge current thinking to influence policy and operational working practices.
- Facilitate clinical skills and practice in line with national and local policy.

Financial Management

- Actively promote the effective use of resources
- Manage resources effectively and highlight any potential difficulties to the Practice Education Lead or Head of Professional Education in a timely manner.

Management/Leadership

- Under the direction of the Practice Education Lead and Head of Professional Education coordinate and deliver the education and development of clinical staff within the Trust.
- Maintain professional registration, currency and credibility through clinical practice and Continuing Professional Development.
- Maintain a professional portfolio of supporting evidence in line with organisational and professional body requirements.
- Act as a mentor and resource for clinical staff, as appropriate to the role.
- Ensure mentorship / practice educator training is updated in line with professional body requirements.
- Provide expert formal and informal training to clinical staff on a regular basis.

Information Resources

Use appropriate computer software to:

- Assist in the implementation of information systems and procedures to support the capture of all education and training activity within areas of responsibility.
- Extract and analyse data using various computer systems such as Microsoft Excel to determine the effective progress education initiatives
- Monitor and verify the flow and quality of data, investigating any queries in data and/or missing or inaccurate information.
- Formulate and implement action plans in a timely manner.
- Create, verify and prepare material into appropriate formats for project reports and presentations as required.
- Maintain robust office I.T and paper systems.
- Assist in maintaining accurate records in the required format relating to the mentoring/supervision of health care students ensuring that it meets pre-set quality criteria, reporting any quality issues in a timely manner.

Research and development

- Critically appraise appropriate research / evidence to ensure that this underpins professional practice.
- Participate in the audit and evaluation of clinical practice.
- Participate in cross organisational projects to enhance the quality of practice-based learning.
- Assist with gathering and validating national and local information to enable accurate reporting against the metrics required within the IWT-PHU strategy.

Person Specification

Criteria	Essential	Desirable	How criteria will be assessed
Qualifications	<p>Hold a current registered professional qualification with either the HCPC or NMC.</p> <p>Evidence of a commitment to professional development</p> <p>Evidence of clinical currency</p> <p>Proven experience of working collaboratively and effectively within a multiprofessional environment</p> <p>Proven experience of supervising and assessing practice in a multiprofessional practice environment</p> <p>Evidence of delivering education and training either 1:1 or in groups</p> <p>Current working knowledge of the NHS including current national initiatives concerning health education</p>	<p>A Certificate or Degree in Education & Training – level 3, 4 or 5 qualification</p>	<p>A//Appraisal</p>
Experience	<p>Determination to complete tasks</p> <p>Ability to work in a changing environment</p> <p>Ability to remain calm under pressure</p> <p>Able to work in a flexible manner</p> <p>Ability to network effectively</p>		<p>A//Appraisal</p>
Knowledge	<p>Ability to work independently and as part of a team</p>		<p>A//Appraisal</p>

	<p>Good organisational skills with the ability to plan and prioritise own workload in an unpredictable environment</p> <p>Able to set and meet deadlines</p> <p>Able to identify and solve problems</p> <p>Able to influence and negotiate effectively</p> <p>Able to make sound decisions with minimal supervision/direction</p> <p>Able to work in a sensitive manner within the agreed parameters</p> <p>Responsive and flexible attitude</p> <p>Excellent organisational and time management skills.</p>		
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Freedom to Act

- The post holder is guided by precedent and clearly defined occupational policies, protocols, procedures or codes of conduct. Work is managed, rather than supervised, and results/outcomes are assessed at agreed intervals.

Physical effort

- A combination of sitting, standing, and walking with little requirement for physical effort. There may be a requirement to exert light physical effort for short periods.

Mental effort

- There is a frequent requirement for concentration where the work pattern is predictable with few competing demands for attention, or there is an occasional requirement for concentration where the work pattern is unpredictable.

Emotional Effort

- Exposure to distressing or emotional circumstances is rare, or occasional indirect exposure to distressing or emotional circumstances.

Working conditions

- Occasional exposure to unpleasant working conditions, or occasional requirement to use road transportation in emergency situations, or frequent requirement to use road transportation, or frequent requirement to work outdoors, or requirement to use Visual Display Unit equipment continuously on most days.

Compliance statement to expected organisational standards:

To comply with all Trust Policies and Procedure, regarding:

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

- Understand duty to adhere to policies and protocols applicable to infection prevention and control.
- Always Comply with key clinical care policies and protocols for prevention and control of infection; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work and be able to provide evidence of this at appraisal.
- To perform your duties to the highest standard regarding effective and efficient use of resources, maintaining quality and contributing to improvements.
- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post to deliver a quality service.
- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004, Working Together to Safeguard Children 2013 4LSCB guidance and the IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adult's policies and procedures
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves,
- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the

Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date

- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your everyday practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.