

## Job Description

<b>Job Title:</b>	Multiskilled Trainer
<b>Band:</b>	AfC band 5
<b>Responsible to:</b>	Learning and Development Manger
<b>Department:</b>	Learning and Organisational Development
<b>Directorate:</b>	Corporate services

## Our Values

	<b>Behaviour</b>	<b>How we will demonstrate this behaviour</b>
<b>Professionalism</b>	We will maintain the highest standards and develop ourselves and others	By demonstrating compassion and showing care, honesty and flexibility
<b>Respect</b>	We will create positive relationships	By being kind, open and collaborative
<b>Innovation</b>	We are forward thinking, research focused and effective	By using evidence to shape the way we work
<b>Dignity</b>	We will treat you as an individual	By taking the time to hear, listen and understand
<b>Empowerment</b>	We will support you	By enabling you to make effective, informed decisions and to build your resilience and independence

## Job Purpose

- To support the planning and preparation of staff training programmes regarding statutory and mandatory training.
- To delivery high quality training across several core subjects, including Moving and Handling, Resuscitation, and the Prevention and Management of Violence and Aggression.
- To ensure that the Trust meets governmental and legislative standards in relation to mandatory training.
- To ensure the effective use of the Virtual Learning Environment (VLE) to delivery, record, and track learning.
- To be present and visible to support the Trusts' staff development.
- Role model culturally safe clinical practice.

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## **Key Responsibilities**

### **Clinical / Service Specific**

1. To support the assessment, planning, and delivery on a comprehensive range of specialist training courses for the Trust taking account of the complex needs of our community, and the environmental issues in hospital and community settings.
2. To effectively engage and utilise the specialist skills and expertise of all disciplines.
3. To provide support and guidance to those core staff that are responsible for assisting in the delivery of mandatory training courses - for example associate trainers.
4. To maintain links with clinical services, developing collaborative relationships.
5. To risk assess the safety of learners when supporting the designing and delivering of training.
6. To provide support and guidance, through dynamic risk assessments using specialist knowledge and expertise, to clinical services with the support of the lead.
7. To support the application of training and teaching through a variety of flexible learning methods to meet different learning needs of staff.
8. To act as point of contact for advice, support and training on any issues relating to mandatory training and developing support packages for individual or groups of patients.
9. To be responsible for equipment used in carrying out duties, adhering to Trust policy and ensuring the safe use of equipment by others through teaching, training, and supervising of practice.
10. To liaise with the subject matter experts and escalate to them any relevant issues raised within training.
11. To ensure that all aspects of training content and delivery have equality, diversity, and inclusion central to approach.

### **Research & Service Evaluation**

1. To assist with data collection, analysis, and review of training programmes.

### **Information Technology**

1. To ensure individual compliance with information governance and use of social media standards in line with Trust policies.
2. To support maintenance of timely and accurate training records via the Trust's Learning Management System in line with Trust policies and procedures.
3. To regularly review and maintain training materials and online learning pathways available via the Trust's virtual learning environment.
4. To identify opportunities for skill development for innovative use of emerging technologies in training to meet identified Trust training needs.

### **Financial Responsibility**

1. To ensure the effective use of resources.
2. To utilise the appropriate procurement processes, following Trust policy and procedure.

## **Human Resources**

1. To demonstrate and promote effective communication, disseminating information and encouraging team participation in service developments.

## **Training & Development**

- To participate in regular supervision in accordance with good practice guidelines and Trust policy.
- To participate in the Trust's annual Appraisal process.
- To attend all relevant mandatory training as and when required to do so.

## **Quality & Patient Safety**

- Protection of Children & Vulnerable Adults – To promote and safeguard the welfare of children, young people and vulnerable adults.
- Implementation of NICE guidance and other statutory / best practice guidelines. (if appropriate)
- Infection Control - To be responsible for the prevention and control of infection.
- Incident reporting - To report any incidents of harm or near miss in line with the Trust's incident reporting policy ensuring appropriate actions are taken to reduce the risk of reoccurrence.
- To contribute to the identification, management and reduction of risk in the area of responsibility.
- To ensure day to day practice reflects the highest standards of governance, clinical effectiveness, safety and patient experience.
- To ensure monitoring of quality and compliance with standards is demonstrable within the service on an ongoing basis.
- To be aware of the responsibility of all employees to maintain a safe and healthy environment for patients/ clients, visitors and staff.

## **General**

- To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health.
- To comply with the Professional Codes of Conduct and to be aware of changes in these. To maintain up to date knowledge of all relevant legislation and local policies and procedures implementing this.
- To ensure that all duties are carried out to the highest standard and in accordance with currently quality initiatives within the work area.
- To comply with all relevant Trust policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information and to be aware of any changes in these.
- To comply at all times with the Trust's Information Governance related policies. Staffs are required to respect the confidentiality of information about staff, patients and Trust business and in particular the confidentiality and security of personal identifiable information in line with the Data Protection Act. All staff are responsible for ensuring that any data created by them is timely, comprehensive, accurate, and fit for the purposes for which it is intended.

## **Equality & Diversity**

The Trust is committed to equality and diversity and works hard to make sure all staff and service users have access to an environment that is open and a free from discrimination.

As a Trust we value the diversity of our staff and service users, and therefore recognise and appreciate that everyone associated with the Trust is different and so should be treated in ways that are consistent with their needs and preferences.

Therefore, all staff are required to be aware of the Trust's Equality and Diversity Policy and the commitments and responsibilities the Trust has to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

We firmly believe that it makes good business sense to have a workforce representative of the communities we serve and so encourage applications from all sections of the community.

**To be noted:**

- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.
- This post is subject to the Rehabilitation of Offenders Act 1974 (Exemption Order 1975) and as such it will be necessary for a submission for disclosure to be made to the Criminal Records Bureau to check for previous criminal convictions. The Trust is committed to the fair treatment of its staff, potential staff or users in line with its Equal Opportunities Policy and policy statement on the recruitment of ex-offenders.

## Person Specification

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Criteria	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> <li>Educated to degree level or evidence of equivalent level of professional experience in relevant area</li> <li>Evidence of continued professional development</li> </ul>	<ul style="list-style-type: none"> <li>Valid Resuscitation Certification</li> <li>Teaching/training qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of teaching or training</li> <li>Experience of training and development within a health care context</li> <li>Experience of report writing</li> <li>Experience of working within a healthcare environment</li> <li>Experience of risk assessment and incident reporting</li> </ul>	<ul style="list-style-type: none"> <li>Experience of delivering mandatory training programmes</li> <li>Experience of developing and evaluating learning resources</li> <li>Experience of Change Management</li> <li>Experience of working in the NHS</li> <li>Evidence in working in partnership with service users and carers</li> </ul>
Skills & Abilities	<ul style="list-style-type: none"> <li>Excellent teaching and influencing skills</li> <li>Ability to identify and support the needs of learners</li> <li>Excellent written and verbal communication skills</li> <li>Proficient in use of Microsoft Office applications such as Outlook, Word, Excel, etc</li> <li>Ability to respond to changing curricula needs and adapt quickly to change</li> <li>Proficient in prioritising and organising own workload</li> </ul>	<ul style="list-style-type: none"> <li>PMVA skills</li> <li>Moving and Handling skills</li> <li>Resuscitation skills</li> </ul>

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	<ul style="list-style-type: none"> <li>• Able to work on own initiative</li> <li>• Ability to work within a team</li> <li>• Able to maintain effective partnerships in the Trust and with other organisations</li> <li>• Capacity to provide leadership, encourage high standards of work, leading by example</li> <li>• Able to identify risks and respond appropriate to level of responsibility and knowledge</li> <li>• Ability to identify when something lies outside of own knowledge/skill set and confidence to pass onto appropriate role</li> </ul>	
Knowledge & Understanding	<ul style="list-style-type: none"> <li>• An understanding of the diverse services delivered within the Trust</li> <li>• An understanding of the needs of staff working within healthcare</li> <li>• A awareness of the Course Skills for Health Training Framework</li> <li>• An understanding of the importance of policy, procedures, and guidance</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of training and development theory and methods</li> <li>• Knowledge of clinical governance practice</li> </ul>
Physical Requirements	<ul style="list-style-type: none"> <li>• Able to travel around the trust geographical area to meet strict time deadlines</li> <li>• Able to work at/use a PC for extended periods of time</li> <li>• Able to move and handle training equipment and carry out repetitive demonstration techniques</li> </ul>	<ul style="list-style-type: none"> <li>• Valid UK driving license</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Willingness to embrace new ways of working</li> <li>• Willingness to be flexible in approach and attitude</li> <li>• Willingness to work at multiple locations and to adjust schedule when given reasonable notice</li> </ul>	

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The

Trust believes in treating everyone with dignity and respect and encourages applications from all sectors of the community. We guarantee an interview to candidates with disabilities who meet the minimum essential criteria.