

## Job Description

### 1. JOB DETAILS

**Job title:** Clinical Educator, Elm A/Hyper Acute Stroke Unit (HASU)

**Accountable to:** Matron

**Location:** Elm A/Hyper Acute Stroke Unit (HASU)

### 2. JOB SUMMARY

(A brief description of the main purpose of the post)

All staff are expected to work to the Trust Values:



**Kindness** – Kindness and compassion cost nothing, yet accomplish a great deal.



**Respect** - We are respectful to everyone and are open, honest and fair – respect behaviours.



**Ambition** – We set goals to achieve the best for our patients, teams, organisations and our partners.



**Collaboration** – We are stronger and better working together with and for our patients.

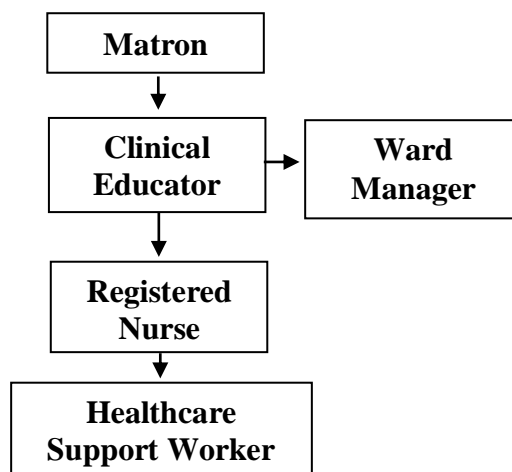
### 3. ROLE OF DEPARTMENT

(The function of the department in which the post holder works)

The focus is on providing a full spectrum of excellent stroke services and neuro rehabilitation. Including patients with neuro conditions such as acquired brain injury. The unit provides a multidisciplinary approach and a patients journey can be followed from initial onset of acute stroke, through the rehabilitation process to discharge.

#### 4. ORGANISATIONAL CHART

(Including in diagrammatic form to whom the post is responsible to and any posts which are responsible to the post holder)



#### 5. KEY WORKING RELATIONSHIPS

(The range of individuals and organisations the post holder has contact with, how regularly and for what purpose)

Patients, their relatives and carers.  
 Members of the public.  
 Stroke / Elderly Care / ED Physicians / Nurse Consultants  
 Matron  
 Senior Nurses and nurses on CCU, Heart Centre and medical wards  
 Stroke / Elderly Care Department Team  
 Members of the MDT.  
 Nursing management team.  
 Lead nurse team.  
 Consultants and medical staff.  
 Business managers.  
 Allied health professionals.  
 Quality assurance groups.  
 Domestic staff.  
 Interserve staff.  
 Appointments staff.  
 University of Cumbria link tutors, practice placement facilitator.  
 Medical secretaries.  
 Ancillary staff.  
 Risk management.  
 Estates.  
 Patient panel / PALS.  
 Pathology.  
 Radiology.  
 Pharmacy.  
 Other wards and departments.  
 Ambulance service. NWAS and Private

Visiting consultants  
Medical records.  
General practitioners.  
Specialist nurses.  
Nurse practitioners.  
Voluntary organisations.  
Infection control staff.  
Social services.  
Mental health.  
Intermediate care.  
Community matrons.  
CPFT  
CHOC.

## **6. DUTIES AND RESPONSIBILITIES OF THE POST**

### **Clinical**

- Work within HASU providing high quality care, working as a member of the team.
- Provide specialised advice and guidance, identify and facilitate the care delivery for critically ill patients and transfers from HASU, based upon best clinical practice.
- Identify innovations in clinical practice to improve patient care, ensuring practice is evidence based.
- Act in accordance with the NMC code of conduct.
- Facilitate new developments, equipment and treatment innovations through nurse education, supervision and competency based assessment.
- Contribute to the development of nursing practice as agreed with the HASU Management Team
- Comply with infection prevention and control procedures at all times.
- Safeguard and promote the welfare of children at an individual level.
- To act as a clinical role model and demonstrate clinical expertise and credibility in practice.
- To work 40% of the time clinically as part of the HASU operational team and 60% as the departmental clinical educator to ensure all staff are well educated and competent in all aspects of stroke care.
- When clinically based ensure the maintenance of a safe clinical environment and working practices conducive to patient care.
- Review unit policies guidelines and competency documents with reference to trust and national policies and guidelines.
- Undertake reviews of evidence and literature reviews as required for the development and policies and guidelines within the unit.
- Develop or contribute to the development of unit policies and guidelines.
- Take personal responsibility for putting the person receiving care first, and to challenge poor care/practise, doing so as soon as any shortcomings are seen.

### **Management**

- Support the management of the nursing team under the direction of the Ward Manager/ matron.
- Provide leadership and supervision for less experienced members of the team.
- Participate with nursing developments and quality initiatives within the department as agreed.
- Contribute to the development of policy, procedures and guidelines within the clinical area and propose changes.
- Identify potential sources of risk and deal with them proactively.
- Lead and participate in the management of change and support others during the process, encouraging new ideas and developments and contributing to the evaluation of the process.
- Lead and participate in the recruitment and retention of staff and to organise and orientate staff on induction including support in staff working towards their professional objectives and competencies.
- To undertake audits within the unit as required for example privacy and dignity, hand washing and clinical indicators.
- Support the matron and team leaders in the assessment of staff performance and when initiating the trust performance procedures.
- To organise own work load
- To act as a resource supporting and motivating staff members
- To keep abreast of and participate in local and trust initiatives

### **Administration**

- Update patient records as required, ensuring accurate data input.
- Develop and maintain an education and training database.
- Demonstrate competency in the use of IT resources.
- Liaise with the multidisciplinary team to ensure quality care is given, facilitates decision making processes relating to patient care.
- Liaise with service providers to provide up to date training for complex equipment.
- Ensure effective use of training resources within the department.
- Provide annual feedback and report of key objectives and progress made.
- Actively participate in quality assurance and risk management initiatives incorporating them into the training needs of the unit.
- Ensure the promotion of the safety of patients, staff and visitors to the unit.
- Contribute to the patient carer and public involvement strategy.

### **Education**

- Liaise with the nursing management team in HASU to identify educational needs and develop an educational strategy for the department including priority areas for education.
- Deliver the orientation and induction programme of education for all HASU nursing staff
- Work clinically directly alongside / supervise new HASU staff during their

induction period to supervise practice and deliver patient care, supporting training needs and maximising opportunities to deliver work based learning.

- Provide competency based assessment and feedback.
- In conjunction with the management team, identify training requirements for HASU staff and contribute to the development of individual training plans.
- Plan and implement a rolling programme of formal and informal education to supplement the induction programme.
- Coordinate with HASU nursing team to ensure attendance at all mandatory training updates.
- Support existing HASU mentors and preceptors in their role.
- Promote the role of the nurse in the multi disciplinary team, acting as patient advocate.
- Ensure appropriate level of supervision for staff during training.
- Promote an environment that encourages learning and sustains personal and professional staff development.
- Provide advice regarding the development and maintenance of a portfolio of evidence.
- Act as an expert resource HASU staff providing teaching and support and facilitating the development of critical care skills for staff within the unit.
- Work collaboratively with individual department mentors to give constructive feedback to individuals focusing on development and progress.
- Deliver formal teaching programmes related to training and educational needs.
- In conjunction with the management team, identify appropriate mentors to support the delivery of all training and education for staff in the unit.
- Provide training in the use of medical devices used within the HASU environment.
- Develop and implement evaluation audit strategies to measure the impact of educational programmes and disseminate the results.
- Lead, implement and maintain clinical supervision
- Maintain revalidation requirements in accordance with NMC guidelines.
- Ensure patient comfort, dignity, safety and confidentiality during training and education sessions.
- Demonstrate a patient centred approach to care and education.
- Provide coaching / guidance to less experienced staff to enhance their decision making skills.
- Monitor individual staff portfolio of development in conjunction with the sister / charge nurse.
- To support colleagues during investigation processes
- Identify training needs and set objectives, and contribute to individual performance review and appraisal.
- Identify potential study leave opportunities.
- Participate in clinical equipment trials.
- Collect data for local and national audit to improve patient care.
- Feedback audit data to the HASU team
- Participate in the Trust appraisal process within the set timescale

- Participate in clinical supervision as required.
- Undertake continuing professional development, maintaining a portfolio.
- Participate in research, audit and surveys as required.

## **7. WORK SETTING AND REVIEW**

(Who is responsible for setting and reviewing the work, the extent to which the post holder works unsupervised, and the extent to which they are free to act without direct reference to a more senior person)

Work independently to objectives as set by the Matron, who will review performance and undertake appraisal.

## **8. INDIVIDUAL RESPONSIBILITIES**

The post holder is expected to

- adhere to Trust policies and procedures and relevant legislation including the requirements of the any professional bodies
- attend mandatory training as identified by the Trust
- adhere to Trust infection prevention policies, procedures, audits in line with the Health Act 2006, to actively reduce Health Care Associated Infections

## **9. CONFIDENTIALITY**

The post holder must maintain the confidentiality of information about patients' staff and Trust business in accordance with the General Data Protection Regulations (GDPR), Data Protection Act 2018 and Caldicott principles.

## **10. HEALTH AND SAFETY**

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

## **11. RISK MANAGEMENT**

All staff have a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly and when requested to co-operate with any investigations undertaken.

## **12. EQUALITY AND DIVERSITY**

All employees of the Trust have responsibility to:

- Act in ways that support equality and value diversity.
- Treat everyone with whom they come into contact with dignity and respect.
- Act in ways that are in accordance with Trust's Single Equality Scheme, Equality and Diversity policy, and Dignity in the Workplace policy.

### **13. SAFEGUARDING**

All employees have a duty for safeguarding and promoting the welfare of children and adults at risk. Staff must be familiar with the trusts Safeguarding Policy and the process for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding children and adult training depending on their role in the Trust.

Staff are expected to access supervision and support from their line managers and/or the locality based safeguarding team when managing complex cases where applicable to their role.

### **14. INFORMATION GOVERNANCE**

The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively.

It is important that the post holder processes personal identifiable information only in accordance with the Trust Data Protection Act notification to the Information Commissioner. The post holder must check with the Data Protection Officer before creating new systems to process person identifiable information to ensure that this is carried out within the scope of the Data Protection Act 2018 notification.

The post holder must manage the records they create or hold during the course of their employment with the Trust in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. Data Protection Act 2018, Freedom of Information Act 2000, General Data Protection Regulations, Caldicott Guidelines NHS Confidentiality Code of Conduct 2003, and professional codes of conduct on confidentiality.

The post holder must maintain the confidentiality of information about service user staff and organisational business in accordance with the new Data Protection Act 2018 and Caldicott principles.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore is responsible for implementing and maintaining data quality. The post holder, when making entries into records, must ensure that these are legible and attributable and that the record keeping is



contemporaneous. It is essential that information recorded within records either on paper, in an electronic format or both paper and electronic is accurate, complete and relevant.

#### **15. GREEN STATEMENT**

Across the North East and North Cumbria we are working together to deliver our ambition to be the greenest region in England by 2030. There is an expectation for all staff to support this by familiarising yourself with the Trust's sustainability initiatives such as waste and recycling, going paperless, videoconferencing, sustainable transport and others.

We encourage you to think about what you can do as an individual and within your team to contribute in to embedding carbon reduction into the everyday running of our organisation.



## PERSON SPECIFICATION

**POST TITLE:**

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• First level Registered Nurse with active registration.</li> <li>• 1<sup>st</sup> level nursing degree.</li> <li>• Teaching certificate or equivalent.</li> <li>• Specialist post registration certificate in clinical speciality or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership certificate or equivalent.</li> <li>• Essential IT skills (EITS) or equivalent.</li> <li>• Masters in education.</li> </ul>
Knowledge & Experience	<ul style="list-style-type: none"> <li>• Extended clinical practice in a stroke setting.</li> <li>• Mentoring; and setting learning objectives.</li> <li>• Experience of teaching/ assessing and supervision.</li> <li>• Monitoring and setting standards.</li> <li>• Contributing to the development of Trust policies.</li> <li>• Change management experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Data collection and audit.</li> <li>• Clinical supervision.</li> </ul>
Skills and Aptitudes	<ul style="list-style-type: none"> <li>• Continuing professional development with portfolio.</li> <li>• National strategic priorities in stroke care/ National Stroke Plan</li> <li>• The Stroke-Specific Education Framework (SSEF)</li> <li>• NMC Code of Professional Conduct.</li> <li>• Professional leadership within area of practice</li> </ul>	<ul style="list-style-type: none"> <li>• Vulnerable adults, child protection and Mental Capacity Act Issues</li> </ul>
Personal Circumstances	<ul style="list-style-type: none"> <li>• Leadership skills.</li> <li>• Well developed communication and interpersonal skills.</li> <li>• Change management skills.</li> <li>• Able to work independently using initiative appropriately.</li> <li>• Able to plan and prioritise workload.</li> <li>• Ability to meet deadlines.</li> <li>• Teaching and presentation skills</li> <li>• Ability to demonstrate the compassionate values and behaviours needed for dignified care.</li> <li>• Extended scope of practice, i. e. phlebotomy, cannulation, intravenous injection, thrombolysis</li> </ul>	<ul style="list-style-type: none"> <li>• Project Development skills</li> </ul>

Other requirements	<ul style="list-style-type: none"><li>• Flexible approach to working patterns</li><li>• Motivation.</li><li>• Enthusiasm</li></ul>	