

JOB DESCRIPTION

1. **JOB DETAILS:**

Job Title: Clinical Practice Educator

Band: 6

Care Group Theatres & Anaesthetic and Critical care

Location: Royal Cornwall Hospital, Truro

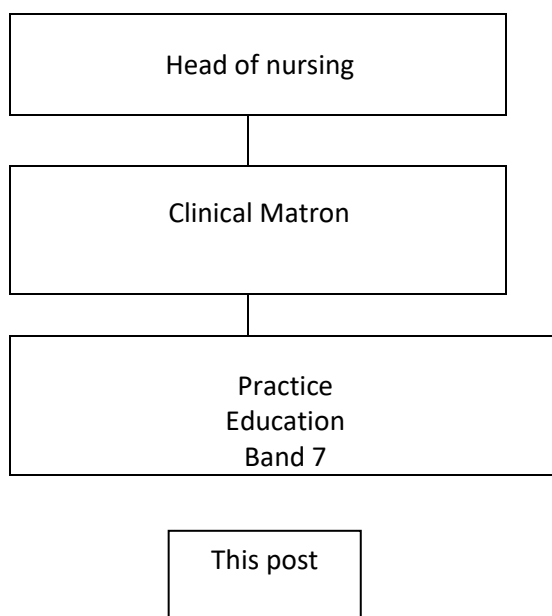
2. **JOB PURPOSE**

- Coordination, support and development of ongoing training packs for theatre teams.
- Liaison with the relevant Higher Education Institute(s) to ensure that placement requirements are being met.
- Support and development of mentors in practice.
- Provision of clinically based education within theatre areas supporting theatres staff.

3. **DIMENSIONS**

The scheme of delegation is not applicable to this post. The post holder will not have any direct line management responsibility but will be expected to represent the Trust at regional meetings.

4. **ORGANISATIONAL CHART**



5. KNOWLEDGE, TRAINING & EXPERIENCE

Qualifications and Experience

The post holder will:

- Have significant recent acute hospital based nursing/AHP experience.
- Be able to work clinically in theatre department setting caring for a group of patients autonomously (within own sphere of practice.)
- Have significant post registration experience.
- Possess a Bachelor's Degree in a health related subject.
- Possess a teaching and/or mentoring qualification.

Analytical and Judgement skills

The post holder will be able to assess learning needs and level of competence in all staffing groups and take appropriate action. In addition, the post holder will be responsive to concerns raised in the learning environment and carry out initial investigations where necessary.

Planning and organisational Skills

The post holder will be able to manage, organise and prioritise their own workload taking into consideration external factors such as deadlines and targets.

Physical Skills

The post holder will be able to work in a ward or clinical department setting meeting the needs of patients and staff as required.

6. KEY RESULT AREAS

Freedom to Act

The post holder will:

- Be guided by precedent and clearly defined occupational and professional policies, protocols, procedures and codes of conduct.
- Be accountable for his / her own actions, maintaining a professional approach to work.
- Undertake autonomous assessment of staff progress and implement actions to further help with development.
- In a supernumerary capacity in a clinical area, undertake autonomous care of a group of in-patients whilst providing clinical teaching/support to staff.
- Hand over care of patients to theatre staff following a clinical teaching session
- Handover, document and evaluation of all learners

- Attend development team meetings both locally and regionally.
- Identify any areas of clinical skill, knowledge or practice that may cause any concern and escalate appropriately. This may include raising an issue regarding safeguarding.

Responsibility for Policy/Service Development

The post holder will

- Support the development of new policies relating to preceptorship and mentorship.
- Help implement changes from the Nursing and Midwifery Council/Health Professions Council that relate to either pre-registration learners or the provision of a good environment for placement learning.
- Be responsive to the needs of learners, mentors and preceptees and take action to improve their experience.
- Support the development of effective mentorship at RCHT ensuring there are adequate numbers of mentors who are suitably qualified and who meet NMC/HCPC requirements.
- Work with the learning and development department to ensure that the standards in schedule 2 of the Learning and development agreement are maintained and developed to a standard of excellence.
- Work with the Learning and development department to ensure that key performance indicators regarding the provision of placement learning for pre-registration students are met and developed to a standard of excellence.
- Assist in Recruitment activities where required.
- Contribute to the delivery of other aspects of learning and development that seek to continuously improve patient care and further develop the RCHT workforce. This may include participating in a team approach to developing new ideas for training and education activities.
- Ensure that all face to face learning activities that are undertaken reflect RCHT policies and values.

Responsibility for Financial and Physical resources

The post holder will

- Observe a personal duty of care in relation to equipment and resources used in the course of their work.
- Actively support the delivery of manual handling and basic life support training and other areas of training that are a key priority at RCHT.

- Utilise multi-media systems such as power point, internet, and projection as part of teaching and training.

Responsibility for Information Resources

The post holder will

- Contribute to the maintenance of the Trust NMC Mentor Register, updating the database as applicable.
- Liaise with Theatre managers/deputies nurses identifying areas where their departments may be at risk of not meeting NMC standards for mentorship or not providing sufficient mentorship for the agreed student capacity.
- Update and maintain patient records when providing clinical teaching in department setting.
- Provide information, advice and guidance about education and learning opportunities to any staff member and direct them to other team members where necessary.
- Ensure records of attendance on learning activities are completed and returned to the learning and development administration team.

Responsibility for Human Resources

The post holder will:

- Provide face to face teaching and guidance for staff, mentors and preceptees in both clinical and education based settings.
- Be responsive to the needs of learners and mentors and take appropriate action to support their development.
- Promote a positive approach to learning in all settings.
- Maintain effective communication and a high standard of customer service at all times.
- Participate in a yearly performance development review (PDR).

Responsibility for Research and Development

The post holder will:

- Ensure that all teaching and learning activities are based on up to date evidence and research.
- Undertake a literature review to gain understanding of up to date evidence where necessary.

7. COMMUNICATION & WORKING RELATIONSHIPS

The post holder will utilise communication skills in the following ways;

- Teaching and evaluation of learning in both one to one and group settings.
- Giving constructive feedback regarding skills and performance.

- Providing support and mentoring on an informal and formal basis.
- Liaison with Higher Education providers.
- Representing the Trust at Regional and local meetings.

Key Working Relationships include:

- Pre-registration students
- Preceptees
- Theatre workforce
- Mentors and supervisors
- Theatre managers/Deputies
- Education Link persons
- Placement Development team
- Academic tutors
- Learning and development team

8. MOST CHALLENGING PART OF THE JOB

- **Mental Effort**

The post holder will be required to concentrate for long periods of time whilst providing clinically based teaching. This includes the ability to both teach and assess skills and knowledge and the ability to undertake training in an enthusiastic manner whilst delivering or supervising the delivery of direct patient care. The post holder must be able to respond appropriately to any unusual circumstances that may arise during clinical training – this may relate to patient care or learners needs or both.

- **Emotional Effort**

The post holder may encounter a range of both positive and negative responses to training from individual staff members or students. This may include a challenge with regards to theory /practice gap etc. during clinical or classroom based training. Support can be provided from within the learning and development team in these circumstances.

- **Physical Effort**

The post holder must be able to engage actively in teaching and assessing in clinical settings for approximately 0.6 WTE of this post. The post holder must be able to engage in direct patient care in an in –patient ward or department setting. This involves moving around, kneeling down, stretching and demonstrating other practical skills.

- **Working Conditions**

The post holder must be aware of the health and safety policies and procedures and must take action or seek support in any circumstances that may affect this. Trust equipment such as hoists, slings, mannequins must be used safely and checked for signs of wear and tear/malfunction. Electrical equipment such as

video projectors, computers must be used effectively and defects reported accordingly.

9. OTHER

- The Post holder must comply with all RCHT Policies and Procedures
- The Post holder must work within infection control guidelines to ensure that work methods do not constitute a risk of infection either to the Health Care professional , to the client , or to any persons working in/visiting RCHT premises
- This job description is subject to the Terms and Conditions of service of Royal Cornwall Hospitals NHS Trust, and the post holder will undertake any other duties which may be required from time to time

THIS JOB DESCRIPTION IS SUBJECT TO REVIEW IN CONSULTATION WITH THE POST HOLDER

10. JOB DESCRIPTION AGREEMENT

Job holder's Signature:

Date:

Head of

Department Signature:

Date:

Title:

This job description will be subject to annual review and amended to meet the changing needs of the Trust.

This job description is subject to the Terms and Conditions of service of Royal Cornwall Hospitals NHS Trust.

Please note:

Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.

Person Specification for the post of: Clinical Practice Educator - Band 6

Attributes	Requirements	
	Essential	Desirable
Qualifications	<p>Current NMC/HCPC registration</p> <p>Bachelor's Degree in a health related subject</p> <p>Possession of a teaching and/or mentorship qualification</p>	
Experience	<p>Significant post registration experience</p> <p>Recent experience of the perioperative setting</p> <p>Evidence of teaching and facilitation of group and individual learning</p> <p>Able to work independently, managing own workload, as well as in a clinical team</p>	<p>Experience within an academic setting</p> <p>Experience within a clinical teaching role</p>
Practical /intellectual skills	<p>Able to teach and facilitate learning in both a theatre setting and classroom setting</p> <p>Able to work clinically in an acute setting</p> <p>Able to assess competence and level of understanding</p> <p>Able to respond to individual learning needs</p> <p>Able to give effective feedback</p>	

	<p>Able to prioritise workload</p> <p>Possess an understanding of change management and can relate this to the need for further learning/development</p>	
Disposition/Adjustment/Attitude	<p>Able to build rapport and credibility with a range of clinical teams and learners</p> <p>Possess excellent communication skills</p> <p>Able to work across team and organisational boundaries</p> <p>Able to maintain a positive approach to learning</p> <p>Able to integrate the trust values into all aspects of learning and development activity</p>	
Training	Up to date with mandatory and statutory training	
Additional circumstances	<p>Enhanced DBS clearance</p> <p>A flexible approach to work</p> <p>Ability to undertake duties</p> <p>Accountable for own actions and able to support effective teamwork</p> <p>Complies with Professional code of conduct and embraces Trust values</p>	

**NHS KNOWLEDGE AND SKILLS FRAMEWORK
FORM FOR DEVELOPING AN NHS KSF OUTLINE FOR A POST (KSF1)**

Title of Post: Clinical Practice Educator - Band 6

NHS KSF DIMENSIONS	Needed for Post?	<u>Level for post</u>				<u>Areas of application</u>
		1	2	3	4	
CORE DIMENSIONS – relates to all NHS posts						
1 Communication	Y			X		
2 Personal and people development	Y				X	
3 Health, safety and security	Y			X		
4 Service improvement	Y		X			
5 Quality	Y			X		
6 Equality and diversity	Y			X		
SPECIFIC DIMENSIONS						
HEALTH AND WELLBEING						
HWB1 Promotion of health and wellbeing and prevention of adverse effects to health and wellbeing						
HWB2 Assessment and care planning to meet people's health and wellbeing needs				X		
HWB3 Protection of health and wellbeing						
HWB4 Enablement to address health and wellbeing needs						
HWB5 Provision of care to meet health and wellbeing needs				X		

HWB6 Assessment and treatment planning						
NHS KSF DIMENSIONS	Needed for Post?	<u>Level for post</u>				
		1	2	3	4	<u>Areas of application</u>
HWB7 Interventions and treatments						
HWB8 Biomedical investigation and intervention						
HWB9 Equipment and devices to meet health and wellbeing needs						
HWB10 Products to meet health and wellbeing needs						
ESTATES AND FACILITIES						
EF1 Systems, vehicles and equipment						
EF2 Environments and buildings						
EF3 Transport and logistics						
INFORMATION AND KNOWLEDGE						
IK1 Information processing						
IK2 Information collection and analysis						
IK3 Knowledge and information resources						
GENERAL						
G1 Learning and development				X		
G2 Development and innovation						
G3 Procurement and commissioning						

