

# EAST MIDLANDS AMBULANCE SERVICE NHS TRUST

## Role Description (Clinical Practice Tutor)

<b>Job Title</b>	<b>Divisional Clinical Educator</b>
<b>Accountability</b>	<b>Senior Clinical Educator – Essential Education lead</b>
<b>Review Date</b>	<b>This job description is subject to periodic revision following discussion with the post holder</b>

### **Job Purpose:**

To take responsibility as part of Divisional Organisational Learning and Education for providing professional education, training and learning opportunities within a Divisional region and Education Centres

To work in collaboration with clinical governance and managerial colleagues to provide assessment and mentoring opportunities that will contribute to the improvement in the quality of patient care and clinical outcomes.

To supply specialist educational support and guidance to Team Leaders and their team members in order to improve the dissemination of learning within localities and facilitate the continuing professional development of staff.

### **Main responsibilities:**

1. Support the Organisational Learning and Education team in delivering the Trust's learning and development agenda in line with the agreed Workforce and Business Plans.
2. Participate in and support clinical audit activities as required.
3. Provide education, development and assessment for clinical staff to the professional standards as laid down by the JRCALC guidelines, the HCPC, awarding organisations and local protocols and procedures.
4. Deliver statutory and mandatory education/essential education for members of the Trust as required.
5. Ensure compliance with any Trust or directorate policies, procedures and guidelines.

6. Maintain professional registration where applicable and continue to professionally develop within national and local guidelines in order to deliver patient care to the professional standards as laid down by the JRCALC guidelines and other local protocols and procedures.
7. Deliver induction training for members of the Trust as required.
8. Provide assessment and remedial education for members of the Trust following referrals from other directorates.
9. Monitor and evaluate the delivery of instruction, content and teaching materials to ensure the quality exceeds the minimum standards as required by external quality assurance processes.
10. To provide mentoring and where appropriate pastoral support to staff and learners.
11. Provide feedback and evaluation to Senior Clinical Educators and Subject Matter Experts to ensure quality monitoring and screening of the educational process.
12. To complete individual staff/learner records, assessment and course summary reports.
13. Ensure information and education management systems are followed and maintained to support the audit aspects of education and clinical governance.
14. Administer systems and processes to ensure that the Trust has effective mechanisms for identifying and preventing shortfalls or deficits in quality and service and the subsequent implementation of a remedial action plan.
15. At agreed times, undertake roster-based clinical duties by agreement with the Operations Management Team to support organisational goals and maintain personal skills and competence in order to comply with HCPC audit.
16. Work in collaboration with local leadership teams to provide mentoring, education and clinical supervision to various members of staff to cover identified skills gaps.
17. When required, participate in the selection test procedures for staff wishing to enter clinical and/or education posts in the Trust.
18. Participate in the day to day organisation of Organisational Learning and Education ensuring compliance with Directorate and Trust policies.
19. Maintain the security and documentation of all prescription only medicines stored for instructional purposes within the clinical and education centres.
20. Maintain the serviceability and security of departmental equipment and vehicles and that training venues are monitored to ensure a safe learning environment for all.
21. To maintain confidentiality in line with Trust policy and ensure compliance with the Data Protection Act and Caldicott principles.

22. Provide education in line with income generation requests from commercial companies or other parts of the health community as requested.
23. Assist with the Trust's response to external inspections/ accreditation visits, including the preparation of reports/action plans and subsequent progress reports.
24. When requested produce written reports for internal and external meetings/publications on a range of issues.
25. As required, work in conjunction with other emergency services in response to a major incident or CBRN incident.
26. Support co-ordination of the placement of learners with external bodies as required by the course structure and monitor the quality and standards of service provided on such placements.

### **Clinical Responsibilities**

27. To deliver clinical care, in line with the Trust medical procedures and directions from the Trust medical advisor.
28. To provide clinical leadership and monitoring at incidents
29. To attend patients in a variety of clinical and non-clinical settings
30. Accurately triage and prioritise patients demonstrating the use of a variety of techniques to elicit the history of an event or illness in order to manage an incident correctly.
31. Prescribe, supply or administer medication and treatment according to agreed protocols.

### **General**

32. Take part in activities, which will lead to personal and / or team growth.
33. Take part in the Personal Development and Review process of the Trust and take a lead in identifying own development needs and maintain a folder of evidence of Continuing Professional Development.
34. Be familiar with all Trust Control Assurance issues, keeping up to date on risk management developments and associated processes and techniques.
35. To maintain and promote a culture of equal opportunities in the workplace.
36. Perform other duties as may be reasonable from time to time
37. Ensure adherence to Health and Safety at work Act and the Trust's Disciplinary and Grievance procedures

The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of the Trust, which may be amended from time to time.

Patient Safety is a key priority for the Trust. It is your responsibility to ensure that you are fully compliant with EMAS policies and procedures in respect of patient safety, for example Risk Management, Infection Prevention and Control, Safeguarding children and vulnerable adults.

This job description is not intended to be an exhaustive list of duties and responsibilities, but to give an indication of the main areas of activity and involvement.

### **Communications and Working Relationships:**

#### **Internal**

Assistant Director of Workforce Planning, Governance and Compliance  
Assistant Director of Education and Organisational Development  
Head of Education  
Deputy Head of Education  
Senior Clinical Education Team  
Operational Managers  
Service users

#### **External**

NHS Trusts  
University Departments

## Person Specification

### Clinical Practice Tutor

	Essential	Desirable
<b>Qualifications</b>  <b>Professional</b>  <b>Development</b>	HCPC Registered Paramedic OR State Registered Nurse OR Registered allied health professional  Teaching Qualification Assessing Qualification ( <b>or willingness and commitment to work towards within 12 months</b> )  Portfolio of CPD evidence showing commitment to personal development.	Qualified emergency driving  Advanced Life Support qualification  Pre-hospital Paediatric Life Support or paediatric Life support  Trauma – PHTLS or equivalent  Advanced Medical Life Support
<b>Experience</b>	5 years operational experience  Experience of working with other health professionals	Minimum of 2 years operational experience as a Paramedic or equivalent post qualification
<b>Knowledge and Skills</b>	All knowledge required to perform registered paramedic, registered nurse or allied health professional role.  Working knowledge of the general anatomy and physiology of the human body  Effective written and verbal presentation and communication skills  Proven influencing and negotiating skills  IT skills  Full clean driving licence Category A – old style licence or Categories C1 new style licence. Applicants with a minor speeding offence may be considered.	GCSE or equivalent in Human Biology  Working knowledge and understanding of the current JRCALC clinical guidelines  Knowledge of Personal and Development Review systems  Knowledge of Higher Education career pathways  Use of Powerpoint, Outlook and Word
<b>Personal Attributes</b>	Professional and personal credibility	

	Patient Self motivated	
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