

# Candidate Pack

For

# AHP Educator Pre-registration



North Middlesex University Hospital NHS Trust is a medium sized District General Hospital based in Edmonton in Enfield, North London. We serve a diverse multicultural population largely from the London boroughs of Enfield and Haringey. Many of our patients live in wards that are within the 5% most deprived in the UK and a large proportion of our patients were born abroad. This makes it both a fascinating and a challenging hospital to work in.

Over the last decade we have rebuilt almost all of the hospital and now have facilities that we are proud to work in. We employ over 3,500 staff, more than half of whom live locally. We encourage apprenticeships from the local community and work closely with our local Health Watch.

We are primarily an emergency led hospital with more than 90% of our bed days being used for patients admitted via our emergency and ambulatory units. As well as offering everything you would expect from a major acute hospital we have a number of tertiary services treating patients with HIV and Sickle Cell Disease and a large cancer and radiotherapy service. We also run our local community Sexual Health Clinics.

We are proud of our staff and want to ensure their training allows them to provide excellent clinical care. We are also a training unit for medical students from UCL and St George's University Grenada, and for nursing and midwifery students from Middlesex and City Universities.

Our priorities:

### 1. **Providing Outstanding Care**

We will provide:

- Excellent outcomes for patients
- Excellent experiences for patients and staff
- Excellent value for money

### 2. **Partnering with Others**

We will work closely with our system partners to integrate health and care and broader public services, and guide you towards the best services for you.

### 3. **Keeping Healthy**

We will use every opportunity we have to promote wellbeing, providing information and education for our community.

## Additional Information

### Location

Situated in Edmonton, North London with a multi-cultural community, the area provides a wide range of facilities and is close to the heart of London. Central London is easily accessible, with Liverpool Street and Kings Cross approximately 30 minutes away by public transport.

### Benefits

We want to attract the best and brightest people to work at NMUH and that means looking after you from the moment you apply for a role at the Trust and throughout your career with us. Our staff are our most valuable asset and we believe that investing in colleagues is crucial if we want to enable everyone to reach their full potential.

### Learning and Development

As a University Trust, we recognise the importance of investing in our workforce to continue to deliver the right care in the most effective way, based on a sound evidence base and continuing professional development. We offer:

- A structured leadership and management development programme
- Core skills statutory and mandatory training programmes
- A 'one-stop' induction programme for all new staff – introducing you to the Trust, our values and our services
- A structured programme of learning for trainee doctors, student nurses and students across allied health professions
- A coaching network where trained coaches throughout the Trust are matched with staff of all disciplines to provide a powerful development opportunity
- A wide range of Continued Professional Development (CPD) opportunities, working with partners – such as Middlesex University and University of Hertfordshire, to deliver training and development programmes and support

### Health and Wellbeing

We offer a Health Hub which helps improve staff health and wellbeing across the Trust – encouraging staff to step away from their work and think about their own health. This includes:

- Workshops, challenges and social events throughout the year
- Confidential and safe forums where staff can talk about the emotional impact of their work
- A equality and diversity staff network providing support to all staff
- Mindfulness bite size taster sessions
- Mini health checks
- Free, confidential counselling services 24/7
- Reduced gym rates at a number of local health clubs/gyms

## Pay and Annual Leave

- Generous annual leave: starting at 27 days and increasing after five and 10 years
- Maternity/paternity and shared parental leave schemes
- Sick pay for all substantive and permanent staff
- Range of flexible working options across the Trust including compressed hours, term time contracts, part-time working etc.
- One of the best pension schemes in the UK

## Road Access and Public Transport

Situated on the North Circular Road, the hospital is within very easy reach of the M25, M1, A1, A10 and A12. The hospital is situated close to the residential districts of North London including Enfield and Winchmore Hill, which all have an excellent environment and schools.

Silver Street main line railway station is a 5-minute walk away, with services direct to Liverpool Street Station and Seven Sisters underground Station.

## Follow us on social media



## Our Values and Expected Behaviours

You are part of Team North Mid, a workforce over 3,500 strong. A big part of working here is having a culture and values that help us to achieve our vision of delivering outstanding care to local people.

### We are caring:

What it means	Our behaviours
<ul style="list-style-type: none"> <li>We are compassionate and take time out to check on colleagues and patients</li> <li>We are understanding and recognise each other as individuals</li> <li>We are committed to improving our community for colleagues, patients and carers</li> </ul>	<ul style="list-style-type: none"> <li>Showing empathy</li> <li>Being curious</li> <li>Showing humility</li> <li>Listening to others</li> </ul>

### We are fair:

What it means	Our behaviours
<ul style="list-style-type: none"> <li>We respect and understand each other's differences and backgrounds</li> <li>We are consistent with providing realistic, clear expectations and constructive feedback</li> </ul> <p>We are always looking for opportunities to develop all our staff and our services</p>	<ul style="list-style-type: none"> <li>Being consistent</li> <li>Listening to others</li> <li>Supporting each other</li> </ul>

### We are open:

What it means	Our behaviours
<ul style="list-style-type: none"> <li>We embrace change and continuously challenge ourselves and colleagues to create meaningful improvement</li> <li>We ask for help when we need it; we offer help when we see a colleague struggling and we are always open to challenge</li> <li>We actively look for new ways of working and explore new partnerships across teams, divisions and organisations</li> </ul>	<ul style="list-style-type: none"> <li>Speaking up</li> <li>Being curious</li> <li>Learning from mistakes</li> </ul>

These values are extremely important to us and we expect everyone who works at the Trust in any capacity to share and uphold these values. Further information on the Trust's values is available on our website.

## Care and Compassion

Ensure that any escalation of care concerns or safeguarding escalations are made robustly through the appropriate channel. Undertake audits and where appropriate cooperate with the corporate nursing team to maintain Trust standards of care.

## JOB DESCRIPTION

<b>POSITION</b>	AHP Educator Pre-registration
<b>SALARY BAND</b>	AfC Band 7
<b>LOCATION</b>	Education Team
<b>HOURS</b>	37.5 (1.0WTE)
<b>RESPONSIBLE TO</b>	Deputy Chief Nurse
<b>ACCOUNTABLE TO</b>	Chief Nurse
<b>KEY WORKING RELATIONSHIPS</b>	Education and Learning/Senior AHP Team/ Higher Education Institutions/ Health Education England/ HCPC / Capital AHP/ North Central London Partnership Group

### JOB SUMMARY

The main purpose of this post is to support Allied Health Professional (AHP) learners within the scope of pre-registration across North Middlesex University Hospital NHS Trust as part of the Education Team.

A key component of the role is being a highly visible clinical presence to promote quality learning environments and holistic learning journeys. The role utilises coaching techniques to promote learner autonomy, develop and enhance the quality of learner supervision and assessment and respond to issues surrounding learning environment quality and capacity.

Learners within the scope:

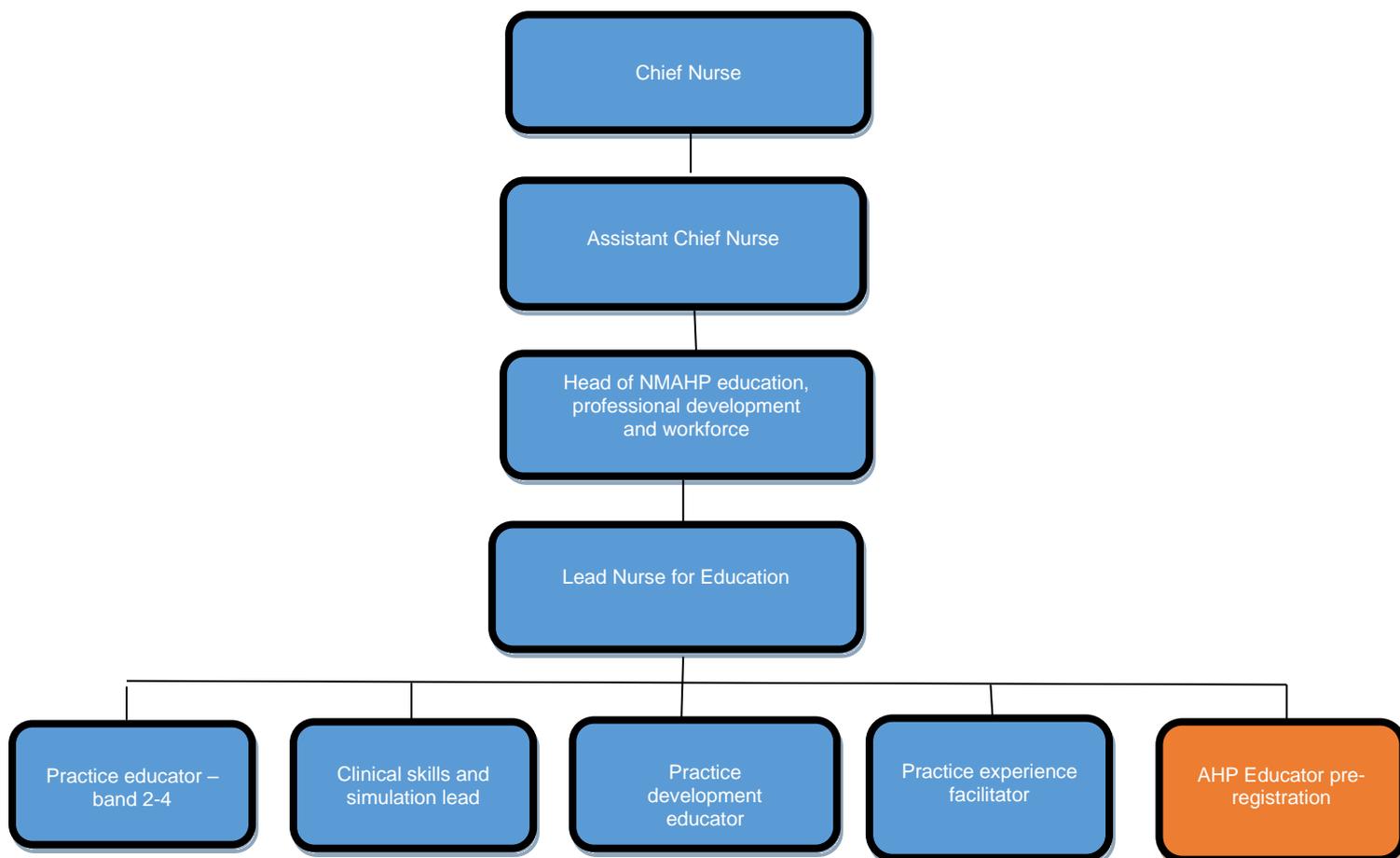
- Pre-registration Student placements
- AHP Apprentices and support workers
- AHP Return to Practice learners
- International recruited practitioners

### INTRODUCTION TO THE DEPARTMENT

The corporate education and learning team is responsible for supporting and developing practice education and learning for a range of learners within the Trust. This will include Nursing Associates, Apprentices, Pre-registration students as well as Registered Health Care Professionals.

The team is responsible for the education, training and development of approximately 2000 staff within the Trust and some learning packages that support the wider community. The team sits within the corporate division with professional accountability to the Chief Nurse.

### ORGANISATION CHART



## Probation

Employment by the Trust is subject to a six (6) month probationary period, during which time you will be required to demonstrate to the Trust's satisfaction your suitability for the position in which you are employed. During your probationary period, your employment may be terminated by you or the Trust by providing one (1) week notice in writing.

## Equality, Diversity and Inclusion

The Trust is committed to fair and transparent recruitment and selection procedures and to providing a workplace where all staff are treated with respect and feel included. It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

## Health & Safety

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974 to maintain a safe environment for both staff, patients and visitors, to observe obligations under organisational and departmental Health & Safety policies, maintaining awareness of safe practices and assessment of risk.

## Data Protection and Caldicott

To obtain, process and use information (held on computer and/or manual filing systems) in a fair and lawful way. To hold person identifiable information for specific registered purposes and not to use, disclose or transfer person identifiable information in any way that is incompatible with the Data Protection Act 2018, other legislation and Caldicott requirements. To disclose person identifiable information only to authorised persons or organisations as instructed. When using email to transmit person identifiable information within or outside the Trust, the Trust Email Policy must be strictly followed.

## Customer Care

The aim of the hospital is to provide patients and clients with the best possible care and services. In order to meet this aim, all our staff are required at all times to put the patient and client first and do their utmost to meet their requests and needs courteously and efficiently. In order that staff understand the principles of customer care and the effects on their particular post and service, full training will be given.

## Infection Control

All healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal

and patient safety and for prevention of healthcare associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about application of practice measures known to be effective in reducing HCAI.

## Smoking Policy

The Trust provides a smoke free work environment.

## Confidentiality

Under no circumstances, either during or after the end of your employment (however it is terminated), may you divulge any unauthorised person confidential information relating to the Trust. This includes but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

## Clinical Governance

Staff are expected to provide patients with timely and effective care. Treatment and direct / indirect support must be based on best practice. Everyone is responsible for this and his/her job in the Trust is important in achieving this.

## 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 check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.

## Safeguarding Vulnerable People

It is a basic human right of every child and adult to be protected from harm and NHS Trusts have a fundamental part to play in this. We expect all our staff to recognise signs of vulnerability and to report and act on any concerns in line with policy and guidance contained in 'Working Together - Every Child Matters' and 'No Secrets - guidance on developing multi-agency policies and procedures to protect vulnerable adults from abuse' on which our Trust Policies are based.

## Organisational Change

As services develop and change, the post-holder may be required to undertake other responsibilities within the Trust.

## Review

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post-holder

## Duties and Responsibilities:

### Promoting Quality of Practice Placement Learning

1. To be the operational lead for promoting, developing and supporting the quality of learning environments which ensure the workforce is fit for purpose.
2. To support the development and delivery of a range of workforce development educational activities undertaken by the Education and Training team.
3. Ensure the practice learning environment is an effective placement for all learners to meet the competencies required for each programme of studies or learning experience which will enable registration post qualifying towards undergraduate AHP, return to practice and degree apprenticeship programme studies.
4. Participate in facilitating feedback to the practice placement area and HEI following student evaluation and ensure the feedback is used to improve the student learning experience.
5. To work with the Multi-professional Educational Lead, AHP Leads, Practice Educators and university placement team to provide advocacy and pastoral support for learners which undertaking practice experience.
6. Escalate any serious untoward incidents involving students as per current Trust and/or university policy or European working directive.
7. Work with managers and department leads to provide assurances to internal committees and external regulatory bodies in relation to student supervision and assessment including provision and maintenance of a live database (register).
8. Lead in the Trust engagement with HEIs for the annual review of placement ensuring clear action plans are set and achieved following feedback.
9. To coordinate the AHP evidence for the Quality Framework submissions to HEE Active member of Non -Medical Education Panel

## Clinical

1. Act as a role model and maintain clinical expertise to support learners, Practice Educators and to support teaching and assessment for learning.
2. Ensure the practice learning environment is an effective placement for students to meet the competencies required of the particular module they are undertaking and meets the required standards.
3. To promote quality patient care, through the continuing education of all members of staff and students.
4. Work with the Trust student support links, practice assessors, practice supervisors and link lecturers to ensure students receive appropriate induction and orientation to the Trust and/or practice placement area.

5. Provide additional clinical and pastoral support/advice to clinical colleagues regarding student performance as required.
6. Continue to develop skills such as leadership, coaching, mentoring, project planning and problem solving to support the role and professional development.
7. Maintain visible clinical presence and support research activities in clinical practice settings in support of best practice.
8. Communicate effectively with the wider team to always ensure that learners are considered as part of the wider workforce and education plans.
9. To work within the clinical area with students and supervisors on an individual basis to develop/enhance clinical skills
10. Support internationally recruited AHP staff with preceptorship and training within their profession.

### Training

1. Plan and co-ordinate the delivery of local student induction to ensure students are suitably prepared for practice placements as per LDA, local mandatory and/or statutory requirements.
2. Plan and deliver the mentor annual update and sign off mentor workshops
3. Enhance and facilitate student support programmes in response to their changing needs to impact/contribute positively on their practice learning experience within the Trust.
4. Facilitate student experience focus groups (forum) and the final placement 3rd Year student's development programme in preparation for preceptorship.
5. Work with other Practice Educators in particular; Preceptorship lead to develop and facilitate a multi-professional preceptorship programme for newly registered (preceptees) nurses, midwives and AHPs.

### Practice Learning and Education

1. Present to the Practice Development & Educators forum and other relevant education meetings/forums on any developments in practice and advice on matters as appropriate.
2. Disseminate information on developments regarding undergraduate pre-registration education and training as well as support staff in implementing any necessary changes in a timely and effective manner within the Trust.
3. Assist staff to evaluate and/or implement any new developments and work to address issues affecting the progress of learners.
4. Initiate, undertake and/or contribute to policy development or changes and quality initiatives which impact directly or indirectly on practice placement experiences or safety within the Trust.
5. Keep up to date with national and local developments and research relating to practice learning. Write reports as requested on issues related to practice placement learning.
6. Maintain effective communication of practice learning or practice development initiatives through newsletters, webinars, updating the internet and/or forums.
7. Contribute, as appropriate, to curriculum developments ensuring that they support the principles of work based learning and respond to clinical need.

### Student Recruitment and other Educational Activities

1. Contribute to the recruitment process for suitable students to pre-registration programmes in partnership with Higher Education Institutions.
2. Contribute to the widening participation of students and staff through various initiatives including attendance at schools, colleges and recruitment fairs to promote North Middlesex University Hospital NHS Trust as an employer of choice
3. Promote and facilitate projects and programmes to maintain the student and staffing workforce pipeline including Work Experience programme, Return to Practice programme and Degree Apprenticeship programmes.
4. Promote the involvement of clinical staff to ensure that they are routinely involved in the recruitment of suitable students to partnering universities including meeting the Fair Share model required numbers
5. Act as the main link in collaboration with the Academic Assessors and clinical colleagues for student's issues arising whilst in practice to ensure timely and appropriate responses.
6. Support the wider education team by participating in teaching activities that reflects current research based evidence and practices that contribute to student and staff development to ensure outstanding care is delivered.
7. Partake in the evaluation of programmes/training activities, provide reports and attend meetings with internal and external stakeholders, as required, to address issues and concerns related to practice.

### Professional Development

1. Continuously maintain an awareness of local and national health care issues and policies relative to AHP groups
2. Prepare and actively participate in the Trust's Annual Reviews (Appraisal), facilitate career conversations and process/progress reviews.
3. Ensure training and development needs detailed in your personal development plan are followed up and the effectiveness of the acquired training and development evaluated in term of self, patients and services.
4. Take responsibility for setting professional objectives and obtaining appropriate feedback with line manager.
5. Maintain current active HCPC registration.
6. Consistently act in accordance with Trust Policies and procedures, HCPC Professional Conduct and other guiding documentation to maintain standards and professionalism.
7. Participate in networking activities, as appropriate, to contribute to own professional development and Trust services



**North Middlesex  
University Hospital**  
NHS Trust

Our  
**values**

