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| Agenda for Change | Version 11 |
| Author: Claire Ackerman | Date: March 2024 |



Job Description

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| Job Group (Delete as applicable): | Nursing & Midwifery |
| Job Title: | Clinical Placement Quality Team Educator |
| Existing Grade: | 6 |
| Care Group: | Corporate Services |
| Service Line: | Nursing and Quality |
| Department: | Department of Professional Healthcare Education |
| Location: | University Hospitals Plymouth NHS Trust |
| Appraiser: | Clinical Placement Quality Lead |
| Accountable to: | Deputy Head of Education: Professional Development and Clinical Education |
| Position Number: | |
| Date: | 07/03/2024 |

| | |
|-------------------------|------------------|
| Agenda for Change | Version 11 |
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Job Purpose:

To assist in the co-ordination of clinical placements across the organisation for non-medical learners.

To act as a communication link between learner placement providers and Higher Education Institutions (HEI).

To provide assurance of compliance with existing contractual agreements with HEIs to support learners in practice and the Organisations Learning and Development Agreement.

Maintain clinical competence and training to role model best practice and demonstrate evidence-based care.

Work with academic colleagues from further and higher education to ensure registered practitioners are supported to act as appropriate supervisors and assessors to non-medical clinical learners - through training and support for supervisors and assessors across non-medical professions.

To ensure University Hospitals Plymouth NHS Trust in the context of Devon' Sustainability Transformation Plan (STP) have sufficient, suitably qualified supervisors and assessors available to support practice learning and to supervise learners within practice.

To ensure the supervisor and assessor register for the organisation is up-to date, sustained and reflects the needs of learner numbers and placements.

Actively seek and develop new educational opportunities and clinical placements for non-medical learners across the organisation.

Provide pastoral support to learners, supervisors and assessors and ward/departmental managers.

To support the preceptorship programme (when required) to facilitate newly qualified staff and returners in registered practitioner roles, working with senior clinical staff and clinical educators.

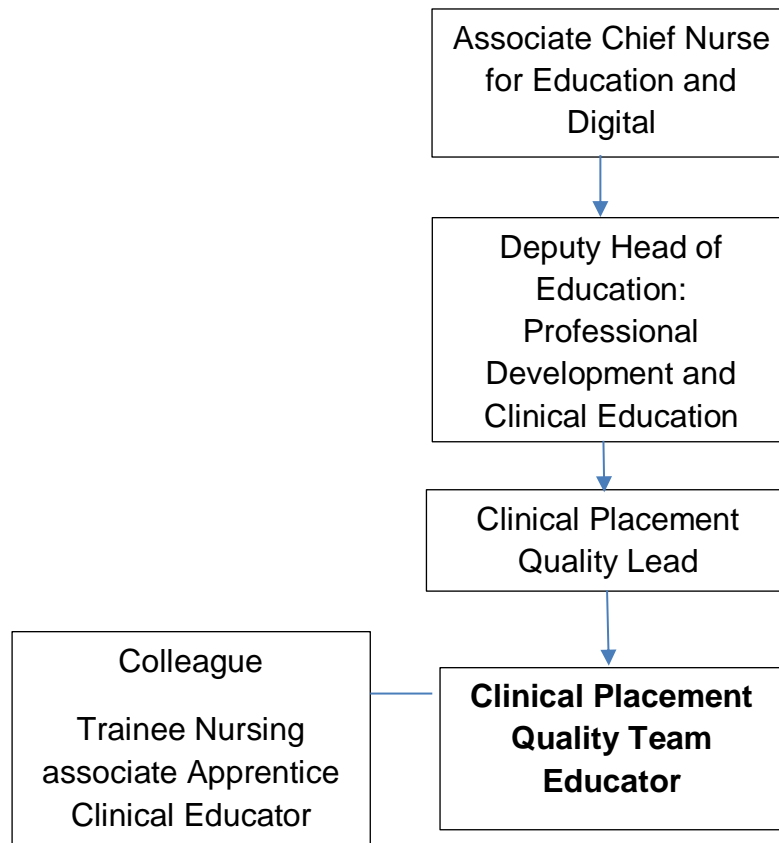
Key Dimensions:

- To ensure supervisors and assessors of pre-registration learners abide by NMC/HPCP professionals standards of education and provide assurance that clinical placements across the organisation comply with contractual agreements.
- Monitor, audit and evaluate clinical placements to ensure compliance with educational standards.

| | |
|-------------------------|------------------|
| Agenda for Change | Version 11 |
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- Provide pastoral support to learners and liaise with their HEI as required to prioritise their wellbeing.
- Act as a role model to staff and learners.

Organisational Chart



| | |
|-------------------------|------------------|
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PRIMARY DUTIES & AREAS OF RESPONSIBILITY

Placement and Practice Supervision/Assessment

- Working collaboratively with the Associate Chief Nurse for Education and Digital, Deputy Head of Education: Professional Development and Clinical Education & Clinical Placement Quality Lead to ensure all non-medical clinical placement planning reaches the organisational potential.
- Working with senior clinical staff, other organisations in the health community and placement staff within HEIs, to ensure high quality clinical placements provide learners with the appropriate clinical experiences across the duration of their pre-registration programme.
- Working in collaboration with the HEI Associate Heads of School for Placement Learning, Academic Practice Development Team Lead and other academic staff/ staff involved in learner placements to ensure that non-medical clinical supervisors and assessors and learners are developed and supported consistent with national guidance, local education quality standards and education contract requirements.
- To advise, develop and ensure quality of learning opportunities within a multi-professional framework in order that the service users receive a high standard of care.
- To ensure practice supervisors and assessors of pre-registration learners abide by NMC/HCPC professionals standards of education and provide assurance that clinical placements across the organisation complies with contractual agreements.
- To provide practice supervisor and assessor updates and additional support, training and educational opportunities to enhance clinical placement quality.
- Liaise with People Advisory and Workforce Development teams to ensure all pre-registration learners receive appropriate corporate and local induction.
- Support recruitment of nursing students to local higher education pre-registration programmes.
- Act as a communication link between placement providers, HEIs, NHSE and education commissioners.

| | |
|-------------------------|------------------|
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- Ensure that the Trust meets all Key Performance Indicators (KPI's) set by NHSE in respect of the quality of non-medical clinical placements; collate and report on performance against KPI's.
- Monitor, audit and evaluate clinical placements to ensure compliance with educational standards.
- Support supervisors and assessors in practice and liaise with HEIs regarding the management of learners who require support and concerns re clinical placement settings.
- Manage the organisation's 'live' register of supervisors and assessors and provide monthly data to local placement providers.
- Monitor the HEI's placement 'Platform' to ensure information is contemporary.
- Liaise with the HEI's in relation to under-graduate curriculum and skills development identifying those skills and competencies which need to be developed.

COMMUNICATIONS & WORKING RELATIONSHIPS

- To undertake presentations as required to both internal and external agencies and across a range of audiences.
- To use communication skills to negotiate, persuade and gain the co-operation of key stakeholders across the organisation.
- To promote and develop robust communication networks and relationships between HEI's, NHSE and the Trust.
- Monitor and evaluate learner feedback from clinical placements and disseminate to Ward/Departmental Managers and the Associate Chief Nurse for Education and Digital.

All Job Holders are required to...

- Work to the Trust values - Put people first, Take ownership, Respect others, Be positive, Listen, learn and Improve.
- Adhere to Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities etc.

| | |
|-------------------------|------------------|
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- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Attend statutory, essential and mandatory training.
- Respect the confidentiality of all matters relating to their employment and other members of staff. All members of staff are required to comply with the requirements of the “UK Data Protection Act 2018/UK General Data Protection Regulation (UK GDPR)” or “Data Protection legislation” which encompasses both laws.
- Comply with the Corporate Governance structure in keeping with the principles and standards set out by the Trust.
- Comply with the codes of professional conduct set out by the professional body of which registration is required for the post.
- Ensure they are familiar with the Risk Management Framework, follow policies, procedures and safe systems of work, make known any hazards or risks that they identify and take all necessary actions to reduce risk.
- Ensure the welfare and safety of children within their care. This includes staff who come into contact with children and families in the course of their work as well as those staff who have a specific role with children and families.
- Ensure they attend Child Protection training at the appropriate level within the specified time frame.
- Staff must comply with Safeguarding Policies and Procedures in order to promote safeguarding and prevent abuse to vulnerable people using Trust services.
- Maintain the prevention and control of infection and fully comply with all current Trust Infection Control policies and procedures.
- Take responsibility for any records that they create or use in the course of their duties, in line with the Public Records Act and be aware that any records created by an employee of the NHS are public records and may be subject to both legal and professional obligations.

All Managers are responsible for...

| | |
|-------------------------|------------------|
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- Assessing risks and implementing the necessary actions to minimise these risks within their sphere of responsibility. They must also enable staff to attend the relevant statutory and essential training.
- Managing attendance in accordance with the Trusts Attendance Management Policy.

All Heads of Departments are responsible for...

- Ensuring all necessary risk assessments are carried out within their division, Service Line or department in liaison with relevant sources of specialist support and expertise within the Trust. They must also ensure that the risk management process is completed appropriately.

Note

This job description is neither definitive nor exhaustive and is not intended to be totally comprehensive. It may be reviewed in the light of changing circumstances following consultation with the post holder. This job description is to be read in conjunction with all current University Hospitals Plymouth NHS Trust policies, procedures & guidelines.

| | |
|-------------------------|------------------|
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PERSON SPECIFICATION

| ATTRIBUTES | ESSENTIAL | DESIRABLE |
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| KNOWLEDGE & EXPERIENCE | <ul style="list-style-type: none"> • Demonstrable Clinical experience of working in a large clinical setting. • Demonstrable Experience of managing learning and development projects and processes. • Demonstrable Experience in training delivery to a diverse range of learners. • Demonstrable Experience in supporting learners in placement as a supervisor and practice assessor. • Understanding of the NHSE workforce strategy and education agenda. | <ul style="list-style-type: none"> • Demonstrable Experience of working with HEI's and NHSE. |
| QUALIFICATIONS | <ul style="list-style-type: none"> • Current NMC Professional Registration (Registered Nurse). • First degree or equivalent qualification • Recognised teaching/assessing qualification at degree level or demonstratable equivalent experience. • Willingness to work towards Post Graduate Certificate in Clinical Education or equivalent. • Evidence of recent and ongoing CPD and understanding of revalidation requirements. | <ul style="list-style-type: none"> • Postgraduate training/education qualification (e.g. MClEd) • Coaching qualification |
| APTITUDE & ABILITIES | <ul style="list-style-type: none"> • Dynamic and enthusiastic individual who can support, encourage and motivate others, strong interpersonal, communications and presentation skills, outgoing, professional and confident manner. • Aware of own strengths and development needs. • Good organisational skills with ability to manage multiple strands of work. • Conversant with Information technology e.g. word /excel. • Enhanced interpersonal skills to handle group facilitation, 1:1 coaching and challenging situations. • Developed analytical and problem-solving skills. | <ul style="list-style-type: none"> • Demonstrable Experience in delivering Personal and Development programmes. |

| | |
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| | <ul style="list-style-type: none"> • Ability to use a wide range of AV and social media. | |
| DISPOSITION / ATTITUDE / MOTIVATION | <ul style="list-style-type: none"> • Team and success driven. • Political awareness. • Drive, enthusiasm, energy, and determination. • Positive attitude. • Ability to develop strong working relationships and to motivate staff and others. • Strong decision-making skills. • Evidence of being an effective team player. • Emotional resilience. | |
| OTHER FACTORS | <ul style="list-style-type: none"> • Must be able to travel between training centres, local HEIs and main site. • Must be able to be flexible to other needs of the department and be willing to support other areas of work. | |