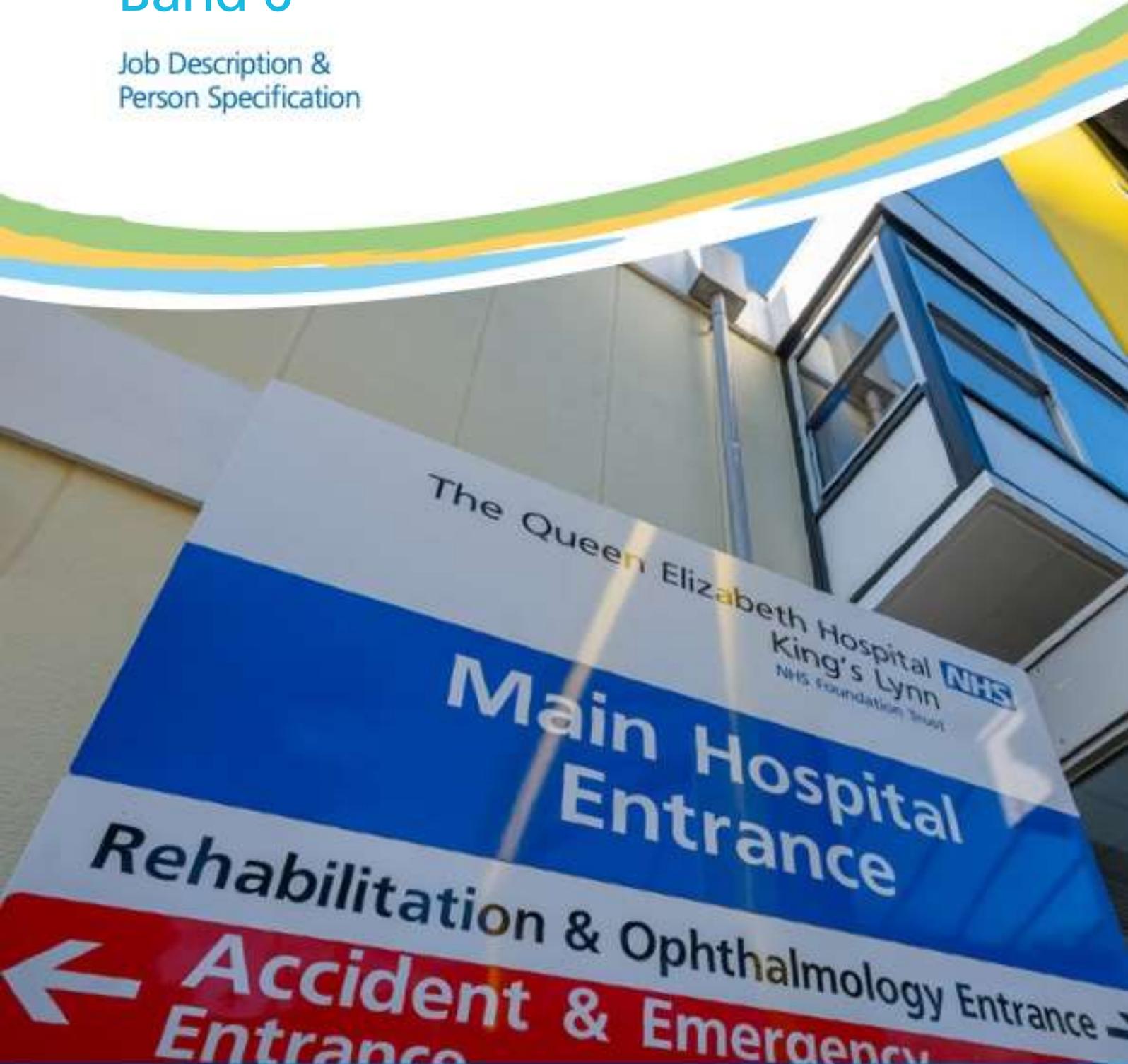


# Clinical Educator for Endoscopy Band 6

Job Description &  
Person Specification



Our vision is to be the best rural District General Hospital  
for patient and staff experience

## Job Description

**Job title:** Clinical Educator

**Grade:** Band 6

**Department:** Endoscopy

**Responsible to:** Unit Manager

### Professionally

**accountable to:** Lead Nurse for Theatres and Endoscopy

**Hours:** 37.5

**Tenure:** 12 Month Fixed Term Contract

## Job Description

The Clinical Educator will work under the direction of the Endoscopy Unit Manager, Lead nurse and Education Faculty in supporting learners in the workplace. This will involve clinically working with a range of learners such as those undertaking programmes for overseas and return to practice, supervised practice, pre and post registration programmes. They will work across both the Queen Elizabeth Hospital and North Cambridgeshire Hospital sites to share knowledge and skills and support to their colleagues through education.

They will enhance the quality of the practice learning environment by providing support, educational input and development for supervisors/assessors/educators and through acting as a role model in clinical practice with learners.

The post holder will be expected to use their initiative, analytical skills, judgement, and work independently.

The post holder will work in conjunction with the leadership team and Education Faculty to identify objectives. Responsible for promoting evidence based base practice through the coordination and facilitation of clinical

education and other staff development strategies to a range of health professionals working in the unit. The role is key to support the delivery of a high quality, safe and compassionate healthcare service, all staff are expected to act as a role model to others in all aspects of their work and consistently demonstrate the Trusts values.

This post is funded for 12 months from the East of England Endoscopy Training Academy (EoEETA) and participation with events held by the Academy will be required.

As part of the key performance indicators enabling funding for this post, the post-holder will be expected to have extensive knowledge of the Endoscopy Department.

## **Main Duties & Responsibilities**

### **Educational and Clinical Responsibilities**

- To ensure models of best practice are adhered to.
- To assist students / learners in realising their objectives to achieve their programme of competency outcomes.
- To be up to date with a range of students / learner curriculums and understand the assessment process.
- To work on both Endoscopy sites with students / learners, particularly if they have specific learning needs identified.
- To provide support for supervisor/ assessors to ensure effective supervision, assessment and informed decision making in relation to learners and in complex situations around the assessment and judgement regarding student / learner work.
- To raise awareness and understanding of equality and diversity to ensure an inclusive learning environment that will support all learners in practice.
- To promote the role of education as being one of high value and status and contribute to the Trust being seen as a learning organisation.
- To identify actual and potential learning opportunities for students / learners either through new placement opportunities or within existing ones.

- To participate in the preparation and development of new supervisors and assessors.
- Work closely with unit manager and mentors / educators to ensure students, new starters and other learners receive a robust induction and orientation to the placement area.
- Work in conjunction with the regional academy to access learning opportunities
- To complete training needs analysis for the non-medical staff working in the endoscopy unit to determine a plan for staff development

### Management and Leadership

- To attend external / internal meetings as a representative of the Department and / or Trust as required.
- To uphold the NHS and Trust values and behaviours.
- The clinical educator will model high professional standards of care and promote a culture of learning, to provide professional and clinical practice training.
- Contribute insight and understanding of national standards, local policy and procedures that may influence a training programme.

### Professional Development

- Maintain Continuous Professional Development in line with Trust Policy, the appraisal process and in relation to personal objectives.
- To be up to date with a range of learner curriculums and understand the assessment process.
- Network with colleagues within and outside the Trust to maintain knowledge.
- To contribute to the ongoing evaluation and development of the post and improve own knowledge fully adhering to NMC / HCPC guidelines.
- To ensure compliance with mandatory training requirements, in-service and staff development training and further post registration training and course of study relevant to the post.

### Specific additional responsibilities

- Expert knowledge of JET's workforce for Endoscopy Competencies, utilising DOP's as tool for assessing and measuring learners progress.

- To support the maintenance of JAG compliance with regards to Endoscopic specific trainings and education.
- Assist in facilitating regional endoscopy programmes/workshops.
- Work closely with the unit manager in facilitating unit based specific training including assisting staff in meeting mandatory training requirements.
- Use of Endoscopy computer software package.
- Competent use of other relevant IT systems.
- To assist Unit manager in conducting educational audits.
- Responsible in monitoring staff compliance training matrix including consent registry, DOPs progressions, NMC revalidations and equipment matrix for both sites.
- To participate in out of hours/on-call rota

### **Governance and Statutory Requirements**

The post holder is expected to comply with the governance arrangements and policies and procedures of the organisation, available on the Trust intranet site.

### **Equal Opportunities and Diversity**

The Trust has an absolute commitment to equal opportunities based on sound management practice, respect for the individual and legislative compliance. The post-holder must at all times carry out his/her responsibilities with regard to the Trust's Equal Opportunities Policy.

### **Health and Safety & Risk Management**

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

Employees must wear personal protective equipment where provided.

All employees are expected to comply fully with the Trust and Departmental fire policies and procedures to meet their responsibilities in relation to fire safety. All staff are also expected to maintain safe infection control practices at all times.

All employees are responsible for reporting any accidents, untoward occurrences and potential hazards to their Head of Department even when no injury or property damage has resulted.

### Infection Control

All staff have a responsibility to contribute to the reduction of healthcare acquired infection by the adherence to best practice.

Staff are expected to comply with hand hygiene guidelines and ensure all equipment used for patient care is clean and fit for purpose.

Staff are requested to report any environmental concerns regarding breach of infection prevention guidelines to their line manager.

### Information Governance

Confidentiality is both a moral and contractual obligation and applies both inside and outside of work. *Any matters of a confidential nature, and in particular any information relating to patients, individual staff records and details of contract prices and terms must, under no circumstances, be divulged or passed to any unauthorised persons at any time during your employment or afterwards.*

*All notes, emails, records and other documents, regardless of medium, are and shall remain the property of the Trust and shall be handed over by you to the Trust from time to time on demand and, in any event, upon termination of your employment. All assets issued to you (such as identity card, car parking pass, equipment, office keys etc) must be surrendered to the Trust upon termination of your employment and, where applicable, on change of employment within the Trust.*

*As a user of information you must be aware of your responsibilities, both legal and other, and comply with all policies and procedures issued by the Trust and associated NHS Codes of Conduct and work within the principles outlined in the information governance framework. This includes information security (including encryption and, where applicable, home working and remote access), records management and information quality responsibilities.*

Under the common law duty of confidentiality, you may be personally liable in a court of law for unauthorised disclosure of personal data. In addition, the wilful or negligent disclosure of confidential information or disregard for the Trust's information governance framework would be a breach of the disciplinary rules and could result in summary dismissal. Should you breach this clause after your employment has ended, the Trust may take legal action against you.

### **Safeguarding Children/ Vulnerable Adults**

All Staff within the Trust share a commitment to safeguard and promote a Child's or Vulnerable Adult's wellbeing. As an organisation we need to ensure that all staff who come into contact with Children/Vulnerable Adults in their daily activities or provide services to adults with Children or Vulnerable Adults receives mandatory safeguarding training which is appropriate to their role. In addition to this you will be expected to work in accordance with the policies and procedures relating to Safeguarding Children/Vulnerable Adults that have been agreed by the Trust.

### **Values & Behaviours**

All staff must be able to evidence that they possess and exhibit the behaviours which underpin the core values of the Trust

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

**THIS JOB DESCRIPTION WILL BE REVIEWED ANNUALLY**

Person specification				
Criteria	Essential/ Desirable	Means of assessment		
		A	I	Q
<b>Qualifications/training and professional development</b>				
Registered Nurse on the appropriate part of the NMC register or clinical professional registered with the HCPC	E	X		X
Supervisor and assessor training or equivalent	E	X		X
Degree in relevant field (or working toward)	E	X		X
Postgraduate certificate in education or equivalent	D	X		X
Evidence of Continuing Professional Development and maintenance of a Personal Professional Profile.	E	X	X	X
<b>Experience</b>				
Significant post registration experience within Endoscopy	E	X	X	
Recent experience of working with students in an acute setting	E	X	X	
Experience of presenting/ teaching within a formal setting	E	X	X	
Current clinical credibility at senior level	E	X	X	
Previous Clinical Educator role experience	D	X	X	
<b>Skills, abilities, and knowledge</b>				
Demonstrates NHS values and behaviours	E	X	X	
Confident and calm attitude with an ability to work under pressure	E	X	X	
Excellent interpersonal and communication skills	E	X	X	
Good organisational & team building skills	E	X	X	
Demonstrates effective leadership qualities	E	X	X	
Advanced Microsoft Office Skill (Word, Excel, PowerPoint and Outlook)	E	X	X	
Ability to work autonomously setting own targets and measuring performance against these targets	E	X	X	
Ability to teach, assess and supervise others	E	X	X	
Ability to use a variety of presentations skills to engage	E	X	X	

with individuals with a multitude of learning styles				
Knowledge of pre-registration Health Science programmes and professional bodies (NMC and HCPC) standards relating to education	E	X	X	
<b>Aptitude</b>				
Professional	E		X	
Courteous and respectful	E		X	
Motivated & enthusiastic showing initiative	E		X	
Compassionate	E		X	
Punctual and reliable	E		X	
Effective team worker	E		X	
Willing to work in all clinical areas to support learners and clinical staff	E		X	
Flexible, adaptable and responsive to change	E		X	
Willing to work flexibly to cover the needs of the service. This may include evenings and weekends.	E		X	