

Job Description

Job title	Practice Educator
Grade	Band 6
Reports to	Lead Practice Educators
Accountable to	Head of Education, Learning and Development
Directorate	Workforce
Department	Education

JOB PURPOSE

- To support the Education, Learning and Development function within Dorset County Hospital NHS Foundation Trust.
- To assist in enhancing the capacity, capability and quality of the learning environment for all health care learners, in partnership with key stakeholders.

FREEDOM TO ACT

The post holder will be required to work within the Practice Education Team, referring to the Lead Practice Educators and managing own workload and schedule, and assist in the delivery of education. They will be required to uphold the code of their professional regulator and to abide by Trusts policies and procedure.

DIMENSIONS

- The post holder will support the Trust in meeting its responsibilities for non-medical pre-registration student placements, and the development of clinical learning environments.
- The post holder will lead on the support of non-medical undergraduate learner roles
- The post holder will contribute to the Trusts completion and compliance of the Learning and Development Agreement with Health Education England.
- The post holder will contribute to other educational activity as appropriate.

ORGANISATION CHART



COMMUNICATION AND WORKING RELATIONSHIPS

- The post holder will be expected to communicate with:
 - All staff across the organisation.
 - All overseas recruits across the organisation
 - Staff in the wider healthcare community.
 - Education providers.
 - NHS England and their representatives.
 - Stakeholders where appropriate.
- The post holder will utilise a range of communication skills through all mediums including face to face, telephone, electronic.
- The post holder will need skills in order to deliver knowledge and understanding across a range of subjects and in relation to sometimes complex decision making.
- The post holder will need to communicate sensitive and on occasion distressing information, e.g.: the failing learner or learner in difficulty which may include submitting evidence to a judicial investigation/fitness to practice.
- The skills required will include motivational, negotiating, persuasion, empathising, clinical supervision, reassurance and the ability to break bad news.
- The post holder is required to assist in the planning and delivery of both informal and formal educational presentations to individuals and to groups of up to 70.

KEY RESULT AREAS

Main Duties and Responsibilities

- To support the Education, Learning and Development function within Dorset County Hospital NHS Foundation Trust.
- Work collaboratively with universities, trust staff, professional bodies and other Dorset NHS organisations to implement a clear process for the initial and ongoing development of pre-registration students
- Work with the Lead Practice Educators and assist in contributing to the development, organisation and governance of practice learning for all learners within DCHFT
- Assist in providing support and contributing to the development of mentors / supervisors / assessors / coaches and educators.
- Work with the Lead Practice Educators in partnership with education providers in ensuring that all learning environments have been audited and quality assured and that development plans are implemented as appropriate.
- Undertake duties as agreed within designated work streams following the direction of the Lead Practice Educator, Divisional Heads of Nursing and Quality and Head of Education, Learning and Development.
- When requested attend at national and regional Education, Learning and Development forum representing the Trust.
- Network locally, regionally and nationally with peer groups to support the sharing of best practice regarding pre-registration education.
- Act as a resource for inter-professional learning.
- Assist the Lead Practice Educators in producing quarterly quality monitoring reports and other reports as required by external bodies and the organisation.
- Help to establish and facilitate effective communication and consultation networks with staff, supporting learning in practice across the trust, professions and partner organisations.
- Attend local, regional and national partnership forums, professional meetings and networks as appropriate and when directed.
- Support the lead practice educator with the implementation of the NMC future Nurse standards
- Work collaboratively with the Apprenticeship lead to ensure that all apprenticeship standards are met for learners in practice.

Responsibility for Patients

- The post holder may have regular patient contact when working with learners in practice and this will include carrying out personal and clinical care.

Responsibility for Policy and Service Development

- Participate in the development and implementation of policies, including policies relating to clinical practice and education, learning and development.

Responsibility for Financial and Physical Resources

- Take responsibility for own workspace and office along with other colleagues
- Responsibility for signing off on purchases, expenses, and commissioning external providers to deliver education where appropriate.

Responsibility for Staff

- The post holder will not have any line management duties as part of this role.

Responsibility for Information Resources

- The post holder will be required to record, clinical data in relation to patient care when working with learners.
- The post holder will be required to use Oracle Learning Management system to record training data as well as any other information systems in use in the Trust or as part of University quality assurance mechanisms in relation to education and training.

Responsibility for Research and Development

- The post holder will be required to participate in audits that are in relation to educational activities, outcomes and quality assurance.
- The post holder will be required to take part in internal and external audits and research.
- The post holder will be required to assist in sharing research finding with the organisation.

ENVIRONMENT AND EFFORT

- The post holder will be required to work under the direction of the Lead Practice Educators, managing own workload and schedule.
- The post holder requires excellent IT skills to access Trust networks, configure audio-visual equipment, communicate electronically and to produce reports and training materials.
- Teaching may involve prolonged periods of standing and lifting and moving training equipment and materials.

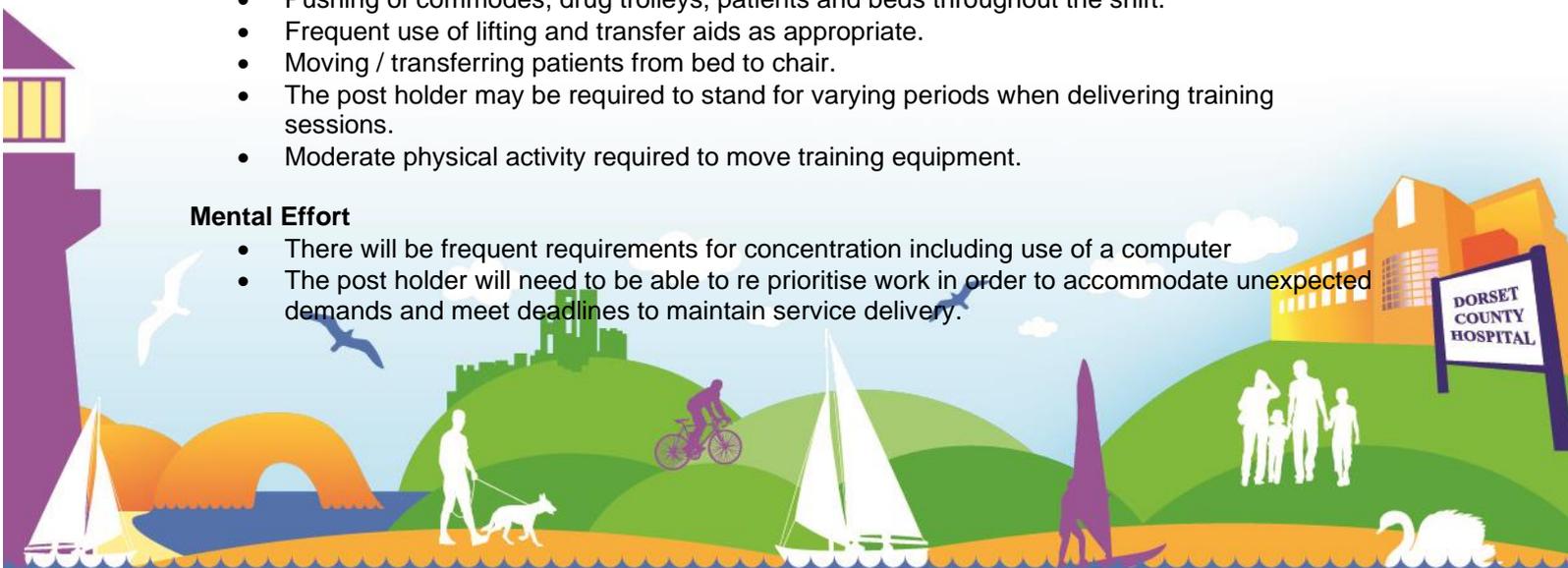
Physical Effort

Moderate physical activity is required when working with learners in the clinical setting and in the classroom. This includes:

- Pushing of commodes, drug trolleys, patients and beds throughout the shift.
- Frequent use of lifting and transfer aids as appropriate.
- Moving / transferring patients from bed to chair.
- The post holder may be required to stand for varying periods when delivering training sessions.
- Moderate physical activity required to move training equipment.

Mental Effort

- There will be frequent requirements for concentration including use of a computer
- The post holder will need to be able to re prioritise work in order to accommodate unexpected demands and meet deadlines to maintain service delivery.



Emotional Effort

- Emotional effort will be required on a regular basis when working with learners.
- The post holder will need to communicate sensitive and on occasion distressing information, e.g.: the failing learner or learner in difficulty.

Working Conditions

- Direct contact on a regular basis with blood, vomit, excreta and other bodily fluids when working with learners in practice.
- The post holder may on occasion be exposed to physical or verbally aggressive behaviour when working in practice.
- Regular use of a computer and I.T. systems

1 OCCUPATIONAL HEALTH HAZARD EXPOSURE ASSOCIATED TO THE POST (Please tick as appropriate)				
Patient contact	X	Lone working	Working in isolation	
Passenger / Client Transport		Exposure prone procedures	Patient Handling	X
Strenuous Physical Activity		DSE user (defined in DSERegs)	Confined Spaces	
Night working		Food Handling / Preparation	Working at heights	
Working with vibratory tools		Noisy Environment Working	Safety Critical Work	
Working with respiratory irritants (including latex)	X	Please specify Gloves		
Working with substances hazardous to health	X	Please specify COSHH		
Other		Please specify		

2 HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974, as an employee, you must take reasonable care for the health and safety of yourself and for other persons who may be affected by your acts or omissions at work. The Act also states that you must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

You are also required to make yourself aware of the Trust's health and safety policies and to report any accidents/incidents.

3 EQUAL OPPORTUNITIES

Dorset County Hospital NHS Foundation Trust is committed to the development of positive policies to promote equal opportunity in employment. All employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the Trust.

4 CONFIDENTIALITY

Confidential and personal information related to staff, patients and Dorset County Hospital NHS Foundation Trust must not be disclosed within or outside the place of work, except in the proper discharge of duties.



PERSON SPECIFICATION

CATEGORY	CRITERIA	Score per criteria	How assessed through selection process
EDUCATION, QUALIFICATIONS & TRAINING	• Educated to degree level	3	Application form & Interview
	• Significant post-qualification clinical experience at a band 5/6 level.	2	
	• Up to date professional registration of a recognised body in healthcare.	3	
	• Demonstrable experience of teaching, supervising and assessing learners.	3	
	• Mentorship course or equivalent	2	
	• Recognised teaching qualification.	2	
	• Evidence of continuing professional development.	2	
	E, Q & T total score:		
KNOWLEDGE & EXPERIENCE	• Experience of facilitating change	3	Application form and Interview
	• Experience of developing and implementing training and education programmes.	3	
	• Knowledge of national and local education drivers.	2	
	• Awareness of the NMC future nurse standards	3	
	• Leadership and management skills.	2	
	• Ability to prioritise and manage competing agendas.	3	
	• Demonstrates excellent communication and interpersonal skills.	3	
	• Evidence of an ability to facilitate, critically analyse and implement research and audit processes.	2	
K & E Total Score			
SKILLS & ABILITIES	• Ability to communicate complex and sensitive information.	3	Application form & Interview
	• Ability to present to a large cohort of people.	3	
	• Ability to teach and facilitate in a variety of settings with different groups of staff.	3	
	• Ability to plan, implement and evaluate education programmes.	3	
	• Excellent organisational skills.	2	
	• Excellent time management skills.	3	
	• Working knowledge of inter-professional learning.	3	
	• Ability to work as a member of a team.	3	
	• Ability to establish and maintain good working relationships with people from a wide range of personal and professional backgrounds.	3	
	S & A Total Score		
Total shortlisting score:			

Scoring

Criteria in each section are weighted in order of importance 3 – 1, with 3 being the most important
Each candidate will be scored against the person specification as follows:

3 points = fully meets or exceeds the criteria

2 points = significantly meets criteria although falls short on minor aspects

1 points = partially meets criteria but falls short on key aspects

0 points = does not meet criteria

Applicants will need to attain a minimum score in each of the following categories in order to be invited to an interview:

Education, Qualifications & Training – minimum score of 36

Knowledge & Experience – minimum score of 60

Skills & Abilities – minimum score of 55

Total shortlisting score – minimum score of 151

