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| **JOB DESCRIPTION** |  |
| **Job Title:** | **Clinical Educator, Neonatology** |
| **Band:** | **7 (subject to job matching)** |
| **Responsible To:** | **Clinical Matron, Neonatal Services** |
| **Accountable To:** | **Clinical Matron, Neonatal Services** |
| **Section/Department/Directorate:** | **Neonatal Services (Women’s and Children’s Health Care Group)** |

**Job Purpose:**

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| Support and assist with the development of qualified nursing staff, healthcare support workers, (Trainee) Nursing Associates and Students; acting as a clinical role model, working collaboratively to develop and deliver an ongoing programme of training and education for the Neonatal Unit nursing staff. Contribute to the development of department policies, guidelines and scope of nursing practice.  Support all members of staff in delivering their role of supervisor/assessor roles as per the NMC 2019.  Use specialist knowledge and skills to promote “hands on” supervision of staff in clinical practice to promote the acquisition of new skills and knowledge.  In conjunction with the clinical staff of the unit, be responsible for the assessment, supervision and development of all members of the nursing team in line with national guidance.  To undertake reviews of practice and policies within the unit, recommending and implementing change.  To work in a supernumerary role as Clinical Educator; however, there may be times when the post holder may be required to cover the demands of the Unit/Department. This will be pre-arranged where possible – minimum 2 shifts per monthly roster.  Support the care group in achieving key quality indicators, and in providing evidence-based practice and development of new services/pathways, to include audit and change management. | |
| **Context:** |
| The post holder will work closely with the clinical nurse managers and the senior nursing team in Neonatal services in supporting the team in its delivery of care and performance.  The post holder will be fundamental in delivering key quality and performance outcomes and in formulating a strategy for current and future workforce development.  The post holder will be required to work autonomously with minimal supervision, managing own workload and schedule. They will be required to uphold the NMC code and to abide by Trust policies and procedures.  The **Clinical Educator** will be based **on The Neonatal Unit in Exeter.**  The post holder will fulfil all tasks and work as part of a team. To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager.   |  | | --- | | **Key Working Relationships:**  Lead Nurse for Children  Clinical Matron, Neonatal Services  Ward Managers/Team Leaders, Neonatal Unit.  Qualified Nursing Staff, Neonatal Unit.  Healthcare Support Workers, Neonatal Unit.  Nursing Associates, Neonatal Unit.  Students, Neonatal Unit.  Neonatal consultants & medical staff, Neonatal unit.  The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media. | |
| **Organisational Chart:** |
| Clinical Matron, Neonatal Services  **Clinical Educator**  Clinical Nurse Manager(s) |
| **Key Result Areas/Principal Duties and Responsibilities** |
| **Communication and Relationship Skills**  Work in partnership with Clinical Nurse Managers and Clinical Matron to ensure all training needs are identified.  To collaborate with clinical staff on the Neonatal Unit to establish ongoing educational need.  The post holder will utilise a range of communication skills through all mediums including face to face, telephone and electronic.  Demonstrate effective communication skills to staff, patients and carers where there may be barriers of understanding such as a lack of knowledge about clinical practice, service delivery, or care pathways.  Demonstrate competence and confidence when involved in communication of complex issues.  The post holder will need skills in order to deliver knowledge and understanding across a range of subjects and in relation to sometimes complex clinical procedures and decision making.  The skills required will include motivational, negotiating, persuasion, empathising, counselling, reassurance, and the ability to break bad news.  **Analytical and Judgement Skills**  The post holder will be responsible for promoting the assessment of needs, development, implementation and evaluation of programmes of care in line with the Nursing and Midwifery Council (NMC) and reflect the Trust’s policies, procedures, standards and guidelines.  The post holder will demonstrate the skills to enable staff to assess and interpret specialist acute and other patient conditions, ensuring actions are initiated as appropriate.  The post holder will be expected to analyse complex facts.  **Planning and Organisational Skills**  The post holder will prioritise, plan complex activities and workload, and organise own time in collaboration with the line manager who leads The Neonatal Unit.  Ensure that the staff within the neonatal unit, have access to and are aware of the most recent national and local guidelines/policies which impact on and effect the delivery of service.  **Physical Skills**  The post holder will be required to have the dexterity and accuracy required for procedures such as accessing of central venous devices and administration of IV therapies. They must be able not only to demonstrate these skills but to have underpinning knowledge to support staff training.  The post holder will be required to have standard keyboard skills, and use of presentation and e-learning resources.  **Responsibility for Patient and Client Care**  To act in accordance with the NMC Code of Conduct and to be accountable for own clinical practice and professional actions at all times. Ensure continued and effective registration with the NMC.  Ensure the care provided reflects the requirements of CQC, NMC standards and other nursing initiatives.  The post holder will work closely with the Matron and the senior nursing team in Neonatal services in supporting the team in its delivery of care and performance.  **Responsibility for Policy and Service Development**  Implements policies and procedures, and proposes changes to practices for own area, contributing to the development of specialist protocols.  Promotes integrated working with other teams.  **Responsibility for Financial and Physical Resources**  Demonstrates safe working practices in the use of equipment in the area.  Demonstrates effective management of the efficient use of available resources.  **Responsibility for Human Resources**  Support the management of the nursing team under the direction of the matron.  Provide leadership and supervision to less experienced members of the team.  Participate with nursing developments and quality initiatives within the unit as agreed.  Develop and deliver an ongoing programme of training and education for the neonatal units nursing staff.  In conjunction with the clinical staff of the unit, be responsible for the assessment, supervision and development of all members of the nursing team in line with national guidance.  Contribute to the development of policy, procedures and guidelines within the clinical area and propose changes.  Identify potential sources of risk and deal with them proactively.  Participate in the management of change and support others during the process; encouraging new ideas and developments, and contributing to the evaluation of the process.  Participate in the recruitment and retention of staff and to organise and orientate staff on induction, including supporting staff working towards their professional objectives and competencies.  To undertake audits within the unit as required; for example: privacy and dignity, handwashing and sepsis, and other clinical indicators.  Support the clinical nurse managers and team leaders in the assessment of staff performance and when initiating the Trust performance procedures.  To organise own work load.  To act as a resource supporting and motivating staff members.  To keep abreast of and participate in local and Trust initiatives.  Ensure patient comfort, dignity, safety, and confidentiality during training and education sessions.  Demonstrate a patient-centred approach to care and education.  Provide coaching / guidance to less experienced staff to enhance their decision-making skills.  Monitor individual staff portfolio of development in conjunction with the matron.  Support team members with risk management assessment and implementation.  Identify training needs and set objectives, and contribute to individual performance review and appraisal.  Collect data for local and national audit to improve patient care.  Participate in the Trust appraisal process within the set timescale.  Participate in clinical supervision as required.  Undertake continuing professional development.  **Responsibility for Information Resources**  The post holder will be required to record clinical data in relation to patient care when working with learners.  **Responsibility for Research and Development**  Contribute to the development of new nursing knowledge.  Support the implementation of evidence-based practice.  Participate in the completion of audits.  Review NICE guidelines relevant to acute medicine and implement change where necessary.  **Decision Making**  The post holder will work autonomously and with the teams to make decisions about patients care and treatment in line with Trust and service policy.  To employ effective decision-making skills to address complex issues and use effective change management skills to implement these  The post holder will provide cover for the Neonatal ward manager during periods of absence.  **Physical Effort**  Moderate physical activity is required when working with learners/staff in the clinical setting.  **Mental Effort**  The post requires frequent concentration with an often-unpredictable work pattern.  The post holder will need to be able to re-prioritise work/support in order to accommodate unexpected demands.  **Emotional Effort**  Emotional effort will be required on a regular basis when working with learners dealing with patients and relatives.  **Working Conditions**  The postholder will have exposure to bodily fluids.  Occasional exposure to aggressive physical/verbal behaviour when working with learners in practice. |

**GENERAL**

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.

The Trust operates a 'non smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010.

**SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

**STAFF HEALTH AND WELLBEING**

You must take responsibility for your workplace health and wellbeing:

* Be physically active at work (i.e. take breaks away from your desk, taking the stairs where possible)
* When required, gain support from Occupational Health, Human Resources or other sources.
* Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
* Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you.

If you are a line manager, in addition to the above, it is expected you will:

* Champion health and wellbeing.
* Encourage and support staff engagement in delivery of the service.
* Encourage staff to comment on development and delivery of the service.
* Ensure during 1:1’s / supervision with employees you always check how they are.

**HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

**INFECTION CONTROL - ROLE OF ALL STAFF**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

* Attending mandatory and role specific infection prevention education and training.
* Challenging poor infection prevention and control practices.
* Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

**CONFIDENTIALITY**

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

**PERSON SPECIFICATION**

**POST: Band 7 Clinical Educator, Neonatal Services**

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| REQUIREMENTS | E/D\* | HOW TESTED?  Application Form/Interview/Reference/Test | INTERVIEW COMMENTS | SCORE  (1 Low – 10 High) |
| QUALIFICATIONS/SPECIAL TRAINING :  Registered Nurse with an active NMC registration.  Bachelor’s degree in paediatric nursing.  Evidence of working at or willing to work towards Master’s Level in a health related subject.  Recognised teaching qualification or recent experience of teaching/supervising learners.  Evidence of or willing to undertake Neonatal Life Support course.  Neonatal QIS course. | E  D  D  E  E  E |  |  |  |
| KNOWLEDGE/SKILLS:  Evidence of continued professional development.  Excellent clinical skills.  Excellent Computer / IT skills. | E  E  E |  |  |  |
| EXPERIENCE:  Significant experience of working in neonatalogy following completion of Neonatal Qualified in Speciality (QiS) training.  Considerable experience working within a multidisciplinary team.  Experience of clinical audit and/or utilisation of research skills.  Experience in developing and/or reviewing standards/policies.  Change management experience.  Experience in supervising, mentoring, and appraising staff.  Clinical Supervision experience.  Experience of contributing to the development of Trust policies.  Experience of Simulation Training. | E  E  E  E  E  E  D  D  D |  |  |  |
| PERSONAL REQUIREMENTS:  Excellent interpersonal skills.  Excellent written and verbal communication skills.  Able to demonstrate motivation of self and others.  Ability to work on own initiative.  Good time management and organisational skills.  Able to respond flexibly to differing daily demands.  Able to deliver formal teaching in addition to ad-hoc opportunities. | E  E  E  E  E  E  E |  |  |  |
| OTHER REQUIREMENTS:  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Ability to travel to other locations as required | E  E | Interview  Interview |  |  |

\*Essential/Desirable

Complete the table below as appropriate

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| **HAZARDS :** | | | | | |
| Laboratory Specimens  Proteinacious Dusts | ✓ | Clinical contact with patients | ✓ | Performing Exposure  Prone Invasive Procedures |  |
| Blood/Body Fluids | ✓ | Dusty Environment |  | VDU Use | ✓ |
| Radiation |  | Challenging Behaviour | ✓ | Manual Handling | ✓ |
| Solvents |  | Driving |  | Noise | ✓ |
| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation | ✓ |
| Cytotoxic drugs | ✓ | Night working |  |  |  |