

JOB DESCRIPTION

JOB DETAILS	
Job Title	Practice Education Facilitator, Endoscopy
Reports to	Clinical Nurse Manager Endoscopy
Band	Band 6
Department/Directorate	Endoscopy / Medicine

JOB PURPOSE

To responsible for the provision of clinical teaching related to all aspects of endoscopy within the trust. They will provide specialist clinical teaching to groups, as well as providing one to one support to individuals wishing to enhance their skills. They will assist the Clinical Nurse Manager in achieving accreditation in the workforce and training areas of the current standards. The post holder will work with South West Endoscopy Training Academy, delivering and participating in JAG/JETs accredited courses.

To be expected to work alongside staff during their shift to sign off competencies and aid training and development throughout all Endoscopy.

Ensure departmental compliance with JAG GRS Training standards

A key element of the role will be the identification of the learning and development needs of Nursing and HCSW staff working in Endoscopy.

To contribute to the development and implementation of policies and procedures within their sphere of responsibility.

Assist with development of the Trust education strategy and ensure its implementation in the Endoscopy unit.

To support Trust and regional wide projects, initiatives and key drivers for example patient safety initiatives to support teams and individuals to develop themselves and enhance their practice.

To support and maintain staff well-being and retention of the endoscopy units team.

To support the Students Nurses, Trainee Nurse Associates, work experience, and any other learners in this environment.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

- Be able to undertake clinical shifts in all aspects of endoscopy
- Be a highly competent practitioner within the Endoscopy Unit and a good role model for all staff.
- Being familiar and competent in the administration of the JETS endoscopy workforce training platform and be able to coach others to gain proficiency. Auditing and monitoring the compliance and setting targets when compliance is poor. Monitoring these targets and acting accordingly in discussion, and with support from CNM
- To devise, plan and deliver training programmes as required, supporting Registered Nurses, Assistant Practitioners, Healthcare Support Workers, in endoscopy pathway. This will include their induction, Preceptorship and on-going development needs.

KEY WORKING RELATIONSHIPS

The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis. In addition, the post holder will deal with the wider healthcare

community, external organisations and the public. This will include verbal, written and electronic media.

Of particular importance are working relationships with:

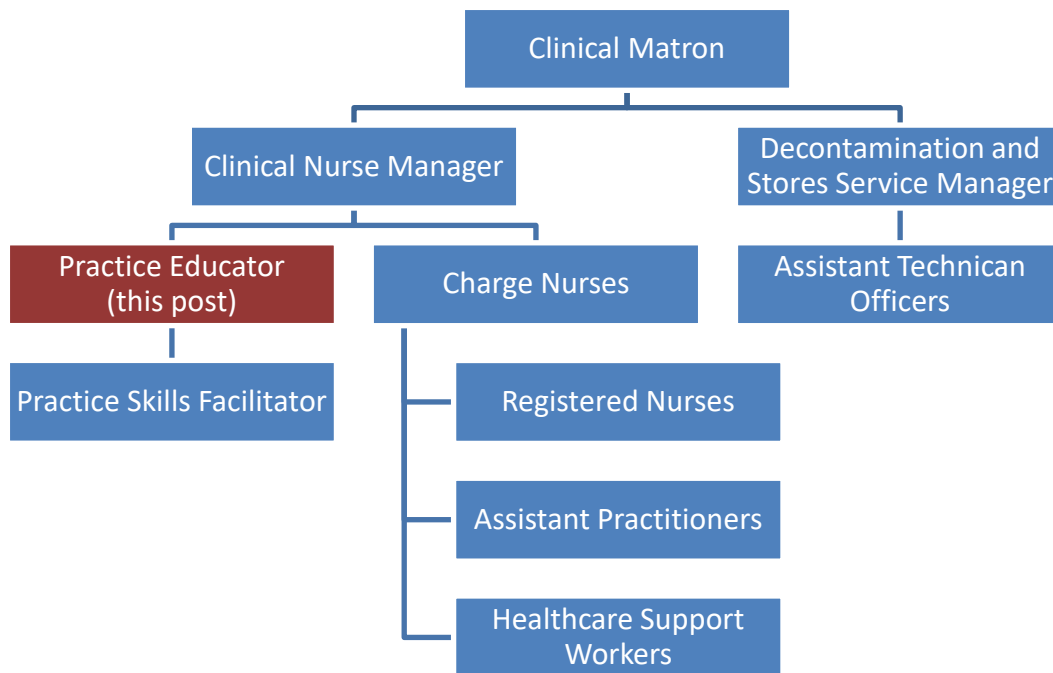
Internal to the Trust

- Care Group Associate Director of Patient Care
- Clinical Matron
- Clinical Nurse/ODP Manager
- Endoscopy staff team
- Cluster Managers/ Cluster Support Managers
- Admin team
- Learning and Development Service
- Day case and Outpatients Department staff
- Consultants, Fellows, Junior Doctors

External to the Trust

- Patient and carers
- GPs
- National and local voluntary organisations, charities and volunteers
- Company representatives

ORGANISATIONAL CHART



FREEDOM TO ACT

- Be professionally accountable for all aspects of your own work, within the context of an autonomous practitioner.
- Work to broad occupational policies

COMMUNICATION/RELATIONSHIP SKILLS

- The post holder will communicate effectively across a wide range of channels and with a wide range of individuals, patients and health, social and care professionals. They will use both verbal and non-verbal methods of communication, dependent on the needs of the patient adapting their communication style to overcome barriers to understanding.
- They will demonstrate interpersonal skills that show empathy, compassion, courtesy, respect, and trust.
- Have the ability to communicate with the appropriate response and manner to patients, carers/family, and members of staff during emotional times.

- Ensure clear, concise, accurate, and legible records and all communication is maintained in relation to care delivered, adhering to local and national guidance.
- Act as a positive role model and portray a consistent professional image of the Endoscopy unit team.
- Provide advice and support to colleagues, care providers, service users and carers, and other agencies/organisations as required.
- The post holder will be required to deal with complex and sensitive information requiring the need for persuasive, negotiation and motivational skills

ANALYTICAL/JUDGEMENTAL SKILLS

- Review clinical research and link with subject experts in RDUH or other providers to ensure education and training packages reflect current up to date evidence-based practice.
- Work in collaboration with other teams in order to support a consistent and equitable service across the Trust and contribute to the development of integrated locality teams.
- Observe, mentor, and appraise registrants and non-registrants regarding their competence within the role and development of clinical skills
- Monitor the impact of training by reviewing completed pre and post training questionnaires. Use the feedback to evaluate the effectiveness of the education and revise the training and/or package if required.
- Support with the identification of learning needs and overcome limitations that may arise. Review how the training is delivered from identified needs and select learning opportunities that build on strengths within the training session.
- Analysing training competencies and reviewing theatre policies.
- Complex facts or situations that require analysis, interpretation and comparison of a range of options.

PLANNING/ORGANISATIONAL SKILLS

- To meet professional requirements regarding the safety and management of patients
- The post holder will exercise good personal time management, punctuality, and consistent reliable attendance
- Combine clinical expertise with the ability to teach and the application of theories of learning and education.
- Provide a forum for Endoscopy staff to facilitate clinical and professional development.
- Organise own day to day activity, delegating activities, and providing specialist advice as appropriate.
- Review the efficacy of the teaching methods used and the duration and frequency of the education sessions for maximum benefit.
- Responsible for planning development programmes and training programmes, this is complex in nature and multi stranded.

PATIENT/CLIENT CARE

- Support the development and maintenance of high standards of care within Endoscopy through supervised and observed practice, and specialised training programmes to meet the needs of the Endoscopy team.
- Promote the safety of patients, carers, and staff within training sessions and during contact with patients during assessment.
- Escalate any concerns in care delivered by the endoscopy team if it is below standards expected.
- Take appropriate action when patients are identified as at risk, e.g. safeguarding adult, Best Interest Assessments, incident reporting, and Deprivation of Liberty procedures.
- Evaluate progress of improvements in safety culture and modify training and support methods as required.
- Demonstrate own clinical competence developed through continual professional development, reflective practice and maintenance of a skills portfolio.
- The post holder will be required to provide specialist advice in relation to Endoscopy.

POLICY/SERVICE DEVELOPMENT

- Coordinate the evaluation of clinical practice in relation to its evidence base and clinical effectiveness and proposes changes to practice accordingly
- Report any incident/untoward incidents/near misses to self, patients or carers to the manager and use the Trust Datix system.
- Be aware of and follow the Health and Safety at Work Act and local/national guidelines, reporting any incidents using the correct procedures (DATIX) and report any accidents/ untoward incidents/ near misses to self, patients, or carers to the manager in accordance with Trust policy.
- Engage with any current research, identifying development needs and facilitating change in practice which will improve clinical outcomes and meet the needs of patients and carers.
- To work with the south west endoscopy training academy to provide and continually review, a comprehensive educational programme for the endoscopy team
- Implement policies and propose changes for own work area and escalate to clinical Nurse Manager to action if required.

FINANCIAL/PHYSICAL RESOURCES

- Ensure successful financial management of all appropriate areas of responsibility by managing within budgets, contributing to cost improvement programmes, complying with all Trust financial rules, and the appropriate management of charitable funds.
- To ensure the efficient and effective use of all resources used within the course of one's own duties, maintaining an awareness of the financial impact of inappropriate use
- The postholder will exercise personal duty of care in the safe use and storage of equipment. Be environmentally aware and prudent in the use of resources and energy.
- Ensure safe keeping of patient property, in line with Trust policy.

HUMAN RESOURCES

- Support all Endoscopy staff in clinical practice. This will include those new to the clinical area and more experienced staff.
- Provide effective training for Endoscopy staff, including mandatory training. Have knowledge for matters relating to competence-based programmes.
- Support the provision of structured support programs for Endoscopy staff with performance management in conjunction with the Clinical Nurse Manager and Sisters/Team Leaders.
- Act as Mentor and Assessor in practice for all staff members undertaking courses and have a positive relationship with students.
- To deliver ad-hoc classroom-based teaching sessions for all students and staff.
- Work with the Clinical Nurse Manager to ensure successful completion of preceptorship, recovery orientation, and performance objectives.
- Assist in the development of assessment frameworks and clinical skills matrix, and competencies as required.
- Maintain staff training and assessment records and produce written and oral summaries of their progress as required.
- Support the Endoscopy team in the management of their portfolios.
- Support the Clinical Nurse Manager in performance reviews and agreed personal development activities.
- To support the delivery of a range of effective training provision and assessments in response to clinical need.
- Act responsibly in respect of colleague's health, safety, and welfare following safety at work practices, whilst working in compliance with local health and safety policy and guidance.
- Develop a range of teaching methods and approaches to support individual and group learning needs. Teaching methods could include coaching, facilitation, and presentations.

INFORMATION RESOURCES

- The post holder will be required to use IT Systems to record patient facing activity, develop training packages, maintain training records, interface with digital learning platforms and record and evaluate activity, e.g. Epic, email, Word, Excel, and PowerPoint.

- Contribute to the collection of statistical data, in order to monitor and develop team activity and training needs, using electronic and paper methods.
- Accurately complete and maintain learning records for Competency document to support learning
- Maintain accurate and up to date learning material for use in training programmes
- Maintain accurate and complete patient records including being competent on all Trust electronic programs, e.g. EPIC (EPR) and Health Roster

RESEARCH AND DEVELOPMENT

- Assist in the development of training materials to an agreed standard.
- Maintain your own competence via awareness of current clinical, education, and research issues.

PHYSICAL SKILLS

- Diagnostic tests will necessitate working in restricted positions or limited space.
- Therapeutic handling of patients, demonstrating dexterity and co-ordination skills often with the need for prolonged physical effort.

PHYSICAL EFFORT

- Must be able to assist patients who use wheelchairs to manoeuvre into clinical rooms
- Manually handle equipment (wheelchairs, health care equipment and furniture) frequently
- Daily work involves, sitting/standing, walking, moving equipment, and manual handling in restricted positions.

MENTAL EFFORT

- A continual level of concentration will be required throughout the day, offering support to clinical staff, communicating with teams, and delivering training sessions.
- Work in an unpredictable pattern when required as training sessions may change at short notice.
- Time spent researching and developing training programmes that meet required standards within a set timeframe.
- Manage workload deadlines that can be unpredictable and subject to change and interruption e.g. covering Endoscopy lists, support for teams or training sessions.
- Undertake frequent concentration during a clinical session for the purpose of clinical decision making and associated subsequent discussion with each patient regarding management, with occasional unpredictable interruption.

EMOTIONAL EFFORT

- Occasionally dealing with confused patients, patients who have mental health problems, learning disabilities, or challenging behaviour and work with relatives/carers in a supportive role.
- Discussing emotive issues with team members, managers, patients, and relatives during training sessions.
- Maintain a professional approach while working in challenging, distressing situations or dealing with challenging behaviours.

WORKING CONDITIONS

- Work consistently involves body fluids, i.e., blood/ faeces and sharps
- The post holder will have direct patient contact, delivering direct care in a variety of settings in accordance with the need of patients.
- Frequent exposure to uncontained body fluids/foul linen during general patient care.
- Exposed to patients with infectious conditions.
- The post holder will work in a variety of clinical settings to deliver training
- The post holder is required to maintain close patient contact, which includes the handling of bodily fluids and following all infection control policies and procedures

OTHER RESPONSIBILITIES

- Take part in regular performance appraisal.
- Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling
- Contribute to and work within a safe working environment
- You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection
- As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.
 - You must also take responsibility for your workplace health and wellbeing:
 - 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.
 - Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

APPLICABLE TO MANAGERS ONLY

Leading the team effectively and supporting their wellbeing by:

- Championing health and wellbeing.
- Encouraging and support staff engagement in delivery of the service.
- Encouraging staff to comment on development and delivery of the service.
- Ensuring during 1:1's / supervision with employees you always check how they are.

DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

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.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

PERSON SPECIFICATION

Job Title	Practice Education Facilitator
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
First level registered Nurse (or relevant professional registration)	✓	
Recognised mentorship qualification, to postgraduate diploma level or equivalent experience mentoring staff in the clinical environment.	✓	
Advanced clinical skills in a Endoscopy setting	✓	
Teaching Qualification (e.g. Cert.Ed., CIPD Diploma, PTLs, CTLS, City & Guilds 7307, 7300 or equivalent)		✓
Manual Handling key trainer		✓
Basic Life Support key trainer		✓
Blood Champion		✓
KNOWLEDGE/SKILLS		
Full understanding of the role as stated in the job description	✓	
Evidence of changing practice in clinical setting		✓
Evidence of involvement in standard setting and clinical audit		✓
Ability to apply research findings and support evidence-based practice	✓	
Evidence of up-to-date teaching and assessing skills	✓	
EXPERIENCE		
Up-to-date clinical knowledge and experience in Endoscopy, underpinned by theory & CPD	✓	
Experience in clinical team leadership	✓	
Experience in supporting team members through PDR process		✓
Experience in managing poor performance		✓
PERSONAL ATTRIBUTES		
Good team member	✓	
Ability to co-ordinate own and departmental workload and demonstrate good organisational skills	✓	
Reliable	✓	
Motivated	✓	
Good Health & Excellent attendance record	✓	
OTHER REQUIREMENTS		
Flexible approach to work	✓	
Ability to work shift patterns includes on call to enable role requirements to be met and staff training and assessments facilitated.	✓	
Adaptable to changing needs of the service	✓	
Willingness to undertake required clinical shifts to ensure the on-going Theatre service provision	✓	
Willingness to undertake skills training related to the specialty	✓	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		Yes/ No	R	O	M
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	Y				✓
Contact with patients	Y				
Exposure Prone Procedures	Y				✓
Blood/body fluids	Y				✓
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	Y				✓
Animals	N				
Cytotoxic drugs	Y		✓		
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	Y		✓		
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				✓
Heavy manual handling (>10kg)	N				
Travel to other sites	Y	✓			
Food handling	N				
Night working	Y	✓			
Electrical work	N				
Physical Effort	Y				✓
Mental Effort	Y				✓
Emotional Effort	Y				✓
Working in isolation	Y	✓			
Challenging behaviour	Y			✓	