



**Northern Devon Healthcare**  
**NHS Trust**

**JOB DESCRIPTION**

**Job Title:** Clinical Skills Trainer

**Band:** Band 5 (subject to formal matching)

**Responsible To:** Clinical Training Manager

**Accountable To:** Clinical Training Manager

**Section/Department/Directorate:** Corporate Nursing

**Job Purpose:**

The post holder will work within the Corporate Nursing Directorate to support clinical staff in practice with the development of clinical skills throughout the organisation, undertaking assessments as well as delivering educational programmes.

The post holder will be expected to contribute to the development of a skilled workforce and facilitate a range of education, training and learning opportunities. This includes support in the delivery of structured classroom based training as well as support in the development of blended learning approaches to learning.

The role will facilitate the development of staff and improve skills and competencies to develop the individual, team and organisational performance in line with Trust objective.

The post holder will contribute to medical device education and training and support the development of skills and competence in the use of devices within the organisation.

**Context:**

Design and deliver new and existing clinical education programmes to develop clinical skills and practice as delegated by the Clinical Tutors

Support the development of medical device competence throughout the organisation by providing medical device education and training as delegated by the Clinical Tutors

Support the delivery of other Trust education and training initiatives as required and assist in the development of work based learning initiatives and the creation of a dynamic learning environment

Develop assessment frameworks and competencies as required and undertake assessments of clinical staff as needed

Maintain all training and assessment records and produce written and oral summaries of progress as required especially in relation to Medical Devices

Be a key point of contact to support clinical skills development and learning ensuring that all clinical training and education resources are up to date and current for programme delivery

Maintain own educational development and encourage new practice in others using new technology and media

Attend meetings relevant to role and as delegated within the Team

Assist in the undertaking of specific quality audits and take a key role, in conjunction with clinical staff, to participate in the evaluation of the impact of education and training activity on patient care

Maintain own clinical competence to a level required to be a credible teacher and competent clinician, being an excellent role model to others

Attend all statutory training to meet health and safety requirements and have expertise with policy and local procedure sufficient to be a good role model

Maintain a personal portfolio of evidence relating to competence and achievement and support others in doing the same

Maintain competence via awareness of current clinical, education and research issues

Organise own work pattern to respond to the needs of users of the service

The post holder will comply with policy and promote high standards of health and safety in the work place and teaching venues.

To ensure safe practise to minimise the risks of infection to patients and staff in accordance with national and Trust policy, in particular be aware of responsibilities as listed in the Infection Control Operational Policy

Promote the development of opportunities for shared learning to support working across multi-professional, service and organisational boundaries

Monitor, evaluate and review current training content and arrangements, making improvements where necessary. Ensure all training is monitored and evaluated for quality and effectiveness

Contribute to the development of e-learning packages and intranet resources

Contribute to the development of CPD and education opportunities to meet the needs of the organisation

Facilitate shared learning, supervision and reflective skills development

Proactively promote and encourage participation in training and education programmes and ensure maximum completion rates

The Clinical Skills Trainer will be based at North Devon District Hospital.

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:**

Actively participate in a wide range of professional communication groups, networks both internal and external,

Clinical Training Team

Vocational Training Team

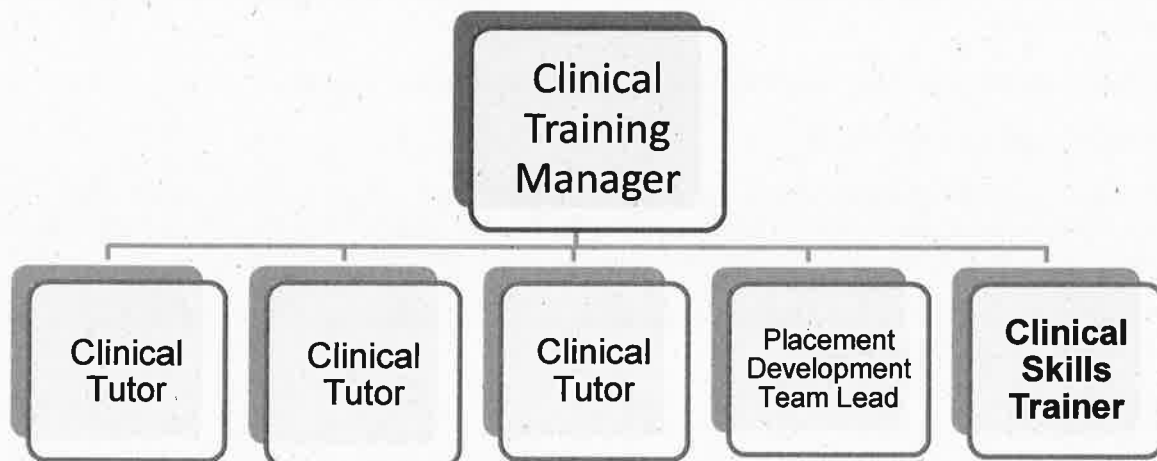
Subject matter leads and specialist teams

Other key trainers within the Trust

Matrons, Line Managers and clinical staff within the Trust

Operational staff groups

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:**

## **Key Result Areas/Principal Duties and Responsibilities**

### **Communication and Relationship Skills**

The post holder will be required to take responsibility for handling queries and information in a tactful, diplomatic and empathic manner, adhering to the organisations standards of customer care

The post holder will be required to deal with complex and sensitive information in a non-judgemental way, sometimes in challenging situations

The post holder will work alongside the Clinical Tutors to support the development, co-ordination, management and delivery of the education and training programmes

There will be regular communication with the Clinical Tutors and Clinical Training Manager to ensure seamless delivery of the Clinical Training Teams objectives

The post holder will be expected to behave in accordance with the Trust's values of demonstrating compassion, striving for excellence, respecting diversity, acting with integrity and to listen and support others

### **Analytical and Judgement Skills**

Undertaking assessments, monitor, evaluate and review current training content and arrangements, making improvements where necessary. Ensure all training is monitored and evaluated for quality and effectiveness

The post holder will manage and prioritise all incoming and outgoing communications relating to their role responsibilities and will initiate responses where appropriate, demonstrating at all times a high level of discretion and confidentiality while ensuring responses to deadlines and targets are met.

The post holder will analyse facts and data as required when reviewing evaluations and the impact of training on patient care

The post holder will be required to use their own judgement where appropriate

### **Planning and Organisational Skills**

The post holder will be expected to plan and organise their own programmes of work. They will be required to organise and plan training and education programmes and courses and they will be responsible for ensuring that plans are adjusted to meet changing deadlines and shifting priorities

The post holder must be able to manage a diverse workload, identify priorities and multi task to ensure delivery of the training and education

### **Physical Skills**

Competency in clinical procedures such as IV and oral drug administration, cannulation and venepuncture

Utilisation of keyboard skills, occasional lifting and moving of marketing or education materials within capability.

Transporting and use of training equipment as required such as lap top and projector, flip charts, model arms etc.

### **Responsibility for Patient and Client Care**

The post holder is required to put the patient, as the first priority, at the centre of all activities

The post holder will be ensuring that the quality of care delivery and services to patients meets the

expected standards as set out by the Trust

### **Responsibility for Policy and Service Development**

Develop process improvements and projects to respond to organisational and/or policy changes and initiatives as required and directed by the Clinical Training Manager.

The post holder will be required to follow and implement relevant Trust policies relating to their working practice

### **Responsibility for Financial and Physical Resources**

The post holder will not have a delegated authority for a budget

Responsibility for monitoring and ordering clinical stores required for clinical training

### **Responsibility for Human Resources**

To promote a learning environment through identifying opportunities and seeking resources required for own and others learning.

The post holder will take an active part in the development review of own work suggesting areas for learning and development in the coming year

The post holder will be expected to contribute to the development of a skilled workforce and facilitate a range of education, training and learning opportunities. This includes support in the delivery of structured classroom based training as well as support in the development of blended approaches to learning. This is an on-going job responsibility required for the role

The role will facilitate the development of staff and improve skills and competencies to develop the individual, team and organisational performance in line with Trust objective.

### **Responsibility for Information Resources**

Occasionally uses a range of computer systems eg Word, Excel and Powerpoint to create reports, documents and presentations. Responsible for sourcing and gathering information to produce new training materials, reports and papers for meetings as required. Taking notes of team meetings and distributing them as required, ensuring that any actions are followed up.

### **Responsibility for Research and Development**

Comply with Trust's requirements and undertake surveys as necessary to own work

### **Decision Making**

The post holder will be guided by the Clinical Tutors and Clinical Training Manager as well as Trust policies and procedures, using own initiative and seeking advice from manager and team as required.

### **Physical Effort**

This role will sometimes be required to travel across the Trust service areas. Office work with a frequent requirement to sit in a restricted position at display screen equipment. Occasional lifting of files, laptops, projectors, conference phones, presentation materials, training equipment and stationery.

### **Mental Effort**

Requirement to regularly concentrate to deliver and manage the varied priorities

The post holder will be required to concentrate when delivering classroom training for varied periods of

time, ranging from 1 hour to a full study day

The post holder will need to concentrate when working with staff on the wards to deal with interruptions and either individual or group sessions

### **Emotional Effort**

Occasional exposure to distressing or emotional circumstances. The post holder will respond to concerns and questions from a wide range of people, who may be anxious about specific issues particularly in relation to progression or failure in their studies

### **Working Conditions**

Their working days will vary being a mixture of working in an office to produce documents and attend meetings therefore will be using display screen equipment for substantial proportion of those days. The post holder will also be required to deliver structured classroom based sessions and may be required to visit other Trust sites and community areas to deliver programmes to support staff, nurses, therapists etc in community nursing teams and community hospitals.

The post holder may occasionally be exposed to body fluids when working on the wards with staff in the provision of personal care

### **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.

**JOB DESCRIPTION AGREEMENT**

**Job holder's Signature:** .....

**Date:** .....

**Manager's Signature:** .....

**Date:** .....



**PERSON SPECIFICATION****POST : Clinical Skills Trainer**

REQUIREMENTS	E/ D*	HOW TESTED?  Application Form/Interview/ Reference/Test	INTERVIEW COMMENTS	SCORE  (1 Low – 10 High)
<u>QUALIFICATIONS/SPECIAL TRAINING :</u>  Registered Band 5 Practitioner with an active professional healthcare qualification and registration  Educated to Diploma plus experience to degree level in a health related subject  To be willing to work towards a recognised teaching qualification	E  E  E	Application  Application  Application /Interview		
<u>KNOWLEDGE/SKILLS:</u>  Evidence of continual professional development  IT literacy in word processing and presentation skills  Credible clinician and able to work clinically  Excellent communication and presentation skills  Proven organisational and planning skills  Competency in clinical procedures such as IV and oral drug administration, cannulation and venepuncture  Competency in Medical Devices	E  E E E E E E	Application /Interview Application  Application Application/Test  Interview Application /Interview Application /Interview		

<b><u>EXPERIENCE:</u></b>  A proven broad level of knowledge and experience of healthcare settings  Evidence of teaching or facilitation ability with a range of people and staff groups	E	Application /Interview		
	D	Application /Interview		
<b><u>PERSONAL REQUIREMENTS:</u></b>  Ability to be self motivated  Ability to work on own initiative and take responsibility for decisions  To have an innovative and flexible approach  Confidence talking to groups  Ability to work hours across a Monday to Friday pattern				
<b><u>OTHER REQUIREMENTS:</u></b>  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	Interview		
	E	Interview		

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