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JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Emergency Department Practice Educator |
| **Reports to** | Emergency Department Clinical Nurse Manager |
| **Band** | Band 6 |
| **Department/Directorate** | Department of Emergency Medicine |

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| **JOB PURPOSE** |
| The post holder is responsible for the coordination of and implementation of training and development of all nursing and support worker staff, including the provision of a positive learning environment in which staff can maximise their potential.  To work as part of a multidisciplinary team, providing safe and high quality care for adults,  children and young people. To work as a clinical expert providing clinical supervision to ensure and enable others to deliver the same high quality care.  To support the matrons in the induction of new staff, the delivery of clinical education and supporting the continuing professional development of nursing staff within the Emergency Department.  To devise, plan and deliver training programmes, with the support from the matron, to support staff to develop new skills and achieve/maintain relevant competencies and skills.  To support staff, working clinically with them, to support their development and their career progression to become clinical experts, using up to date evidence based practice, Trust policies and procedures.  To facilitate acquisition of the necessary skills, knowledge and competency by staff and their mentors within the Emergency Department, in an atmosphere that is conducive to learning and development.  To support in the delivery of essential learning within the ED Department.  To keep accurate records of the training delivered and outcomes. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| Support the department to meet the requirements set out in CQC standards, professional validation and audits**.**  Work alongside the management team and key clinical education leads to ensure quality healthcare education and training for staff.  Align education, training and programme development activity with local and Trust objective’s and values.  **Clinical:**  - To demonstrate clinical competencies in clinical skills and to support/supervise  and train students and junior colleagues to develop skills as required and be  able to sign them off their competencies as a live mentor.  - To exercise professional accountability at all times and to be aware of own  development needs/limitations, actively seeking to address these and raise  awareness in others.  - To undertake all nursing procedures in accordance with Trust policies and ensure that these procedures and policies are understood .Trust policies and procedures must be researched based and adhered to by all staff whilst being constantly monitored and reviewed.  - To ensure accurate and comprehensive nursing records, in all formats are maintained using appropriate documentation.  - Support Registered /Non-Registered nurses in clinical practice and provide pastoral care as required.  - Undertake assessments of Registered /Non-Registered Nurses in the clinical environment.  - Work as a role model with Registered and Non-Registered Nurses in the clinical environment.  - Support the provision of structured support programs for Registered and Non-Registered nurses who are performing poorly.  -Contribute to the delivery of essential and required learning as required, this includes department based training and structured training days.  - Maintain all training and assessment records and produce written and oral summaries of  progress as required.  -Maintain competence via awareness of current clinical, education and research issues.  - To support the delivery of a range of effective training and assessment provision in response to the needs of the RD&E’s training standards.  - Assist in the planning and delivery of structured study days and induction.  -Working directly alongside trained staff, students and support staff to raise the standard of clinical practice in line with evidence-based frameworks and procedures/protocols.    -Contributing to clinical care and practice development within the department and trust.  - To challenge, advise and give constructive feedback.  -To demonstrate an understanding of and adhere to the trust’s child protection and safeguarding adults policies.  -Communicate effectively with the Clinical Nurse Managers and support them in managing their Registered/Non-Registered nurses as required.  -Organise own work pattern to respond to the needs of users of the service.  **Education:**  -To establish an active learning environment for all grades of staff within the operating department allowing staff to develop to their full potential.  - Contribute to improvements in service quality, delivery and outcomes through staff education and continual professional development.  -Helping to maintain a suitable learning environment for staff; collaborate with nurse/support colleagues, specialists and other disciplines to provide regular teaching and learning opportunities for all staff.  -Implementation of department induction programmes, preceptorship and mentorship.  - Ensure competency packages are completed in the correct timeframe; highlight any areas of concern to the Matron/Senior Nurse.  -Implementing educational programmes within the department area which meet the development needs of staff.  -To support team leaders within the operating department to ensure that all staff attend mandatory training and receive continuing development and appropriate education, and maintaining accurate records of training.  -To ensure there is a local teaching programme for the clinical areas that is planned annually to facilitate learning within the clinical area and to address relevant teaching and training needs.  -To assist in the developing and maintenance of orientation packages for new staff and contribute to their orientation to the Department.  -To be responsible for the dissemination of information regarding new or updated clinical practices, guidelines and policies to all ED practitioners and ensure their implementation.  -Assist in the development of training materials to an agreed standard.  -To support the candidate in the management of their portfolios, electronic and paper based, within their area.  - Be responsible for booking all staff grades onto training days.  - Develop assessment frameworks and competencies as required under guidance of the ED Matron.  **Professional:**  -To work at all times within the framework of the NMC code of professional conduct, within NICE guidelines and Hospital policies.  -To always act in a professional manner.  -To be responsible for his/her own professional development and participate in own ‘Performance and Development planning’ with the Matron.  -To participate in staff appraisal, staff development and in service training activities.  -To undertake further training and academic qualifications as relevant to the role and service requirements.  -To assist staff with preparing for their revalidation with the NMC.  -To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling.  -To develop and maintain teaching and presentation skills.  **Leadership and Management:**  -To act as an appropriate and effective role model at all times.  -To act as an effective mentor and preceptor to support all ED staff in promoting education and training.  -To act as a resource, supporting and motivating staff members. Prepare, teach and demonstrate practice, applying theory to research based practice.  -To challenge, advise and give constructive feedback.  -Creates an environment in which individuals take ownership for their own development in clinical education.  - Develop assessment frameworks and competencies as required under guidance of the ED Matron. |
| **KEY WORKING RELATIONSHIPS** |
| **The post holder’s primary post will be within the Emergency Department.**  Key working relationships with, Clinical Matron, Clinical Nurse Managers, Nurse Practitioners, Divisional Management team and Clinical Director/Leads. In addition, all members of the multi-professional team, including nursing and medical staff, allied health professionals and support workers as well as internal and external stakeholders.  The patient group consists of adults/children requiring a variety of interventions and with a variable level of dependency from acute to palliative.  The post holder will supervise junior members of staff, learners, patients, families and carers in the conjunction with the senior nursing team. |

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| **ORGANISATIONAL CHART** |
| ED Clinical Matron  ED Clinical Nurse Manager  Sister/Charge Nurse  Nurse Practitioner  **POSTHOLDER**  Band 5  Band 4  Band 3/2 |
| **OTHER RESPONSIBILITIES** |
| -To work clinically as required.  -To contribute to and work within a safe working environment.  -To be responsible for ensuring confidentiality and safekeeping of patient records.  -Establish and maintain strong, cross-departmental and inter-professional working relationships to share best practice and encourage learning.  The post holder is 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.  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. |
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| **THE TRUST – Vision and Values**  Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:  Honesty, Openness & Integrity  Fairness,  Inclusion & Collaboration  Respect & Dignity  We recruit competent staff that 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.  We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.  We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards. |
| **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.  Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability.  T*his is* |

PERSON SPECIFICATION

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| **Job Title** | Clinical Practice Educator |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  First level registered Nurse/Midwife (or relevant professional registration)  Recent clinical knowledge and experience within an Emergency Department setting  Experience of mentoring staff in the clinical environment.  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  Experience of clinical team leadership  Advanced clinical skills including venous access, catheterisation, nasogastric tube management and IV drug administration.  Manchester Triage competent with experience supervising those new to Triage. | E  E  E  E  E | D  D  D  D  D |
| **KNOWLEDGE/SKILLS**  Evidence of changing practice in a clinical setting  Evidence of involvement in standard setting and clinical audit  Ability to apply research findings and support evidence based practice  A commitment to improving patient services  Knowledge of the Trust Probationary and Performance Management Policies to be able to advise Matron’s when required.  Ability to work under pressure in a dynamic environment and manage difficult situations | E  E  E  E  E  E |  |
| **EXPERIENCE**  Experience of clinical team leadership and management  Recent experience in delivering education and training sessions  Experience of assessing clinical competence in the workplace | E  E | D |
| **PERSONAL ATTRIBUTES**  Excellent communication and Interpersonal skills  Positive and enthusiastic attitude  Flexible and adaptable  Compassionate and caring with a commitment to openness, honesty and integrity  Ability to work on own initiative and take responsibility for decisions  To have an innovative and flexible approach | E  E  E  E  E |  |
| **OTHER REQUIREMENTS** |  |  |

Complete the table below as appropriate

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | Y/N |  |  |  |  |
| Contact with patients | Y/N |  |  |  |  |
| Exposure Prone Procedures | Y/N |  |  |  |  |
| Blood/body fluids | Y/N |  |  |  |  |
| Laboratory specimens | Y/N |  |  |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | Y/N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | Y/N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y/N |  |  |  |  |
| Animals | Y/N |  |  |  |  |
| Cytotoxic drugs | Y/N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | Y/N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | Y/N |  |  |  |  |
| Dusty environment (>4mg/m3) | Y/N |  |  |  |  |
| Noise (over 80dBA) | Y/N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | Y/N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y/N |  |  |  |  |
| Heavy manual handling (>10kg) | Y/N |  |  |  |  |
| Driving | Y/N |  |  |  |  |
| Food handling | Y/N |  |  |  |  |
| Night working | Y/N |  |  |  |  |
| Electrical work | Y/N |  |  |  |  |
| Physical Effort | Y/N |  |  |  |  |
| Mental Effort | Y/N |  |  |  |  |
| Emotional Effort | Y/N |  |  |  |  |
| Working in isolation | Y/N |  |  |  |  |
| Challenging behaviour | Y/N |  |  |  |  |