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JOB DESCRIPTION

JOB DETAILS	
Job Title	Pathology Network Education Trainer
Reports to	Royal Devon University Healthcare NHS Foundation Trust Pathology Service Managers
Band	Band 7
Department	Pathology

JOB PURPOSE
<p>This is a brand-new post, supporting the commitment by Health Education England and NHS England to developing a sustainable pathology workforce across the Southwest Region.</p> <p>Post holders will play a leading part in the training of all placement students, Level 2, 4 and 6 Apprentices leading to Registration Portfolio within the Trust, as well as collaborating with other Pathology Network Education Trainers within the Peninsula Pathology Network to support training Specialist Portfolio candidates. You will also work closely with Peninsula Pathology Network workforce lead and Regional Pathology Workforce Education Leads. This will include managing the competency records, departmental training documents and demonstrating and promoting the increased training offer within your laboratory and across the Network.</p> <p>The role will involve working with the Trust Pathology training lead as well as other Network Education Trainers and Regional Pathology Workforce Education Leads supporting both registration and specialist portfolios.</p> <p>This post is predominantly training-focused, but the post holder will be expected to ensure they maintain their own laboratory competencies and personal CPD.</p>
KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<p>The duties and responsibilities listed below should be undertaken in accordance with the levels of competence as defined in the Microsoft Word - BMS & CSW_080405.doc (nhsemployers.org) outline for Biomedical Science Advanced post (In addition, all staff are expected to act in accordance with the values and behaviours of the Trusts and Pathology Network.</p> <ul style="list-style-type: none"> • Work with site-based training leads to monitor students' progress against defined competencies relevant to students' level. • Liaise and work with other Pathology Trainers across the pathology network to support and deliver specialty training and facilitate opportunities to meet gaps and ensure students' progress through training programme in line with expected time frames. • Liaise and work with the regional pathology workforce teams

- Support staff in training with their CPD progress, to include the delivery of sessions where relevant
- Maintain records of training and competency progress, to provide evidence of students supported across the time in post
- Improve the quality of the learning environment within the hospital pathology laboratory and across the pathology network

KEY WORKING RELATIONSHIPS

Areas of Responsibility: (type of work undertaken)

Training & Education

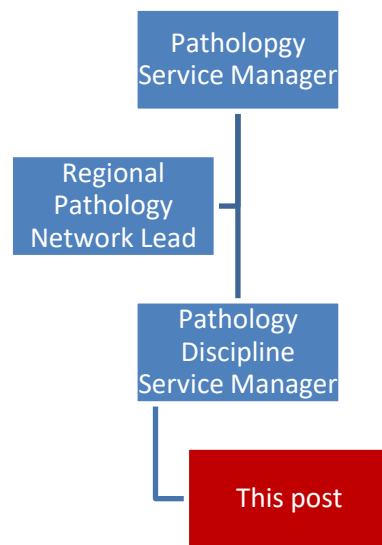
No. of Staff reporting to this role: (If applicable)

No direct line reports but will be the responsible officer for the supervision of staff in training whilst delivering training.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> • All Network Trust/Organisations Learning & Development Team • All Network Trust/Organisations Apprenticeship Lead • Peninsula Pathology Network Workforce Lead • Pathology Service Manager • Pathology Discipline Managers and Deputy Managers • Senior Biomedical Scientists • Admin and Support Staff Managers 	<ul style="list-style-type: none"> • South West Region Pathology Practice Educator and Apprenticeship Leads • South West Region Diagnostic Workforce Transformation Lead • HEE Healthcare Science Lead • Further and Higher Education Institutions • Institute of Biomedical Science

ORGANISATIONAL CHART



FREEDOM TO ACT

Follows broad training and professional standard policies. Uses that information to act independently day to day and is able to self determine the best course of action in the development of effective training programs and the delivery of training.

Lead on the development of Education Practice programmes in line with Educational Policy.

Will work collaboratively with network colleagues and regional Pathology Practice Educator and Apprenticeship Leads

COMMUNICATION/RELATIONSHIP SKILLS

Within this role you will liaise with the Trust & Network Learning & Development and Apprenticeship Leads, Pathology Department and Network Training leads, F/HEIs to ensure that all Pathology students are aware of their training competency requirements. Furthermore, you will be expected to provide regular updates on progress of students to Regional Pathology Workforce Action Group (PWAG).

Liaise with local Further/Higher Education Institutions, Heath Education England, NHS England, and other education providers to identify and/or provide appropriate learning opportunities.

Liaise with Regional Pathology Practice Educator and Apprenticeship Leads, HCPC, IBMS and other appropriate professional bodies to remain up to date with training and competency requirements.

Liaise with BMS Specialty leads and Senior BMS colleagues to support and facilitate training opportunities for students to complete program of study within expected time frame.

Promote attendance at the monthly South West Regional Pathology CPD Network and other relevant local, regional, or national networks and meetings.

Distribution of PLATES (SW Pathology Training Newsletter) and other training communications informing/supporting attendance at events either live or via recording on NHS Futures.

Provides presentations and training on Pathology Clinical Education to large groups.

ANALYTICAL/JUDGEMENTAL SKILLS

The postholder will need to interpret information, often complex educational, scientific, technical or regulatory information and use it to design effective training materials and programs.

Judgement over prioritising workload and training needs of the laboratory and at other laboratories across the network to ensure priorities and training needs are met.

PLANNING/ORGANISATIONAL SKILLS

Regularly report on the progress of students to Pathology Training Leads Pathology Network Workforce Lead and Regional Pathology Practice Educator, producing a monthly report to demonstrate their progress.

Be a member of the Pathology Network Pathology Education Trainer group to facilitate sharing of knowledge and opportunities and ensuring all students across the network have equal opportunities to be trained and supported

Organise, prioritise and adjust own workload in a manner that maintains and promotes quality, producing required reports and feedback in a timely manner.

Planning and preparation of complex education development programs.

Personal CPD portfolio maintained.

PATIENT/CLIENT CARE

The quality and accuracy of the work carried out in a pathology laboratory impacts on the results produced by the laboratory and therefore impacts directly on patient care. Therefore, it is essential that all work is completed to a standard that makes patient safety a priority. A training lead has a responsibility to ensure staff are trained to a standard that supports the quality and accuracy of the service through having a well-trained and competent workforce.

The post holder will contribute towards the integrity and reputation of the Pathology Department by maintaining effective and harmonious attitudes to patients, colleagues and other hospital personnel.

The postholder will provide specialist advice to support the training and education of the Pathology team. To include advice and guidance on technical, scientific performance of tests and clinical interpretation of pathology results. E.g. reference ranges or limitations of a test, to all grades of staff in pathology and staff outside of pathology. The purpose of which is to ensure pathology results can be utilised in the effective care of our patients.

Patient confidentiality must maintain at all times.

POLICY/SERVICE DEVELOPMENT

Support Pathology Network workforce lead in development and refresh of Network Workforce Plans.

Develop and implement training and CPD programs for staff of all grades in pathology, including support workers, trainee biomedical scientists, Biomedical scientists, Specialist Biomedical Scientists and other Healthcare Scientists. Pathology investigations are central to the care provided to over 80% of patients across most clinical specialties. Having an appropriately trained and competent pathology workforce therefore impacts across many clinical specialties and therefore the work of the post holder will have an impact beyond own area of activity.

Follow approved policies and procedures. Raise quality issues and related risks with relevant people.

Ensure training programs and activity are in accordance with the requirements of ISO15189:2012 and therefore will ensure accreditation of pathology services to this standard, as assessed by UKAS.

FINANCIAL/PHYSICAL RESOURCES

Ensure quality and a patient focus is at the centre of all training and embedded in all training policies, procedures, sessions, materials and competencies.

Safe use of highly complex laboratory equipment both personally and in the course of training and assessing the competence of other in use. This will include setting equipment up for use.

Maintain personal professional competence by training in new techniques and instrumentation.

HUMAN RESOURCES

Supervisory/Training responsibilities: Pathology staff in training, to include: Apprentices, Placement Students, Trainee Biomedical Scientists, HCPC Registration Portfolio Candidates and IBMS Specialist Portfolio Candidates.

Support a range of training opportunities and to increase the number of Trainees and Biomedical Scientists having the opportunity to undertake either a Registration or Specialist Portfolio.

Training and Competence:

Motivate leaders, staff, and students regarding training and provide evidence of training programs completed and mentoring and support for students provided and recorded on electronic record/database.

Assist in the recruitment, selection and induction of new students, and demonstrate a clear in the number of student placements, apprenticeships, HCPC Registration portfolios and IBMS Specialist Portfolios offered and completed during time in post. Recorded on Pathology Quality Assurance Dashboard (PQAD) returns as percentage of staff in training.

Maintain own HCPC Registration and record of personal CPD and development activities.

INFORMATION RESOURCES

Produce and maintain an electronic record/database of all students and their progress against placement requirements and portfolio competencies relevant to their programme of study.

The post holder will monitor the mandatory training of all students, and will be responsible for record completion of this training as part of the electronic record/database of students.

Develop and standardise the necessary documentation for training and share across Pathology Network, Regionally and wider if requested, and either individually or in collaboration with Pathology Education Trainers across Pathology Network produce a portfolio of training materials that could be used and shared more widely. **Upload to NHS Futures collaboration website.**

RESEARCH AND DEVELOPMENT

Undertake regular audits and ensure non-compliance findings are actioned and closed in a timely manner.

PHYSICAL SKILLS

Sitting in a restricted position for prolonged periods using a computer, including the delivery of virtual training meetings.

Advanced keyboard skills required for presentations and E-Learning.

PHYSICAL EFFORT

Sitting in a restricted position for prolonged periods using a computer, including for virtual meetings.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling.

MENTAL EFFORT

Frequent concentration whilst delivering training, preparing resources for training or participating in meetings, many of which will be virtual.

EMOTIONAL EFFORT

Occasional exposure to distressing or emotional circumstances, e.g. provide feedback on students not passing training programmes. Providing pastoral support to staff and students.

WORKING CONDITIONS

The post holder is required to comply and conform with laboratory health, safety and security legislation, procedures, policies, guidelines, and correct operation and use of equipment within the physical laboratory environment.

Occasional exposure to unpleasant smells and odours.

Identify and assess the potential risks involved in work activities and processes for self and others and identify how to manage the risks. Provide evidence of awareness of assessment of risk for the procedures performed, e.g. acknowledgement on Q-Pulse.

Contribute to and work within a safe working environment.

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

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

You have a duty to uphold the values of equality, Diversity and Inclusion:

- Treat everyone equally and with dignity and respect
- Act in accordance with current legislation, policies and procedures and good practice
- Take account of own behavior and its impact or effect on others
- Promote Equality, Diversity, and Inclusion into training culture to promote biomedical science as a profession and widen participation

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.

Governance

The post holder will always to high standards of probity. This will include compliance with:

- Health, Safety and Security regulations, policy, and procedures
- All policies and procedures of the employing Trust or Organisation and of the Pathology Network
- Work within the current Data Protection – (GDPR) Act (2018) and Health & Safety at Work Act (1974).
- Work to the defined policies and procedures, actively implementing the development of electronic and digital solutions.
- Work within the limitations of the role and within the HCPC Standards of Proficiency.
- Uphold all policies and procedures related to infection prevention and control as relevant to the post.
- Raise any concerns as soon as possible, as per Trust/Organisation policy relating to:
 - Healthcare matters, eg suspected negligence, mistreatment, or abuse of patients; the quality of care provided
 - Concerns about the professional or clinical practice or competence of staff
 - The treatment of other staff, including suspected harassment, discrimination, or victimization
 - Health, safety, security, and environmental issues
 - Suspicion or knowledge of theft, fraud, corruption, bribery allegations or other financial malpractice
 - Employment standards and/or working practices
 - Criminal offences or miscarriages of justice
 - Failure to comply with any other legal obligation
 - Deliberate concealment of any of the above

Information Governance

- To be fully aware of and committed to all policies, procedures and initiatives relating to Information Governance – including, but not limited to Data Quality Improvements, Confidentiality, and Information Security.
- Take personal responsibility for safeguarding and ensuring the quality of information

Behaviour The post holder will be expected to:

- Support the aims and vision of the Trust
- Act with honesty and integrity at all times
- Be a positive ambassador for the Trust and Pathology Network
- Demonstrate high standards of personal conduct
- Set an example and encourage openness and honesty (particularly in reporting incidents and near misses) and will actively foster a culture of learning and improvement
- Value and respect colleagues, other members of staff and patients
- Work with others to develop and improve our services
- Uphold the Trust's commitment to equality and diversity
- Take personal responsibility for their words, deed and actions and the quality of the service they deliver

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 Trust's 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.

The duties and responsibilities listed should be undertaken in accordance with the levels of competence as defined in the [Microsoft Word - BMS & CSW 080405 .doc \(nhsemployers.org\)](https://www.nhsemployers.org) outline for Biomedical Science Advanced post.

PERSON SPECIFICATION

Job Title	Pathology Network Education Trainer Band: AfC Band 7
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING	<p>GCSE Grade 4/C or Level 2 English GCSE Grade 4/C or Level 2 Maths</p> <p>BSc Biomedical Science or equivalent IBMS Accredited Bachelor of Science</p> <p>HCPC Registration as Biomedical Scientist without restriction to practice</p> <p>IBMS Specialist Portfolio (or equivalent experience) in relevant field</p> <p>MSc in Biomedical Science or equivalent experience</p>	<p>Teaching / Training Qualification</p> <p>Membership or Fellowship of Institute of Biomedical Science (MIBMS, FIBMS)</p> <p>IBMS Certificate of Expert Practice in Training</p>
KNOWLEDGE/SKILLS	<p>Highly developed technical and scientific skills</p> <p>In depth knowledge of training requirements of pathology workforce</p> <p>Good knowledge of health and safety regulations and undertaking risk assessments</p> <p>Detailed knowledge and understanding of quality assurance processes and quality management systems within a hospital pathology laboratory</p> <p>Detailed knowledge and understanding of training accreditation requirements within a hospital pathology laboratory</p>	
EXPERIENCE	<p>Experience of working as Specialist Biomedical Scientist within hospital pathology laboratory</p> <p>Experience of working within a team</p> <p>Experience of teaching or training</p> <p>Experience of troubleshooting within a healthcare environment</p> <p>Experience of effective resource management</p>	<p>Experience of formal records creation and management</p> <p>Experience of assessment eg. HCPC Registration Portfolio, IBMS Specialist Portfolio Examiner</p>

PERSONAL ATTRIBUTES	<p>Highly developed written and oral communication skills in a variety of settings and to a variety of audiences</p> <p>Teaching, training, and presentation skills</p> <p>Negotiation skills</p> <p>Excellent IT skills, with experience of Microsoft Office/ Excel and PowerPoint</p> <p>Ability to liaise and communicate with all grades of staff and professional groups</p> <p>Effective personal and time management skills with ability to manage conflicting priorities.</p> <p>Ability to set goals in consultation with others</p> <p>Ability to comply with policies and procedures.</p> <p>Ability to travel between sites across the Pathology Network as required</p> <p>Ability to deal with any information sensitively and confidentially</p>	<p>Experience of Database management eg. MS Access</p>
OTHER REQUIREMENTS	<p>The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.</p> <p>Ability to travel to other locations as required.</p>	

Complete the table below as appropriate

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