#### JOB DESCRIPTION

**1. JOB DETAILS**

**Job Title: Clinical Practice Facilitator - OSCE Training**

**Band: Band 5**

**Reports to: OSCE Training Lead**

**Department / Directorate: Professional Development**

**2. JOB PURPOSE**

To support the OSCE Training Lead in preparing Transition Nurses to undertake their test of competence part 2 - Observed Structured Clinical Exams (OSCEs). This may involve escorting candidates to exams where necessary.

Ongoing maintenance and production of OSCE training materials; reflecting what is required for the training programme.

Liaising with other STP Trusts to ensure fair and timely bookings of Transition Nurses onto training pathways.

Booking staff onto their OSCE with the NMC test centres, ensure all required information is shared between candidates and the test centre.

Support staff to achieve competence in practical trainings ensuring safe and fair assessment of learners. This will be in both classroom and simulated clinical settings.

The Practice Education Team will have a specialist subject focus each year; the team will be responsible for ensuring the education around this subject is clearly delivered to all relevant staff groups.

**3. DIMENSIONS/ KEY WORKING RELATIONS**

The post-holder will be a member of the Practice Education Team (Professional Development). This role reports to the OSCE Training Lead.

Key relationships;

* Other Professional Development staff.
* Subject matter leads and specialist teams.
* Other key trainers, including Moving and Handling and Resuscitation Officers.
* Matrons, Line Managers and clinical staff.
* STP training leads.
1. **ORGANISATIONAL CHART:**

Practice Education Team Lead

Clinical Practice Facilitators

Clinical Learning Facilitators

OSCE Training Lead

Clinical Facilitators **Postholders**

1. **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES**

Provide high quality training in OSCE related subject matters.

Support the clinical staff in preparing for practice.

Provide pastoral care as required.

Undertake assessments of Transition Nurses in the simulated clinical environment.

Assist staff to successfully complete (OSCE) clinical assessments.

Work as a role model for all Trust employees.

Provide effective training for staff as directed by the OSCE Training Lead.

Communicate effectively with the Matrons and ward teams and support them as required.

Support the provision of structured support programs for staff that are performing poorly.

Contribute to the delivery of classroom based training programmes.

Contribute to the Performance Assurance Framework as required.

Develop and maintain effective relationships with managers and all staff.

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.

Attend various meetings as required as part of the Practice Education Team (PET)

Maintain flexibility of work pattern to respond to the needs of training service.

Assist in the development of training materials to an agreed standard.

Managing Communications

* Ensure effective and supportive relationships within the PET
* Ensure effective and supportive relationships within Professional Development.
* Maintain a smooth and effective approach to OSCE Training.
* Develop and maintain effective relationships with staff / learners
* Maintain effective communication between STP Trusts
* Ensure productive relationships remain with NMC test centres

**Other Responsibilities**

To take part in regular performance appraisal.

To work clinically as required.

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

To contribute to and work within a safe working environment

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.

The post holder is expected to comply with Trust Infection Control Policies and conduct him/her at all times in such a manner as to minimise the risk of healthcare associated infection.

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

**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 reserves the right to insist on changes to your job description after consultation with you.

The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462.

**PERSON SPECIFICATION**

**POST: Clinical Facilitator - OSCE Training**

**BAND: 5**

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| **REQUIREMENTS** | **At** **Recruitment** | **At PDR** |
| **QUALIFICATIONS/SPECIAL TRAINING :*** Registered with the Nursing and Midwifery Council (NMC).
* D32/33, A1 or TAQA -Assessors Award or Mentorship qualification or Practice Assessor/Supervisor.
* Minimum level 5 healthcare qualification or equivalent.
* Experience in delivering education and training sessions (clinically or classroom based)
* Teaching Qualification (e.g. Cert.Ed., CIPD Diploma, PTLS, CTLS, City & Guilds 7307, 7300 or equivalent)
* Basic Life Support Key Trainer
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| **KNOWLEDGE/SKILLS:*** Proven organisational and planning skills
* IT Skills
* Up-to-date knowledge of current OSCE training requirements
* In depth knowledge of NMC standards
* Knowledge of NHS policies and procedures
* Excellent written/verbal communication skills
* Experience of working with international nurses and international recruits.
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| **EXPERIENCE:** * Recent experience of working in a healthcare environment as an Registered Practitioner or Qualified Assistant Practitioner
* Experience of liaising with outside agencies
* Up to date experience of clinical/technical practice and competences
 | **E****D****D** | **E****D****D** |
| **PERSONAL REQUIREMENTS:*** Ability to be self-motivated.
* Ability to work on own initiative and take responsibility for decisions.
* Ability to work under pressure.
* To have an innovative and flexible approach.
* Confidence in talking to groups
* Ability to work hours across a 5 day – Monday to Friday pattern between the hours of 07:30 – 18:00.
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| **OTHER;*** Holds a current UK driving licence
 | **D** | **D** |

**\* Essential/Desirable**

**\*\* Applicable to Line Managers Only**

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| HAZARDS:- Updated 31st May 2013 |
| Laboratory Specimens  |  | Clinical contact with Patients |  | Dealing with violence & aggression of patients/relatives |  |
| Blood / Body Fluids |  | Dusty Environment |  | VDU Use (occasional) |  |
| Radiation / Lasers |  | Challenging Behaviour |  | Manual Handling |  |
| Solvents |  | Driving |  | Noise / Vibration |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in isolation |  |
| Cytotoxic Drugs |  | Electrical work |  | Night Working |  |