**JOB DESCRIPTION**

**1.** **JOB DETAILS**

**Job Title:** Lead OSCE Trainer

**Band:**  Band 6

**Reports to:** Practice Education Team Lead

**Department / Directorate:** Professional Development

**2. JOB PURPOSE**

To lead, plan and deliver OSCE (Observed Structured Clinical Examinations) training for internationally trained registered nurses

To provide appropriate assessment and support to internationally trained nurses to enable them to complete and pass their NMC OSCE to gain their UK registration.

To devise, plan and deliver training programmes as required, to support Registered Nurses during their transition to the NHS.

To offer pastoral and clinical support for all Registered professionals as required.

To lead and support a small team in delivering OSCE training to internationally trained nurses, motivating and progressing the team forward to deliver a successful positive OSCE program.

To ensure all training resources are regularly updated and kept in line with the NMC standards required of OSCE exams. This may include written, verbal or video resources as necessary.

**3. DIMENSIONS/ KEY WORKING RELATIONS**

The post-holder will be a member of the Practice Education Team and will work within Professional Development. This role reports to the Practice Education Team Lead.

Other key relationships are:

* Clinical Skills Team
* Vocational Education Team
* Talent and Learning Team
* Line Managers, Clinical Nurse Managers and clinical staff

1. **ORGANISATIONAL CHART:**

Head of Professional Development

PET Administrator

Practice Education Team Lead

Clinical Practice Facilitators (AHP and Nursing)

Clinical Learning Facilitators

**POSTHOLDER**

Clinical Practice Facilitator-OSCE Trainer

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

Support Internationally trained nurses to complete OSCE training and pass their NMC exam.

Support OSCE trainers and deliver high quality OSCE training to internationally trained nurses.

Provide pastoral care and support to both your own team and to candidates being trained in OSCE training.

Use management and leadership skills to complete sickness reviews, performance reviews if necessary, appraisals and 1 to 1’s with staff.

Regularly liaise with your own team regarding training resources and any concerns or issues arising from OSCE training. Look productively as to where improvements can be made if necessary.

Engage in regular 1:1’s with the Practice Education Team Lead and feedback any training or team concerns. Work together with the Practice Education Team Lead to resolve these.

Maintain your own team’s rota, ensuring there is cover for the full OSCE service. Manage and support individual team rota or annual leave requests in liaison with the Practice Education Team Lead.

Support identified internal candidates (Registrants trained outside of the UK but working in the trust) to complete OSCE training and gain the NMC registration by liaising with the clinical practice facilitators in the Practice Education Team.

To take an active lead in booking candidates onto their exam with the NMC test centres and ensure all staff in the team are trained and supported in this process.

Complete regular liaison with the NMC test centres regarding updates to OSCE training programs and exam dates for candidates.

Regularly liaise with other STP trusts to ensure fair and timely bookings of transition nurses onto training pathways.

Undertake MOSCE’s and assessments of candidates, providing clear feedback to candidates where needed.

Work as a role model to your own team and to candidates being trained for their OSCE exam.

Communicate with ward-based staff and clinical nurse managers regarding OSCE training and support your own team to do this.

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.

Ensure effective communication amongst your own team and support relationships within the wider PET team.

Effectively ensure you work with the OSCE trainers to maintain teamwork and ensure that team members are working well together to provide a successful OSCE training program.

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

Maintain own competence through awareness of current clinical and education issues.

Support Transition Nurses through the NMC registration process.

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

Engage in evaluation and quality assurance activities as required and assist in audit activities as required.

**5. Other Responsibilities**

To take part in regular performance appraisals and an annual personal development review.

To work clinically as required.

To 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.

The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself in 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 reserve the right to insist on changes to your job description after consultation with you.

The Royal Devon University NHS Foundation Trust 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 Practice Facilitator

BAND: 6

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| **REQUIREMENTS** | **At**  **Recruitment** | **At PDR** |
| **QUALIFICATIONS/SPECIAL TRAINING :**  First level registered Nurse/Midwife (or relevant professional registration)  Previous Experience of planning and delivering OSCE training.  Recognised Teaching Qualification (e.g. Cert-Ed, City and Guilds) or equivalent.  Sound Knowledge of OSCE training, the delivery of training and supporting international nurses.    Recognised qualification in Practice Supervision or Assessment, or equivalent experience of mentoring staff in the clinical environment.  Manual Handling Key Trainer  Basic Life Support Key Trainer  Blood Champion | E    E  D  E  D  D  D  D | E  E  E  E  E  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  Good Knowledge of NMC standards and requirements for OSCE training and OSCE exams.  Knowledge of the Trust Probationary and Performance Management Policies if required  Experience in sickness and performance management.  Excellent organisation and planning skills.  Knowledge of liaising with NMC test centres and booking of exams for candidates.  Recent clinical knowledge and experience within a clinical environment, underpinned by theory CPD.  Advanced clinical skills including nasal suctioning, venous access, catheterisation, nasogastric tube management and IV drug administration. | E  E  E  E  E    D  D  E  E  E  D | E  E  E  E  E  E  E  E  E  E  E |
| **EXPERIENCE:**  Experience of clinical team leadership and management  Recent experience in delivering education and training sessions  Recent experience of assessing clinical competence in the workplace  Experience of planning, teaching/delivering education and training sessions (clinically or classroom based)  Previous experience of training and working with internationally trained nurses.  Experience of organising and supporting a team.  Able to lead and develop a small team. | D  E  E  E  E  D  D | E  E  E  E  E  E  E |
| **PERSONAL REQUIREMENTS:**  Excellent communication and Interpersonal skills  Self-motivated and organised.  Takes own initiative well  Able to work independently  Ability to work professionally and take responsibility for own decisions.  Excellent verbal and written communication skills    Confidence in group teaching  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  D  E  E  E  E  E | E  E  E  E  E  E  E  E  E  E  E |
| **OTHER REQUIREMENTS:**  Hold a current UK driving Licence and a willingness to drive or commute via public transport if required. | D | D |

\* Essential/Desirable

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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 |  |