

**JOB DESCRIPTION**

**JOB DETAILS**

**Job Title**: Practice educator.

**Band**: 6

**Responsible To**: Clinical Nurse Manager Trauma & Orthopaedics

**Accountable To**: Clinical Nurse Manger Trauma & Orthopaedics

**Directorate**: Trauma & orthopaedics (T&O)

**Job Purpose:**

The post holder will be required to work with the senior leadership team in T&O in order to deliver and ensure Directorate compliance with the Trust essential learning agenda as identified on the Training Needs Analysis (TNA).

This will require the post holder to regularly review the compliance data using Electronic Staffing Records and learn plus for T&O, in order to evaluate the effectiveness of planning and delivery, and to use the results to proactively work with specialty teams to improve training compliance. Within the leadership role, the post holder will be responsible for providing feedback on the evaluation of good and poor practice to both individual teams and the directorate as a whole, ensuring effective role modelling within T&O.

The post holder will work with staff new to the Trust and their managers to ensure completion and return of staff induction and training documentation.

The post holder will also be expected to play a proactive role in quality and service improvement and, working closely with the Governance Lead for T&O and multi-disciplinary teams across T&O, assist in the auditing of standards of essential learning delivery and compliance within T&O.

**Key Working Relationships:**

* The senior leadership team in T&O
* The multidisciplinary teams on wards and units across T&O
* The Directorate administration and secretarial support team
* Learning and Development Service
* Leads responsible for identified essential learning components
* Trust Resuscitation Officer and Moving and Handling Advisor
* The Learn Plus team
* Ward based key trainers and champions for essential learning
* Staff across the T&O Directorate.

**Dimensions:**

* To plan and deliver required components of essential learning within the T&O Directorate
* To work with the senior leadership team in T&O to monitor and maintain compliance with essential learning and staff induction in T&O
* To work with the senior leadership team in T&O to promote good governance in the essential learning agenda
* To actively engage with ward and department teams across T&O in attaining required elements of essential learning
* To be aware of and work to the statutory legalisation and obligations of the directorate and the wider organisation in terms of delivering and attaining compliance with the essential learning agenda

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| Organisational Chart: | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | *Divisional Manager for T&O* | | | | | | |  | | | | | | | |
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|  | | | | | | | | | | *Lead Nurse*  *for T&O* | | | |  | | | | | | | | | |
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|  | *Administration Service Manager* | | | |  | *Clinical Services Managers* | | | | |  | | *Clinical Matron* | | | |  | *Governance Lead* | | | |  | |
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|  | | |  | | | |  | | | | | | | | |  | | *Clinical Nurse Manager* | | | | |  |
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*Practice Educator*

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

***Leadership:***

* As a leader and expert practitioner, liaise, guide and advise the multi-disciplinary teams in the provision of essential learning
* Under the direction of the Governance Lead, ensure that environment and processes are responsive to the changing needs of the Trust agenda for essential learning
* On a daily basis, lead by role modelling in practice, proactively working alongside ward / department teams to undertake training and assessing practical aspects of essential learning such as manual handling and resuscitation. This includes facilitating a culture of continuing professional development and practice development
* Be responsible for organising own day-to-day workload by identifying and targeting areas to work from Learn plus compliance data
* Support staff effectively with the development review process by ensuring essential learning needs are met
* Support teams across T&O in completing induction for new starters

***Education and Training*:**

To be responsible for the planning, content and delivery of the T&O Essential Learning Days for nursing teams, ensuring that:

* The study day agendas meet the aim and objectives of the Trust’s essential learning agenda
* The study day content takes into account, where practical, the feedback of the staff that attends it
* Delivery provision is planned with capacity to meet the demand of the Directorate
* Non-attendance is followed up

Provide day-to-day support to enhance the role of key trainers and champions identified to support essential learning across the Directorate.

Be responsible for ensuring a blended approach to learning is promoted by:

* Ensuring modes of delivery meet individual learning needs
* Identifying issues that are restricting the staff’s opportunities to develop effectively, and communicate these to the Governance Lead for T&O.
* Being proactive in seeking alternative ways of development when resource issues restrict learning

Be aware of, and support and develop staff across the directorate with regard to, legislation, policies and procedures in relation to essential learning.

Be aware of the correct process for study leave as per Trust Policy.

***Governance & Risk:***

Promote, monitor and maintain best practice for health, safety and security. This responsibility includes:

* Being aware of and promoting adherence to agreed policies to maximise safety within the work environment
* Identifying any risk that could affect the safety of patients, the public and staff members within sphere of responsibility
* Offering appropriate channels to feedback any concerns that may arise in relation to health, safety and security during the course of delivering essential learning
* During the course of own work ensuring that all staff is aware and complies with timely incident reporting in line with the Trust policy.
* As part of daily leadership role, identifying persistent risk issues, and addressing these with relevant intervals to reduce / remove the risk, ensuring that any concerns are passed on to the Governance Lead for T&O within an appropriate time span.
* Working in conjunction with the Directorate satellite ESR operator to validate, run and disseminate compliance reports for the directorate teams.
* Working in conjunction with the senior leadership team to compile action plans and formulate responses for directorate position with essential training and induction
* Acting as a role model, providing expertise and knowledge on the required elements of essential learning
* Being aware of the current trends and to be able to forecast and plan to meet future needs of the directorate in terms of essential learning
* Being able to be responsive in adjusting modes of delivery to meet with individual learning needs as required
* Assisting in the regular collection of statistical information for analysis and investigation purposes for the directorate
* Assisting the Governance Lead for T&O with service improvement initiatives by applying change management strategies, and ensuring staff involvement

***Clinical & Professional Standards:***

As clinical leader for essential learning, be responsible for completion and / or maintenance of all essential learning components as identified on the TNA.

Work with the multi-disciplinary teams across T&O to ensure that the essential learning programme underpins practice so that care is provided in a manner that is consistent with:

* Evidence based practice and / or clinical guidelines
* Multi-disciplinary team working
* Legislation, policies, procedures
* Patient-centred care
* An environment that is fit for purpose in delivering safe and effective patient care and is responsive to the needs of patients and their carers, recognising the importance of individual privacy and dignity

Contribute to quality improvement, and take appropriate action, informing the relevant individuals when there are concerns in the areas of:

* Conduct of care
* Scope of professional practice
* Multidisciplinary team working
* Data or information gaps
* Ineffective systems
* Poor communication
* Workload issues
* Poor individual or team practice
* Financial and resource implications
* Health and safety deficits
* Essential learning / induction

***Communication:***

* Maintain effective communication channels with the individual key relationships identified within the sphere of responsibility
* Ensure processes are in place to facilitate effective communication across all disciplines, that meet individual needs
* Actively seek feedback and ensure this is actively incorporated with future development of the essential learning and induction programme in T&O

***Delivery Plan:***

In collaboration with the Governance Lead for T&O ensure that T&O contributes to the delivery of the Trust’s essential learning and induction agenda, focusing on the following specific areas:

* Staff competencies
* Directorate objectives and targets
* Service development initiatives relevant to essential learning

***Financial & Resources:***

* In collaboration with the Governance Lead for T&O, identify appropriate action plans to resolve any resource problems
* Identify to the Governance Lead for T&O any areas of potential cost improvement or service efficiency
* Demonstrate an awareness of local and Trust wide financial and budgetary guidelines

***Human Resources:***

* Responsible for the training and assessment of staff in the practical elements of essential learning in T&O

***Other Responsibilities:***

* To undertake any training required in order to maintain competency, including mandatory training, i.e. Fire, Manual Handling
* To contribute to and work within a safe working environment
* To comply with Trust Infection Prevention and Control Policies and conduct him / herself at all times in such a manner as to minimise the risk of healthcare associated infection

**THE TRUST - PURPOSE AND VALUES**

We are committed to serving our community by being a high-quality specialist Hospital with consultant-led services. We aim to co-ordinate our services with primary and community care, and to develop a limited number as Sub-Regional Referral Centres with appropriate levels of research, development and educational involvement. Where appropriate, and consistent with our services, we may provide services aimed at preventing disease and debilitation.

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 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.

### **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, the Trust 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.

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.



**PERSON SPECIFICATION**

**(POST ATTRIBUTES)**

**POST:** Practice Educator

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| **REQUIREMENTS** | **At Recruitment** | **At KSF 2nd Gateway** |
| **QUALIFICATIONS/SPECIAL TRAINING :**  First level registered Nurse / Midwife (or relevant professional registration)  Completed or currently undertaking a mentorship qualification  Experience of clinical team leadership  A degree or diploma post registration qualification or equivalent | E  E  E  E | E  E  E  E |
| **KNOWLEDGE/SKILLS:**  Good leadership skills and managerial experience  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  To be aware of and work to the statutory legalisation around the essential learning agenda  To be able to demonstrate an adaptive teaching style  Specialist clinical knowledge across a range of acute and chronic medical care  Excellent communication skills  A commitment to improving patient services  Computing-based skills to be able to interrogate and present data and support computer-based learning in others (ECDL or equivalent) | E  E  E  D  E  E  E  E  E  E | E  E  E  E  E  E  E  E  E  E  E |
| **EXPERIENCE:**  2 years’ experience of working trauma and orthopaedics/elective care in an acute hospital setting  Experience of teaching in an informal and formal setting | E  D | E  E |
| **PERSONAL REQUIREMENTS:**  Excellent interpersonal skills  Positive and enthusiastic attitude  Flexible and adaptable  Commitment to openness, honesty and integrity in undertaking the role | E  E  E  E | E  E  E  E |
| **OTHER REQUIREMENTS:**  Co-ordination of own workload  The ability to plan and implement and evaluate a programme of learning across the T&O to meet the requirements of the Essential Learning Agenda. | E  E | E  E |

\* Essential/Desirable

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| **Hazards within the role, used by Occupational Health for risk assessment** | | | | | |
| Laboratory Specimens  Proteinacious Dusts |  | Clinical contact with patients | X | Performing Exposure  Prone Invasive Procedures |  |
| Blood/Body Fluids |  | Dusty Environment |  | VDU Use | X |
| Radiation |  | Challenging Behaviour | X | Manual Handling | X |
| Solvents |  | Driving |  | Noise |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation |  |