

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Clinical Educator |
| **Reports to** | Ward Manager |
| **Band** | Band 6 |
| **Department/Directorate** | Medicine |

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| **JOB PURPOSE** |
| * Responsible for supporting the delivery of service training and continuing professional development of nursing staff within designated area of practice. * To support clinical educational initiatives for designated speciality in Nursing skills and competency. * To support the implementation of quality improvement programmes specific to area of practice * To promote and deliver evidence-based care and disseminate best practice. * To participate in the formulation of the Training needs Analysis for designated area of practice. * The post holder is expected to carry out all relevant forms of care and procedures for which they are competent to practice without direct supervision. * Work collaboratively with the Workforce Development and clinical training team to support and provide education and training Trust wide where appropriate. * To support the completion and marking of essential and mandatory training clinical workbooks (for example oral, IV drug therapy, cannulation and venepuncture) when required. * Provide effective clinical and managerial leadership in the ward environment |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * To maintain the ward as a dynamic positive learning environment for all nursing and ancillary staff (permanent and temporary). * Promote and support innovative practice and ensure relevant research findings are incorporated into nursing practice. * To be aware of new policies, procedures, guidelines and standards which affect care. To action as appropriate and evaluate the outcome. * To provide expert specialist skills and knowledge to assist staff in delivering holistic care to the highest possible standard within the critical care setting. * To function as a professional role model in relation to best practice, demonstrating clinical competence. * Support and maintain a working environment that positively focuses on learning in which patients receive a high standard of care. * To provide a support system for all ward staff to engage in their development and lifelong learning. * Ensure that all clinical and legal documents (both paper and electronic) are accurate, comprehensive and legible and that staff understand their relevance and the confidentiality of their nature. * Work collaboratively with the clinical training team and clinical educators in the Trust to support and provide Trust wide training when appropriate. * Responsible for the assessment and planning of care needs and development of programmes of care, including implementation and evaluation, to ensure that high quality evidence-based care is delivered. * Deputise for the Ward Manager in his/her absence on a shift basis. * Participate in rota planning, review shift systems and ensure that the appropriate skill mix is maintained to meet the needs of the service, and oversee the booking of bank staff, with regard to workload. * Undertake regular development reviews with staff and develop Personal Learning Plans. |
| **KEY WORKING RELATIONSHIPS** |
| The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Associate Director of Nursing | * Public | | * Clinical Matron * Ward Manager | * Family/Carers * One Devon ICS | | * Nursing Staff | * Peninsula Major Trauma Centre | | * Medical Staff * Allied Health Professionals * Administration |  | |

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| **ORGANISATIONAL CHART** |
| Clinical Matron  Ward Manager  Clinical Educator  Senior Staff nurse  Registered Nurses/ Nursing Associates/Trainee Nursing Asoociates/HCSW’s |
| **FREEDOM TO ACT** |
| The post holder will work autonomously to ensure the safe staffing and delivery of patient care on the ward.  The post holder will Identify, assess and develop plans for minimising clinical risk; ensure compliance with Health and Safety policies; ensure all staff have access to clinical supervision as a means of reflecting on significant events and improving standards of care and decision making;  The post holder will monitor incident reports, ensuring any necessary action is taken, ensuring robust mechanisms are in place to achieve corrective action and share appropriate learning;  Investigate and act on formal complaints, including prompt handling of poor performance;  Promote and participate in Clinical Audit to develop and establish standards across the ward. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| * Provide and receive highly complex, sensitive information. Communicates very sensitive, complex condition related information to patients, relatives offering empathy and reassurance * Participate in regular unit meetings in an atmosphere, which encourages staff to put forward information and suggestions for improvement. * To develop a working relationship with other clinical educators across the Trust. Attend educational forum meetings. * Work in a professional and harmonious way with other members of the multi-disciplinary team and support services, in the delivery of patient care and educational strategies. * To support and communicate the overall educational purpose and direction of the ward, providing a shared vision for staff in working towards the educational strategy. * To assist in the provision of teaching to all clinical staff, Trust-wide, in subjects related to Trauma and Orthopaedic Nursing. (This task to be limited to an extent which is compatible with the effective achievement of all other tasks in this job description.) * Support and encourage reflection practice and actively participate in unit based debriefing sessions |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * Regularly multi-tasks in a constantly changing environment, where tasks are frequently interrupted, to maintain required standards of care through the effective supervision of junior staff. * Act in accordance with the NMC Code of Professional Conduct. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * In conjunction with other members of the senior nursing team support staff in completing competency framework for Trauma and Orthopaedics and identify learning and service objectives through development and reviews and clinical supervision. * Clinically-based bedside teaching of staff working on the ward to achieve the above. This is to be based on an assessment of each individual staff member’s educational and training needs. * To support the provision of training sessions by third party providers (e.g. equipment manufacturers). |
| **PATIENT/CLIENT CARE** |
| * As a highly skilled trauma nurse, liaise, guide and advise nursing, medical and allied health professionals in the optimum care of Trauma patients. * To provide emotional, psychological and practical support to the patient and their family/carer throughout their pathway and to facilitate communication between patients, families and professionals. * Be supportive in ensuring the environment and ward processes are responsive to the needs of patients and their carers/families recognising the importance of privacy, dignity and diversity. |
| **POLICY/SERVICE DEVELOPMENT** |
| * Participate in the development of the educational strategy and, in conjunction with the lead clinical educator, ward manager and Matron, and identify priorities on an annual basis using a Training Needs Analysis. * Ensure unit staff receive up-to-date information via Trust wide communication systems, team briefings and meetings. * Promote and participate in clinical supervision. * Development and maintenance of a range of evidence-based educational support material to assist learning |
| **FINANCIAL/PHYSICAL RESOURCES** |
| * The post holder has a personal duty of care in relation to equipment and resources * To use human and financial resources in an effective way for the benefit of patients and to achieve operational objectives. * Responsible for the safe handling of patient property/valuables in line with ward procedures and Trust SFIs. * In conjunction with the Ward Manager assist in ordering and controlling stocks of drugs, dressings and supplies used by the Ward/Unit/Department |
| **HUMAN RESOURCES** |
| * To Participate and support the recruitment, induction and development and review of junior members of staff. * To support the development and co-ordinate induction programmes for new staff members ensuring that the ward provides a quality learning experience for all learner, assisting them to meet their learning objectives. * Demonstrate a high level of commitment to personal and professional development. * Provide specialist advice to staff Trust-wide as required. * Allow development of all staff in aspects of information technology to enable them to use the relevant systems, ie: EPIC, Internet. * Support the attendance of all mandatory training on an annual basis. * Support staff with annual appraisals, identifying training needs, career planning and succession and revalidation. |
| **INFORMATION RESOURCES** |
| * To document and maintain patients records as per Trust Documentation Policy * Maintenance of an effective database of staff’s learning activity. |
| **RESEARCH AND DEVELOPMENT** |
| * To maintain own and others’ awareness of relevant research evidence related to the speciality and work with others in applying this to practice. * In conjunction with the multidisciplinary team, identify and participate in research relevant to the speciality. * To work with the Research team as appropriate to ensure the nursing staff are supported whilst on the ward. * Participate in local, regional and national Clinical Audits to develop and establish standards of care and clinical practice across the ward/speciality. * Support in the investigation of incidents and complaints that feed into the trust wide governance structure. |
| **PHYSICAL SKILLS** |
| * High degree of competence and dexterity in practical nursing skills. |
| **PHYSICAL EFFORT** |
| * The role requires the clinical educator to partake in all aspects of clinical care requiring physical effort e.g., sitting, standing, lifting, pulling, pushing, manoeuvring, using mechanical aids. * The role requires the Clinical Educator to undertake shift work. |
| **MENTAL EFFORT** |
| * Continuous assessment and decision making in the provision and delivery of patient care and co-ordinate of care. * Regularly multi-tasks in a constantly changing environment, where tasks are frequently interrupted, to maintain required standards of care through the effective supervision of junior staff |
| **EMOTIONAL EFFORT** |
| * Frequently provides emotional support to multi-disciplinary team, patients and carers. * Frequently provides leadership and support to junior members of the team. * Resilient and calm under pressure. * Frequently explains emotionally challenging issues to patients and carers. * Facilitates the opportunity for debriefing and support for staff following difficult and stressful situations. * Carry out difficult, challenging and potentially unpopular management decisions |
| **WORKING CONDITIONS** |
| * Regular working with hazardous substances (bodily waste and fluids) when in clinical setting * Occasional aggressive behaviour when dealing with face to face complaints or staff conflict |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  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  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  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. |
| **DISCLOSURE AND BARRING SERVICE CHECKS** |
| 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. |
| **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 Educator Band 6 |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  NMC Registered Nurse at Level 1/2/Registered Operating Department Practitioner  A Post Graduate Degree or Post Graduate Diploma or equivalent experience  Practice assessor/ Teaching Qualification  Evidence of on-going personal professional development. | 🗸  🗸  🗸 | 🗸  🗸 |
| **KNOWLEDGE/SKILLS**  Specialist knowledge and enhanced clinical skills within the Trauma/Orthopaedic environment.  Act as a facilitator and enabler with patient, carers, staff and students  Good presentation skills with a commitment to teaching others  Excellent verbal and written communication skills | 🗸  🗸  🗸  🗸 |  |
| **EXPERIENCE**  Significant experience within the Trauma and orthopaedic speciality at Band 5  Experience of working within a multi-disciplinary team  Evidence of broad clinical skills and knowledge with a variety of trauma patients  Extensive teaching/mentoring and assessing experience  Multi-disciplinary teamwork.  Implementation of evidence-based practice. | 🗸  🗸  🗸  🗸  🗸 | 🗸 |
| **PERSONAL ATTRIBUTES**  Team working and able to work as a team player  Self-manager  Good interpersonal skills  Good communication skills  Handle difficult or emotional situations  Good organisational skills | 🗸  🗸  🗸  🗸  🗸  🗸 |  |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Ability to travel to other locations as required  Able to manage databases with a working knowledge of I.T.  Flexible attitude to working patterns | 🗸  🗸  🗸 | 🗸 |

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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 |  |  |  | Y |
| Contact with patients | Y/N |  |  |  | Y |
| Exposure Prone Procedures | Y/N |  |  | Y |  |
| Blood/body fluids | Y/N |  |  |  | Y |
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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 |  | Y |  |  |
| Respiratory sensitizers (e.g. isocyanates) | Y/N |  | Y |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y/N |  |  | Y |  |
| Animals | Y/N | Y |  |  |  |
| Cytotoxic drugs | Y/N |  | Y |  |  |
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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 |  |  |  | Y |
| Heavy manual handling (>10kg) | Y/N |  |  | Y |  |
| Driving | Y/N |  |  |  |  |
| Food handling | Y/N |  |  |  | Y |
| Night working | Y/N |  |  |  | Y |
| Electrical work | Y/N |  |  |  |  |
| Physical Effort | Y/N |  |  |  | Y |
| Mental Effort | Y/N |  |  |  | Y |
| Emotional Effort | Y/N |  |  |  | Y |
| Working in isolation | Y/N |  |  |  |  |
| Challenging behaviour | Y/N |  |  | Y |  |