

JOB DESCRIPTION

JOB DETAILS	
Job Title	Community Team Practice Educator
Reports to	Advanced Practitioner link for Acute and Community Services
Band	Band 6
Department/Directorate	Community Services

JOB PURPOSE
<p>The Practice Educator will work with community multidisciplinary teams delivering structured classroom-based training or at-the-elbow support where required, for registered and unregistered staff with particular focus on essential and required learning for the different roles, to ensure competencies are reached and maintained.</p> <p>The Practice Educator will also support unregistered staff in their career development, offering advice to candidates and their mentors on completing non-accredited, and accredited diploma and apprenticeship education.</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<p>The Urgent Community Response Practice Educator is expected to;</p> <ul style="list-style-type: none"> • To be visible and accessible in the clinical area to the clinical team, patients and service users. • To work as a role model within the team in a clinical capacity • To maintain competence via awareness of current clinical, education and research issues. • To design and lead high quality training in Trust mandated subjects and essential learning. • To maintain all training and assessment records and produce written and oral summaries of progress as required. • To ensure effective and supportive relationships with Multidisciplinary professions. • To develop good working relationships with Clinical Skills teams and external education establishments. • To contribute to collating key development performance data to provide assurance • To undertake assessments and observations of registered and unregistered clinical staff in the clinical environment and contribute to competence sign-off procedures. • To support staff to be responsible in maintaining their own Continuing Professional Development Portfolios

KEY WORKING RELATIONSHIPS

Areas of Responsibility:

The post holder is required to deal effectively with staff of all levels throughout the Trust on a day to day basis. In addition, the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.

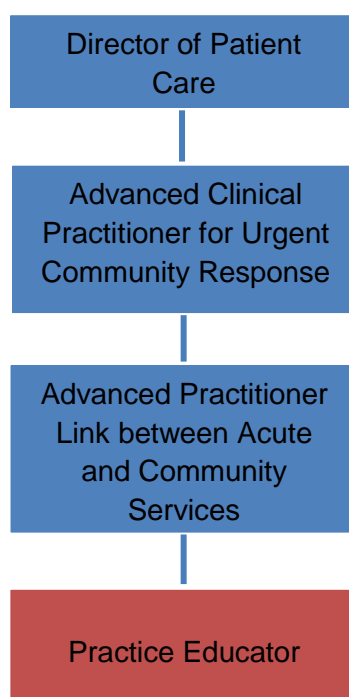
Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none">• Urgent Community Response Teams• Community Rehabilitation Teams• Community Nursing Teams• Advanced Clinical Practitioners	<ul style="list-style-type: none">• Social Care Reablement Team• Care agencies• Volunteer sector• General Practitioners

- Clinical Matrons
- Clinical Skills Team
- Vocational Educational Team
- Moving and Handling Team
- Safeguarding Services
- Out of Hours Services
- Community Service Managers
- Community and Acute Hospitals

- Primary Health Care Teams
- Community Equipment Service
- Independent Living Centre
- West Country Ambulance Service
- Palliative Care Teams
- Patient/ Client, family and carers

ORGANISATIONAL CHART



FREEDOM TO ACT

The postholder will work under the overall management of the Advanced Practitioner Link between Acute and Community Services in line with Trust Policies and Standard Operating Procedures.

Day to day activity will be unsupervised, and at times the Practice Educator will work alone.

The post holder is responsible for taking decisions in line with standard operating procedures in emergency situations e.g finding a collapsed patient, but raise any concerns or any matter outside of their scope of competence, to their line manager or Team Lead.

COMMUNICATION/RELATIONSHIP SKILLS

The post holder will communicate effectively across a wide range of channels and with a wide range of individuals, the public and health social and care professionals. They will use both verbal and non-verbal methods of communication, dependent on the needs of the patient and their carer, and address communication barriers.

They will demonstrate the interpersonal skills that demonstrate empathy, compassion, courtesy, respect and trust.

Have the ability to communicate with the appropriate response and manner to both patients and carers/family and members of staff during emotional times.

Ensure clear, concise, accurate and legible records and all communication is maintained in relation to care delivered, adhering to local and national guidance.

Act as a positive role model and portray a consistent professional image of community teams.

Provide advice and support to colleagues, care providers, service users and carers, and other agencies/organisations as required.

ANALYTICAL/JUDGEMENTAL SKILLS

Review clinical research and link with subject experts in RDUH or other providers to ensure education and training packages reflect current up to date evidence-based practice.

Work in collaboration with other teams in order to support a consistent and equitable service across the Trust and contribute to the development of integrated locality teams.

Apply specialist clinical reasoning skills through assessment and review of patient notes to decide appropriate treatment plan and approach, evaluation of risk and escalation management.eg complex moving and handling scenarios.

Observe, mentor and appraise registrants and non-registrants regarding their competence within the role, and development of clinical skills.

Monitor the impact of training by reviewing completed pre and post training questionnaires. Use the feedback to evaluate the effectiveness of the education and revise the training and/or package if required.

Support with the identification of learning needs and overcome limitations that may arise. Review how the training is delivered from identified needs and select learning opportunities that build on strengths within the training session.

Contribute to the completion of root cause analysis of untoward events. Involvement in significant event audit process.

Develop a range of teaching methods and approaches to support individual and group learning needs. Teaching methods could include coaching, facilitation and presentations.

Deliver training for the moving and handling of patients, and/or advise on moving and handling risk assessments in line with National and Trust guidance.

PLANNING/ORGANISATIONAL SKILLS

The post holder will exercise good personal time management, punctuality and consistent reliable attendance.

Co-ordinate patient, staff and educational training appointments.

Combine clinical expertise with the ability to teach and the application of theories of learning and education.

Provide a forum for community staff to facilitate clinical and professional development.

Organise and carry out assessments in the home to support teams with patient care plans, eg: moving and handling and/or clinical assessment and advise teams on best practice.

Organise own day to day activity, delegating activities and providing specialist advice as appropriate.

Manage workload deadlines that can be unpredictable and subject to change and interruption e.g. re-prioritising calls, support for teams or training sessions.

Review the efficacy of the teaching methods used and the duration and frequency of the education sessions for maximum benefit.

PATIENT/CLIENT CARE

Support the development and maintenance of high standards of care within community teams through supervised and observed practice, and specialised training programmes to meet the needs of community teams.

Provide advice and clinical guidance in relation to the care of patients to prevent adverse effects on health and well-being. E.g. advice on pressure ulcers, hydration and positioning.

Promote the safety of patients, carers and staff within training sessions and during contact with patients during assessment or care visits.

Escalate any concerns in care delivered by community teams if it is below standards expected.

Take appropriate action when patients are identified as at risk, e.g. safeguarding adult, Best Interest Assessments, incident reporting, and Deprivation of Liberty procedures.

Evaluate progress of improvements in safety culture, and modify training and support methods as required.

Be professionally accountable for all aspects of your own work, within the context of an autonomous practitioner.

Demonstrate own clinical competence developed through continual professional development, reflective practice and maintenance of a skills portfolio.

POLICY/SERVICE DEVELOPMENT

Contribute and share ideas for changes in policies, protocols and pathways, facilitating change in practice which will improve clinical outcomes and meet the needs of patients, relatives and carers and learners within the team.

Report any incident/untoward incidents/near misses to self, patients or carers to the manager and use the Trust datix system.

Be aware of and follow the Health and Safety at Work Act and local/national guidelines, reporting any incidents using the correct procedures (DATIX) and report any accidents/ untoward incidents/ near misses to self, patients or carers to the manager in accordance with Trust policy.

Work within the Nursing and Midwifery Council (NMC) The Code; Professional standards of practice and behaviour for nurse and midwives or the Health and Care Professions Council (HCPC) standards or the Chartered Society of Physiotherapy Standards or the Royal College of Occupational Therapy Professional Standards.

Engage with any current research, identifying development needs and facilitating change in practice which will improve clinical outcomes and meet the needs of patients and carers.

To work with the Professional Educational Team and Professional Practice Team to provide and continually review, a comprehensive educational programme for the UCRSWs.

FINANCIAL/PHYSICAL RESOURCES

The postholder will exercise personal duty of care in the safe use and storage of equipment. Be environmentally aware and prudent in the use of resources and energy. Ensure safe keeping of patient property, in line with Trust policy.

Understand and apply eligibility criteria, and use the strength-based approach when offering advice on equipment and community services.

Demonstrate and instruct on the safe and competent use of community-based equipment and patient appliances and review competency to use during training sessions and supportive observation.

HUMAN RESOURCES

Act responsibly in respect of colleague's health, safety and welfare following safety at work practices, whilst working in compliance with local health and safety policy and guidance.

Plan and deliver talks/demonstrations/ training packages to work to colleagues of different professions and bands.

Recognises and respects equality and diversity, demonstrating an inclusive approach in all environments.

Liaise with professional practice colleagues regarding training packages, and support required for registered and non-registered staff in clinical practice and through educational learning portals.

The Practice Educator will be actively involved in designing and leading a training programme with community staff.

Manage a programme of educational sessions including face to face and virtual training, anticipating training needs and collaborating with key stakeholders to develop appropriate training packages for teams, professions or individuals as required.

Deliver education and training programmes, ensuring that individuals have the opportunity to attend core training package annually, eg moving and handling or clinical updates.

Support other teams/areas where clinical risk has been identified.

Takes a flexible approach in supporting colleagues during times of pressure.

Develop evidence-based training packages in core subjects for community teams.

Lead on the delivery of training and education to community teams to ensure delivery of best practice.

Be prepared to share areas of knowledge and experience both formally and informally throughout the working day.

Assist in the recruitment of relevant grades of staff as appropriate.

Ensure adherence to safe lone working practices, and review use of lone working policies and staff tracking systems and escalate concerns raised to team managers.

Supports with induction and training of newly recruited support workers.

Acts as a support for Supervisor/Assessor within clusters for UCRSWs.

Ability to work alongside Community Services who provide 7-day cover 08:00 – 20:00 including bank holidays as agreed with team and line manager.

INFORMATION RESOURCES

The post holder will be required to use IT Systems to record patient facing activity, develop training packages, maintain training records, interface with digital learning platforms and record and evaluate activity eg Epic, email, Word, Excel, and PowerPoint.

Contribute to the collection of statistical data, in order to monitor and develop team activity and training needs, using electronic and paper methods.

Accurately complete and maintain learning records for Care Certificate, Competency document, Diploma 3 and 5 with SWs to support their learning.

Maintain accurate and up to date learning material for use in training programmes.

Collect, maintain and disseminate information (written and electronic).

RESEARCH AND DEVELOPMENT

The post holder will need to maintain an up to date knowledge of all areas of clinical practice using a variety of CPD methods, maintaining a CPD portfolio and facilitating evidence-based clinical practice.

Participate in clinical governance activities e.g. audit, research, service reviews, taking a lead if delegated to do so.

Contribute to the wider development of practice through presenting and networking locally.

Promote patients, relatives and carer feedback to help facilitate learning and improvement of community services.

Contribute to the development of the educational content of training for UCRSWs, and other professions in community teams.

Maintain all training and assessment records and produce written and oral summaries of progress as required.

PHYSICAL SKILLS

The postholder will demonstrate skills of manual dexterity and manipulation of clinical instruments and equipment, in line with appropriate training.

The postholder will need to demonstrate keyboard and smart phone skills to support their own learning, receive and enter information into the patient record system.

Be able to assess patients for equipment and carry out care related tasks using equipment such as sliding sheets, hoists and other patient moving and handling equipment as trained.

Driving to patient residence or office space to support training and observations of practice. May travel in company of a colleague to deliver double handed care, observe practice, attend meetings or training etc.

Manually handle equipment in a variety of setting including training equipment, wheelchairs, care equipment and furniture, following ergonomic risk assessment as per statutory training and service risk assessment.

PHYSICAL EFFORT

The post holder will be required to use a combination of walking/ bending/ stretching/ pushing/ pulling/carrying or prolonged standing or sitting throughout the shift.

Working practices may necessitate working in restricted positions or limited space.

Moving and handling of patients in relation to assessment, treatment and rehabilitation and the use of patient related equipment e.g. sliding sheets, hoists and other patient moving and handling equipment as trained.

MENTAL EFFORT

Maintain a professional approach while working in challenging, distressing situations or dealing with challenging behaviours.

Support individuals working with families and carers when faced with life changing diagnoses and through periods of end of life care.

A continual level of concentration will be required throughout the day, offering support to clinical staff, communicating with teams and delivering training sessions.

Work in an unpredictable pattern when required as training sessions may change at short notice.

Time spent researching and developing training programmes that meet required standards within a set timeframe.

EMOTIONAL EFFORT

There may be situations where the post holder may observe clients with distressing conditions or observe distressing care provision. The post holder must have the ability to cope and deal with these situations and with areas of conflict that may arise in connection with observing these.

Working alongside colleagues who are caring for patients who are at the end of their life, supporting quality of life and offering emotional support to families.

Occasionally dealing with confused patients, patients who have mental health problems, learning disabilities or challenging behaviour and work with relatives/carers in a supportive role.

Discussing emotive issues with team members, managers, patients and relatives during training sessions.

WORKING CONDITIONS

The postholder will be working in a patient's home in potentially challenging environments, dealing with pets/animals in the home and driving /travelling in all weather conditions.

The post holder will be subjected to a range of bodily odours, with the expectation of being able to support patients with these in a professional and non-judgemental manner.

The postholder may be exposed to a variety of challenging behaviours and should respond, within their individual competence whilst maintain their own health and safety and that of their colleagues and other patients.

OTHER RESPONSIBILITIES

Take part in regular performance appraisal and supervision sessions.

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 including working alone, understanding own limitations ensuring that no task or procedure is carried out until competent to carry out task safely.

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.

Adhere to professional and organisational standards of practice, and Code of Conduct for Healthcare Support Workers and Adult Social Care Workers

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.

PERSON SPECIFICATION

Job Title	Community Team Practice Educator
------------------	----------------------------------

Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
RGN, Degree or Graduate Diploma in Nursing and NMC registration or	E	
Degree or Graduate Diploma in Therapy and HCPC registration	E	
Additional post-graduate training relevant to the post eg moving & handling, clinical skills training		D
Post graduate Degree/Masters Degree modules relating to physical examination and long term conditions or working towards	E	
Highly numerate and literate	E	
D32/33, A1 or TAQA – Assessors Award or supervision qualification		D
Experience in delivering education and training sessions	E	
Teaching qualifications (eg Cert. Ed., CIPD Diploma, PTLS, CTLS, City & Guilds 7307, 7300 or equivalent)		D
Manual Handling Key Trainer		D
KNOWLEDGE/SKILLS		
Excellent decision-making skills	E	
Significant clinical knowledge relating to clinical practice	E	
Evidence of continual professional development	E	
Specialist knowledge and understanding of current issues relating to community clinical practice, social care, integration and the wider national agenda	E	
Consultation, history taking and clinical assessment skills	E	
Intermediate IT skills	E	
Excellent written/verbal communication skills	E	
EXPERIENCE		
Significant and proven clinical experience including long term conditions management	E	
Experience of working within multidisciplinary teams to influence high quality care programmes for complex patients	E	

Previous experience of managing change and project management		D
Experience of performance management		D
Up to date experience of clinical/ technical practice and competencies	E	
PERSONAL ATTRIBUTES		
Professional role model	E	
Excellent communication and interpersonal skills, both written and oral	E	
Higher level organisational skills	E	
Self-reliant, ability to demonstrate resilience	E	
Ability to motivate and support the development of teams	E	
Patient and quality focused	E	
Flexible approach to change	E	
Sensitive and empathetic	E	
Prepared to work flexibly	E	
Self-motivated and able to work on own initiative and take responsibility for decisions	E	
Ability to work under pressure	E	
Confidence in talking to groups	E	
Ability to work hours across a 7 day – Monday to Sunday 08:00 to 20:00 pattern	E	
OTHER REQUIREMENTS		
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust	E	
Be willing to work throughout the Cluster, Division and Trust according to service need	E	
Flexible working re working in a range of clinical settings, environments and shift patterns	E	
Valid driving licence and use of car	E	
Support employee health and wellbeing	E	

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