

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Clinical Facilitator OSCE training |
| **Reports to** | OSCE Training Lead |
| **Band** | Band 5 |
| **Department/Directorate** | People Development |

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| **JOB PURPOSE** |
| To support the OSCE Training Lead in preparing Transition Nurses and external candidates to undertake their test of competence part 2; Observed Structured Clinical Exams (OSCE’s). This may involve escorting candidates to exam centres where necessary.  Ongoing maintenance and production of OSCE training materials under direction of the OSCE Training Lead; reflecting what is required for the training programme based on frequent NMC updates.  Liaising with other partnership Trusts in the South West to support fair and timely bookings of Transition Nurses onto the OSCE training.  Booking staff onto their OSCE with the recognised NMC test centres, ensuring 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. |
| **KEY WORKING RELATIONSHIPS** |
| The post holder will be a member of the Practice Education Team and will work within Professional Development as part of the People Division. This role requires working with staff from the entire Trust (Northern and Eastern localities) in community inpatient and acute hospital settings. This role reports to the OSCE Training Lead.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Practice Education Team * Wider Professional Development team * Recruitment Team * Transition Nurses Line Managers | * NMC OSCE test centres * International Recruitment Hub | |  |  | |  |  | |  |  | |

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| **ORGANISATIONAL CHART** |
| Direct reporting line |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * Provide high quality training in OSCE related subject matters. * Support the clinical staff in preparing for practice. * 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. * Maintain flexibility of work pattern to respond to the needs of training service. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| * Working relationships will be built and maintained with the OSCE candidates during training. * Excellent communication skills will be required to deliver training verbally and answer any questions where appropriate in consultation with the OSCE Training Lead. * Ensure productive relationships remain with NMC test centres * Maintain effective communication between partnership Trusts * Develop and maintain effective relationships with staff / learners |
| **FREEDOM TO ACT** |
| * Decisions will be made in conjunction with the OSCE training Lead. * Take own initiative where appropriate and act upon decisions. * Manage own workload with regular supervision as required. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * Regularly assess how the role is working in consultation with the OSCE Training Lead, and review any changes which are needed following feedback given. * Judgement skills into the success of the training program are required and findings reviewed regularly to monitor success, and to see if any changes are needed. * Maintain competence via awareness of current clinical, education and research issues. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * Extensive organisation skills are required and the postholder will be required to manage and plan their own time carefully to meet the requirement of the role. * Ensure resources needed for teaching are in place for the appropriate timeframe required, which will need to be planned and organised in advance. * Regular planning and sound time keeping will be required. * Contribute to the delivery of classroom based training programmes. |
| **PATIENT/CLIENT CARE** |
| * Occasional contact will be required with patients and this will be direct contact. |
| **POLICY/SERVICE DEVELOPMENT** |
| * A sound knowledge of trust policies and procedures particularly relating to the probationary period and policies which effect international nursing will be required. * Comply with GDPR guidelines in relation to data security and protection of staff members using the service. * Contribute to the Performance Assurance Framework as required. |
| **HUMAN RESOURCES** |
| * To have good organisation skills, be proactive in teaching and facilitating methods, and take own initiative to adapt to any requirements which arise from sessions. * Support the provision of structured support programs for staff that are performing poorly. * There will be no requirement to be part of disciplinary procedures or line management for other members of staff, this may change in the future under mutual agreement of the post holder and Practice Education Team Lead. |
| **INFORMATION RESOURCES** |
| * Keep and maintain regular training records in conjunction with OSCE sessions. * In conjunction with the OSCE Training Lead, review information resources regularly and update these as necessary. * Ensure the Trust intranet (Hub) remains up to date regarding OSCE training details. |
| **RESEARCH AND DEVELOPMENT** |
| * Assist in audit activities as required. |
| **PHYSICAL SKILLS** |
| * Physical skills to undertake this role should be good. There will be the requirement for hand typing and word processing when writing up training reports or events. * Keep and maintain accurate records and maintain confidentiality at all times. * Use computer programs which allow for presentation creating and to present well in presentations. |
| **PHYSICAL EFFORT** |
| * Physical fitness will be required to undertake the role with the possible need to stand for long periods of time during teaching periods. * Walking long distances during the day when completing the meet and greet program will be required. * Manoeuvring OSCE training equipment and mannequins as required. * Setting up training rooms in advance of teaching, this requires moving chairs and tables. |
| **MENTAL EFFORT** |
| * Provide support for the mental health and wellbeing needs of International Nurses. * Concentration for long periods of time when teaching and writing reports will be required. * Be organised and proactive in planning own workload. Frequently answer questions in a timely manner and be positive with mental effort. |
| **EMOTIONAL EFFORT** |
| * Frequently understand the pastoral needs of international nurses in the trust and respond to these appropriately. * Problem solving and signpost International Nurses to services to help within the trust including the chaplaincy, wellbeing services and support services as needed. * The postholder will be supported through regular 1:1 meetings to meet the emotional effort of the job. |
| **WORKING CONDITIONS** |
| * Occasional exposure to noise or smells in the working environment and to heat or cold dependent on the environment being worked in. * Minimal possibility of the exposure to aggressive behaviour if working clinically, however this will be managed alongside ward policies and procedures. * There may be potential trip hazards in the working environment, however the postholder will be required to minimise these and work to manual handling training and policies and procedures. |
| **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.  The Royal Devon University Healthcare NHS Foundation Trust has been formed following a long-standing partnership 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. |

PERSON SPECIFICATION

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| **Job Title** | Clinical Facilitator – OSCE Training |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**   * Registered with the Nursing and Midwifery Council (NMC). * Undertaken study at, or holds a Level 6 / Degree level academic qualification in healthcare or education. * Experience in delivering education and training sessions (clinically or classroom based) * A registered NMC Practice Assessor * Basic Life Support Key Trainer | E  E  E | D  D |
| **KNOWLEDGE/SKILLS**   * Proven organisational and planning skills * Adequate IT Skills including use of Microsoft applications * Up-to-date knowledge of current OSCE training requirements * In depth knowledge of current NMC standards for adult nurses * Knowledge of NHS policies and procedures * Excellent written/verbal communication skills * Experience of working with international nurses and international recruits. | E  E  E  E  E  E  E |  |
| **EXPERIENCE**   * Recent experience of working in a healthcare environment as An NMC Registered Practitioner. * Experience of liaising with outside agencies * Up to date experience of clinical/technical practice and competences | E  E | D |
| **PERSONAL ATTRIBUTES**   * 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. | E  E  E  E  E | D |
| **OTHER REQUIREMENTS**   * Holds a current UK driving licence |  | D |

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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 |  |  |  |  |
| Exposure Prone Procedures | Y/N | Y |  |  |  |
| Blood/body fluids | Y/N |  | Y |  |  |
| Laboratory specimens | 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 | YY |  |  |  |
| Respiratory sensitisers (e.g. isocyanates) | Y/N | N |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y/N | Y |  |  |  |
| Animals | Y/N | N |  |  |  |
| Cytotoxic drugs | Y/N | N |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | Y/N | N |  |  |  |
| Laser (Class 3R, 3B, 4) | Y/N | N |  |  |  |
| Dusty environment (>4mg/m3) | Y/N | N |  |  |  |
| Noise (over 80dBA) | Y/N |  | Y |  |  |
| Hand held vibration tools (=>2.5 m/s2) | Y/N | 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 | N |  |  |  |
| Food handling | Y/N | N |  |  |  |
| Night working | Y/N |  | Y |  |  |
| Electrical work | Y/N | N |  |  |  |
| Physical Effort | Y/N |  |  |  | Y |
| Mental Effort | Y/N |  |  |  | Y |
| Emotional Effort | Y/N |  |  |  | Y |
| Working in isolation | Y/N |  |  | Y |  |
| Challenging behaviour | Y/N | N |  |  |  |