

# JOB DESCRIPTION

JOB DETAILS	
<b>Job Title</b>	Acute Medical Unit Practice Educator
<b>Reports to</b>	Clinical Nurse Manager
<b>Band</b>	Band 6
<b>Department/Directorate</b>	Acute Medicine/Medicine Care Group

JOB PURPOSE
<ul style="list-style-type: none"> <li>• The post holder will provide clinical support and supervision to nursing staff in Acute Medicine.</li> <li>• The post holder is responsible for supporting the Senior nursing team in the coordination of and implementation of training and development of all nursing and support worker staff, including the provision of a positive learning environment in which staff can maximise their potential.</li> <li>• Supporting the link nurses and senior nursing team in managing the student placement, identifying learning needs and facilitating opportunities to meet these.</li> <li>• To support the senior nursing team in the induction of new staff, the delivery of clinical education and supporting the continuing professional development of nursing staff within Acute Medicine.</li> <li>• To devise, plan and deliver training programmes, with the support from the matron, to support staff to develop new skills and achieve/maintain relevant competencies and skills. To support in the delivery of essential learning within Acute Medicine. To keep accurate records of the training delivered and outcomes.</li> <li>• The post holder will also be expected to play a proactive role in quality and service improvement and, assist in the auditing of standards of essential learning delivery and compliance within Acute Medicine.</li> <li>• To support staff, working clinically with them, to support their development and their career progression to become clinical experts, using up to date evidence-based practice, Trust policies and procedures.</li> </ul>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> <li>• Provide formal teaching sessions to facilitate learning that results in continued nursing development.</li> <li>• Act as a role model, always working in accordance with the NMC Code and Trust policies and guidelines.</li> <li>• Lead on the identification and development of training programmes to meet identified development needs in Acute Medicine, facilitating the delivery and evaluation.</li> <li>• Coordinate and liaise with Clinical nurse Managers, to ensure that all nursing staff have gained the competencies, skills and knowledge in local policies, procedures and technology to fulfil their allocated roles.</li> <li>• Organise and maintain Nursing mentor and assessor training.</li> <li>• Complete new staff introductions, organising supernumerary time, working alongside them, as well as designing and coordinating Acute Medicine induction.</li> <li>• Ensuring patients receive the best possible quality of care that is appropriate and optimal during their time in the Trust promoting an honest, gentle, professional and compassionate manner at all times.</li> <li>• Leading by example, working with other senior clinical staff in influencing the future of the nursing workforce development and educational requirements.</li> <li>• Provide supervisory expertise to new starters in Acute Medicine underpinned by theoretical knowledge and practical experience within the department.</li> <li>• Plan and facilitate training in the clinical area.</li> <li>• Working in conjunction with the senior team, train and supervise new to triage nurses to ensure they are able to triage safely and effectively.</li> <li>• Develop coaching skills to support professional development in Acute Medicine.</li> </ul>

- Facilitate other clinical staff in delivering teaching based on emerging needs and training needs analysis.
- Contribute to developing clinical competencies for all staff in partnership with senior team in Acute Medicine to ensure staff members have completed relevant competencies to enable safe practice.
- On a daily basis, lead by role modelling in practice, proactively working alongside department teams to undertake training and assessing practical aspects of essential learning, 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 CNM's to complete new starter first day check lists and probationary period meetings.
- Acting in a supporting role to the Management Team, to provide support, education and supervision to all learners in the department.
- Acting as an interface between the clinical and academic educators, ensuring that practice education is in line with module design and learning outcomes.
- Facilitating Student assessments to ensure that they are completed in the required timeframe.
- Signing off competency and assessment criteria based on the standards produced by the University (NMC Standards of Proficiency).
- Providing information to staff and students about the learning experience offered and to clarify/manage their expectations.
- Provide pastoral support for all learners and direct them to wellbeing services provided by the University and Trust as appropriate.
- Facilitating level-appropriate, inclusive and empowering learning environments and opportunities.
- Evaluating the practice learning environment including formal and informal learning events and liaising with the CNMs.
- Manage and motivate their team and be available as a source of advice and professional leadership for junior colleagues and be able to cope with multiple demands during the day.
- Evidence the ability to critically appraise and suggest/make changes to demonstrate best evidence-based practice.
- Utilise supporting evidence to help develop practice and protocols within the specified area(s) to ensure continuous development of the service.
- Monitor and Maintain stock levels.
- Ensuring dignity, respect and confidentiality are upheld adopting the Trust values at all times.
- Support the department to meet the requirements set out in CQC standards, professional validation and audits.
- Work alongside the management team and key clinical education leads to ensure quality healthcare education and training for staff.
- Align education, training and programme development activity with local and Trust objective's and values.
- Contribute to improvements in service quality, delivery and outcomes through staff education and continual professional development.
- Helping to maintain a suitable learning environment for staff; collaborate with nurse/support colleagues, specialists and other disciplines to provide regular teaching and learning opportunities for all staff.
- Implementation of department induction programmes, preceptorship and mentorship.

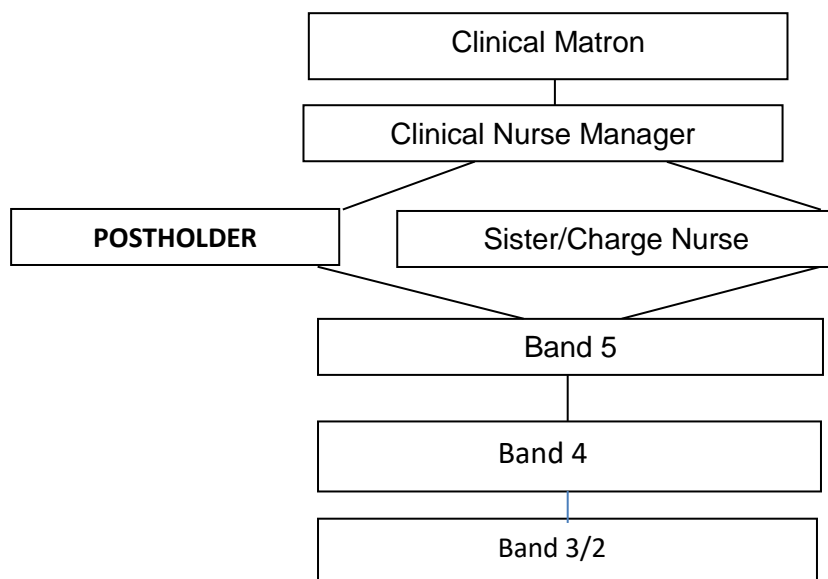
#### **KEY WORKING RELATIONSHIPS**

**The post holder's primary post will be within Acute Medicine.**

- Key working relationships with, Clinical Matron, Clinical Nurse Managers, Divisional Management team and Clinical Director/Leads. In addition, all members of the multi-professional team, including nursing and medical staff, allied health professionals and support workers as well as internal and external stakeholders.
- The patient group consists of adults/children requiring a variety of interventions and with a variable level of dependency from acute to palliative.

- The post holder will supervise junior members of staff, learners, patients, families and carers in the conjunction with the senior nursing team.

### ORGANISATIONAL CHART



### FREEDOM TO ACT

- Has freedom to act within broad occupational policies as set by the Trust and locally within Acute Medicine.
- Be responsible for own workload and ensuring all standards are maintained.
- Will be responsible to the Clinical Nurse Manager and accountable to the Clinical Matron.
- Work as an effective role model in terms of delivery of high standards of practice.
- Adhere to governance processes within the department and undertake audit and review as required.
- Ensure compliance with NMC standards.
- Undertake training as required to maintain competency/comply with Trust policies.

### COMMUNICATION/RELATIONSHIP SKILLS

- Provides and receives complex and sometimes sensitive information to and from patients, carers, colleagues, students and learners within the department; this might be sensitive patient information, or may be confidential information disclosed as part of clinical supervision.
- Possess good interpersonal skills as they will have daily contact with patients and the public & working relationships with a wide variety of staff and learners, including all nursing personnel, Medical Staff, Radiology Healthcare Professionals, Managers & Support Staff.
- Be aware of different communication and management styles demonstrating the ability to adapt accordingly and overcoming barriers to understanding, while maintaining staff and patient confidentiality.
- This role requires excellent communication skills including verbal, written and use of IT.
- 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.
- Communicate in a skilled and effective manner with students, colleagues, service users and stakeholders to support the facilitation of the programme of learning.
- Provide timely constructive criticism to verbally and in written reports to any member of the team not meeting expected standards.
- Collaboration with Education Providers, specialist nurses, other clinical teams and other stakeholders.

### ANALYTICAL/JUDGEMENTAL SKILLS

- Provide leadership and demonstrate a high quality of clinical care and practice.

- Monitoring standards and ensuring that they match national and local requirements
- Identify and participate in relevant topics for audit within the department and contribute to the development and implementation of changes identified.
- Undertake informal assessment performance of junior staff, co-ordinate quality initiatives and deal with problems decisively but empathetically.
- Monitor staff performance and coordinate and report any underperformance to the senior team in Acute Medicine.
- Demonstrate personal integrity and take accountability for actions of self and others.
- Should possess developed judgement, problem solving and clinical/professional reasoning skills based on scientific, technical and patient care related knowledge.
- Analyse and interpret complex facts or situations that require analysis.

#### **PLANNING/ORGANISATIONAL SKILLS**

- To be able to plan and prioritise the workload, organisation and day to day management of the 'Learners' in the Acute Medicine.
- Be willing to embrace change and propose changes for own work environment.
- Attend meetings as required and feedback information to other staff.
- Must be able to plan and organise daily work when working alone, out of hours or organising a multi-disciplinary team in the main department as required.
- Must be able to work autonomously and as part of a multidisciplinary team.

#### **PATIENT/CLIENT CARE**

- Recognise and respond sensitively and appropriately to individual patient's needs.
- Maintain high standards of patient care especially with regard to patient privacy, dignity and confidentiality.
- Ability to work in all areas of the Acute Medicine, including Nurse in Charge, Admissions Co-ordinator, triage, Sane Day Emergency Care, be an expert in patient care.
- Ensure compliance with local infection control measures and ensure a safe and healthy environment for patients, visitors and staff.
- Ensure that work areas are kept clean, tidy and stocked with appropriate equipment, and items necessary for the comfort of the patient.
- The post holder must observe patient confidentiality at all times and work in accordance with ethical and legal policies.

#### **POLICY/SERVICE DEVELOPMENT**

- Be able to work safely and effectively within a range of areas of clinical practice in Acute Medicine.
- Be willing to embrace change and propose changes for own work environment.
- Contribute to the development and improvement of new and existing patient pathways.
- To be responsible for the induction programme and its development with Acute Medicine.
- Contribute to the development of Acute Medicine, including input into training requirements for new areas.

#### **FINANCIAL/PHYSICAL RESOURCES**

- To ensure the efficient and effective use of all resources used within the course of one's own duties, maintaining an awareness of the financial impact of inappropriate use.
- Monitor the number of external courses provided by the department to each member of the team, to ensure a fair and equitable distribution.

#### **HUMAN RESOURCES**

- Responsible for the training and assessment of staff and students in the practical elements of essential learning in Acute Medicine this will include being able to devise own programme of delivery with associated learning aids as well as being able to deliver programmes.
- In conjunction with the senior nursing team, be responsible for supervision of students, support staff, newly qualified nurses, ensuring they have evidenced clinical competencies and/or clinical appraisals/assessments.
- Be actively involved in the practical, theoretical and clinical instruction, training and clinical assessment.
- Provide supervision of learners and junior staff and will be able to give nursing advice/guidance to a wide range of healthcare professionals and patients.

- The post holder will be committed to regular participation in the education, training and assessment of nurses, support workers and students within their specialist area of practice.
- Act as a mentor for newly qualified / training staff in preceptorship period when in general and specialised areas.
- Be aware of, and actively support the Health and Wellbeing of your team

#### **INFORMATION RESOURCES**

- All staff who have access to or transfer data are responsible for that data and must respect confidentiality and comply with the requirement of the Data Protection Act in line with Trust policies.
- The post holder is responsible for maintaining data accuracy and quality and must comply with the Trust's policies, procedures and accountability arrangements to ensure probity in the recording of Trust activities.
- The post holder will be expected to introduce new applications to junior staff that may require additional training and act as a point of reference and guidance for them. They will also be required to carry out assessments of competence. (e.g. fast track cannulations and venepuncture)

#### **RESEARCH AND DEVELOPMENT**

- Acute Medicine recognises the importance of clinical audit as a measurement and development tool and all nursing staff are encouraged to contribute to audit processes within their modality.

#### **PHYSICAL SKILLS**

- To use IT systems in accordance with departmental protocols ensuring patient data is correctly inputted and correlated.
- Be able to help to assist patients and other clinical staff in manual handling using a range of manual handling aids and hoists as required.

#### **PHYSICAL EFFORT**

- This post involves frequent pushing and manoeuvring of patient trolleys and wheelchairs, the safe transfer of patients from trolley or chair and the occasional use of hoists and other mechanical manual handling and lifting aids. There is also frequent manipulation and manoeuvring of the patient's body when providing personal care and skin checks.
- This post requires some walking within the hospital site, often long distances multiple times to assist in the transfer of patients to other departments.

#### **MENTAL EFFORT**

- Read and decipher patient information.
- Manage and co-ordinate multiple team's information in order to facilitate learning programmes in the Acute Medicine.
- All healthcare professionals must be able to exercise professional self-regulation and provide supervision for newly qualified staff and students in training.
- The post holder will be required to maintain an up to date CPD portfolio in accordance NMC regulations.
- A working knowledge of the Trust protocols and policies and Mandatory Training must be maintained and regularly refreshed through attendance at staff training sessions or successful completion of e-learning modules.
- The post holder may be subjected to working in a pressurised and stressful environment with unpredictable workloads and patient demands.
- The post holder is often supporting junior staff, not only professionally but pastorally.

#### **EMOTIONAL EFFORT**

- Patients are frequently anxious when they attend Acute Medicine and require specific encouragement and support requiring a capacity for empathy and sensitivity.
- Able to recognise own needs and take appropriate action when occasionally exposed to conflicting, distressing or emotional circumstances such as severe illness/emergency situations or dealing with intoxicated/abusive patients and relatives.
- Nursing staff within Acute Medicine are regularly required to work under pressure in a busy and unpredictable environment. Sometimes being exposed to patients who have experienced traumatic events of all age ranges.

#### **WORKING CONDITIONS**

- There is a requirement to work with VDU equipment.

- The post-holder will occasionally be exposed to bodily fluids, unpleasant odours, foul linen when working within Acute Medicine and may be exposed to infectious diseases and parasitic infections.
- Due to risks the post holder must work within the remit of the Health and Safety at Work Act.

### **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.
- Expected to comply with Trust Infection Control Policies and conduct yourself 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.**



# PERSON SPECIFICATION

<b>Job Title</b>	Acute Medical Unit Practice Educator
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Requirements	Essential	Desirable
<b>QUALIFICATION/ SPECIAL TRAINING</b> <ul style="list-style-type: none"> <li>BSc in Nursing or Equivalent Professional Qualification.</li> <li>NMC registered.</li> <li>Evidence of Post graduate diploma level qualification or equivalent experience.</li> <li>Experience of working in Acute Medicine.</li> <li>Evidence of extensive ongoing Professional Development</li> </ul>	E E  E E E	
<b>KNOWLEDGE/SKILLS</b> <ul style="list-style-type: none"> <li>Basic counselling and listening skills.</li> <li>Professional and clinical leadership skills.</li> <li>Understanding of higher education procedures to be able to support all learners.</li> <li>Excellent verbal and written communication skills with an ability to communicate complex information.</li> <li>Problem solving skills.</li> <li>IT literate.</li> <li>Ability to lead by example and to motivate and empower others.</li> <li>Appraisal and feedback skills.</li> <li>Knowledge/understanding of confidentiality issues.</li> <li>Knowledge of clinical practice and developments in policy and practice.</li> <li>Understanding of the principles of safeguarding children and vulnerable adult protection.</li> <li>Knowledge of nursing education and development</li> </ul>	E  E E E E  E  E	D D       D  D D
<b>EXPERIENCE</b> <ul style="list-style-type: none"> <li>Post qualification experience as a registered professional.</li> <li>Significant experience of working in the Acute Medical Unit department and of the needs and requirements of students, apprentices and post graduate study.</li> <li>Teaching and presenting to others.</li> <li>Experience of working cohesively with clinical and education teams.</li> <li>Experience of establishing effective working relationships.</li> <li>Experience of team leadership.</li> </ul>	E  E  E E E	D
<b>PERSONAL ATTRIBUTES</b> <ul style="list-style-type: none"> <li>Commitment to Equal opportunities.</li> <li>Commitment to self-development.</li> <li>Committed to promoting equality and diversity in the workplace and in the delivery of patient care.</li> <li>Strong sense of honesty and integrity.</li> <li>Innovative and Proactive.</li> <li>Enthusiastic.</li> <li>Able to work as a team member.</li> <li>Good communication skills to ensure value-based learning can be achieved.</li> </ul>	E E  E E E E  E	
<b>OTHER REQUIREMENTS</b> <ul style="list-style-type: none"> <li>The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.</li> </ul>	E	

• Ability to travel to other locations as required.		<b>D</b>
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WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
<b>Hazards/ Risks requiring Immunisation Screening</b>					
Laboratory specimens	Y/N		✓		
Contact with patients	Y/N				
Exposure Prone Procedures	Y/N	✓			
Blood/body fluids	Y/N		✓		
<b>Hazard/Risks requiring Respiratory Health Surveillance</b>					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	Y/N		✓		
Respiratory sensitisers (e.g isocyanates)	Y/N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	Y/N		✓		
Animals	Y/N				
Cytotoxic drugs	Y/N				
<b>Risks requiring Other Health Surveillance</b>					
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				
<b>Other General Hazards/ Risks</b>					
VDU use (> 1 hour daily)	Y/N				✓
Heavy manual handling (>10kg)	Y/N		✓		
Driving	Y/N				
Food handling	Y/N				
Night working	Y/N			✓	
Electrical work	Y/N				
Physical Effort	Y/N			✓	
Mental Effort	Y/N				✓
Emotional Effort	Y/N				✓
Working in isolation	Y/N		✓		
Challenging behaviour	Y/N		✓		