**JOB DESCRIPTION**

**1.** **JOB DETAILS**

**Job Title:** Clinical Practice Facilitator - AHP

**Band:**  Band 6

**Reports to:** Practice Education Team Lead

**Department / Directorate:** Professional Development

**2. JOB PURPOSE**

To deliver training, assessment and support for Allied Healthcare Professionals (AHP’s), Registered and unregistered in clinical practice. This will enhance the performance of staff during their transition to the NHS and introduction to Preceptorship within the Trust.

To liaise with the Team/Clinical Leads and Professional Development to support the assessment and education of AHP’s within the Trust.

To support with the multidisciplinary working between roles within and beyond the AHP’s field of speciality and standard practice.

To support in the delivery of required learning for all staff groups within the Trust.

To devise, plan & deliver training programmes as required, with support from the Practice Education Lead, to support AHP’s during their transition to the NHS and introduction to Preceptorship.

**3. DIMENSIONS/ KEY WORKING RELATIONS**

The post-holder will be a member of Practice Education Team and work within Professional Development. This role reports to the Practice Education Team Lead. They will also support in the delivery required learning for new starters and developing professionals.

**4. ORGANISATIONAL CHART:**

Head of Professional Development

Therapy Lead and AHPs

Practice Education Team Lead

Clinical Practice Facilitators

Clinical Learning Facilitators

**Post holders**

Clinical Facilitators

1. **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES;**

Supports AHPs in clinical practice and provide pastoral care as required.

Undertake assessments of AHPs in the clinical environment.

Work as a role model with AHPs in the clinical environment.

Provide effective training for Registered and unregistered AHP staff.

Develop assessment frameworks and competencies as required.

Communicate effectively with the team/clinical leads and ward teams to support them in managing their AHPs as required.

Support the provision of structured support programs for AHPs who are performing poorly.

Contribute to the performance management of AHPs as required.

Contribute to the delivery of Essential Learning as required.

Develop and maintain effective relationships with the team/clinical leads.

Maintain all training and assessment records and produce written and oral summaries of

progress as required.

Maintain competence via awareness of current clinical, education and research issues.

Attend various meetings as required as part of the therapies management team and the Professional Development team.

Organise own work pattern to respond to the needs of users of the service.

To support the AHPs in the management of their portfolios, electronic and paper based, within their area.

To support the team/clinical leads in performance review and agreed personal development activities.

To assist staff with preparing for their Health Care Professions Council Registration (HCPC)

Assist in the development of training materials to an agreed standard.

Managing communications:-

• Ensure effective and supportive relationships within the therapies department.

• Ensure effective and supportive relationships within Professional Development.

• Maintain a smooth and effective approach to education.

• Develop and maintain effective relationships with AHPs throughout the Trust.

To support the delivery of a range of effective training and assessment provision in response to the needs of the RD&E’s training standards.

Work with the Professional Development team and clinical areas to ensure successful completion of Preceptorship, orientation and performance objectives plus provide peripatetic support where work-based assessment is problematic and ensure targets are met.

Quality Assurance

• Engage in evaluation and quality assurance activities as required.

• Assist in audit activities as required.

1. **Other Responsibilities**

To take part in regular performance appraisal.

To work clinically as required.

To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling.

To contribute to and work within a safe working environment.

The post holder is 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.

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.

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

**THE TRUST – Vision and Values**

Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:

Honesty, Openness & Integrity

Fairness,

Inclusion & Collaboration

Respect & Dignity

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.

We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards.

**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 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.

**PERSON SPECIFICATION**

POST: Clinical Practice Facilitator - AHP

BAND: 6

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| **REQUIREMENTS** | **At**  **Recruitment** | **At PDR** |
| **QUALIFICATIONS/SPECIAL TRAINING :**   * Degree level Qualification in Therapy with associated registration. * Recent clinical knowledge and experience within an acute environment, underpinned by theory CPD * Recognised Mentorship / Practice Assessor qualification. * Teaching Qualification (e.g. Cert.Ed., CIPD Diploma, PTLS, CTLS, City & Guilds 7307, 7300 or equivalent) * Basic Life Support Key Trainer * Manual Handling Key Trainer | E  E  D  D  D  D | E  E  E  E  E  E |
| **KNOWLEDGE/SKILLS:**  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  A commitment to improving patient services | E    E  E  E | E  E  E  E |
| **EXPERIENCE:**  Experience of team leadership and management in clinical areas with recent experience of the in-patent setting  Recent experience in delivering education and training sessions  Experience of assessing clinical competence in the workplace | D  E  E | E  E  E |
| **PERSONAL REQUIREMENTS:**  Excellent communication and Interpersonal skills  Positive and enthusiastic attitude  Flexible and adaptable  Compassionate and caring with a commitment to openness, honesty and integrity  Ability to work on own initiative and take responsibility for decisions  To have an innovative and flexible approach | E  E  E  E  E  E | E  E  E  E  E  E |
| **OTHER REQUIREMENTS:**  Ability to work Monday – Friday as per clinical need within departmental working hours, weekend work may be required as part of the rota.  Hold a valid UK driving licence | E  D | E  D |

\* Essential/Desirable

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| HAZARDS:- Updated 31st May 2013 | | | | | |
| Laboratory Specimens |  | Clinical contact with Patients |  | Dealing with violence & aggression of patients/relatives |  |
| Blood / Body Fluids |  | Dusty Environment |  | VDU Use (occasional) |  |
| Radiation / Lasers |  | Challenging Behaviour |  | Manual Handling |  |
| Solvents |  | Driving |  | Noise / Vibration |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in isolation |  |
| Cytotoxic Drugs |  | Electrical work |  | Night Working |  |