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| **JOB DESCRIPTION** |  |
| **Job Title:** | **Clinical Tutor** |
| **Band:** | **Band 6** |
| **Responsible To:** | **Clinical Training Manager** |
| **Accountable To:** | **Head of Clinical Development** |
| **Section/Department/Directorate:** | **HR People** |

**Job Purpose:**

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| The post holder will work within HR People directorate to support the development of clinical skills and evidence based practice throughout the organisation.  They will work with senior managers to identify core clinical skills and clinical developments, supporting service delivery throughout the organisation including inpatient environments and community services. Developing and delivering clinical training to individuals, groups or teams providing specialist advice as required to all learners within the organisation.  To provide practical support to front line teams with the implementation of Trust clinical policies, strategies and national guidance at a local level to ensure consistent high quality service.  To work as part of delegated directorates to develop a model of practice development.  To work with staff on the wards and in the community offering guided learning and support with clinical skills, procedures and processes.  To be a lead for Trainee Assistant Practitioners, Preceptorship or Delivery of Academic Partnership Modules as nominated. | |
| **Context:** |
| Delivery of Clinical Development and skills training throughout the Trust including multi-professional groups.  * Support work based learning and clinical areas in developing strategies to ensure clinical competence and patient safety   The Clinical Tutor will be based at North Devon District hospital  The post holder will fulfil all tasks and work as part of a team. To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager.   |  | | --- | | **Key Working Relationships:**  Actively participate in a wide range of multi professional communication groups, networks both internal and external including, but not limited to:-  Managers within the Trust  Operational staff groups  Workforce Development Team  Higher Education Institutes  Further Education providers  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. | |
| **Organisational Chart:** |
| Chief Nurse  Head of Clinical Development  Clinical Training Manager  Clinical Tutor |
| **Key Result Areas/Principal Duties and Responsibilities**  To work as delegated with Trust management, other education and training staff and clinicians to identify and deliver clinical development, supporting other teams to deliver local and/or national initiatives.  Develop, deliver and lead on local partnership delivery.  Work with Franchise partners to ensure quality of third party delivery where indicated.  Be a key point of contact for allocated clinical settings to support clinical development and learning.  Support clinical areas in implementing competence assessment strategies.  Work in collaboration with the Patient Safety and Quality Improvement Team and appropriate Clinical Leads to support the Patient Safety agenda as well as working in collaboration with Professional Practice Teams to support service and practice development.  Advise potential recruits and students on educational aspects of professional education and training programmes to support quality development.  Advise post registration professional staff on appropriate routes for meeting CPD and academic pathways in line with NMC and University requirements.  Meet criteria required of a University academic partner and deliver accredited programmes of learning in accordance with academic frameworks.  Be an active member of a specialist resource team in Corporate Nursing across the Trust, supporting line managers with design and implementation of clinical development programmes.  Contribute to the quality of student placement activity.  Design and deliver new learning programmes to develop clinical practice.  Take a key role in conjunction with development and clinical staff, to participate in the evaluation of the impact of education and training activity on patient care.  Attend meetings relevant to role and as delegated within the team  Assist in the undertaking of specific quality audits and evaluation of learning.  Promote the development of multi-professional and team learning, utilising a whole range of media and simulation.  Assist in the development of work based learning initiatives and the creation of a dynamic learning environment.  Maintain own educational development and encourage new practice in others using new technology and media e.g. e-learning, videos.  Maintain own clinical competence to a level required to be a credible teacher and competent clinician, being an excellent role model to others.  Attend all statutory training to meet health and safety requirements and have expertise with policy and local procedure sufficient to be a good role model.  Maintain a personal portfolio of evidence relating to competence and achievement and support others in doing the same.  The post holder will comply with policy and promote high standards of health and safety in the work place and teaching venues. To ensure safe practise to minimise the risks of infection to patients and staff in accordance with national and Trust policy, in particular be aware of responsibilities as listed in the Infection Control Operational Policy. |
| **Communication and Relationship Skills**  Actively participate in a range of professional communication groups and networks, both internal and external. Communication with Managers within the Trust, Operational staff groups, the Workforce Development Team, Higher Education Institutes and Further Education providers. Communication with patients and clients.  The post holder will be expected to behave in accordance with the Trust's values of demonstrating compassion, striving for excellence, respecting diversity, acting with integrity and to listen and support others.  The post holder will act as a role model and employ professional behaviour, that encourages and coaches staff to challenge current competencies and seek opportunities to develop their roles. This includes promoting a culture of personal development to meet the needs of the individual, clinical area and organisation.  **Analytical and Judgement Skills**  The post holder will manage and prioritise all incoming and outgoing communications, initiating responses where appropriate, demonstrating at all times a high level of discretion and confidentiality while ensuring responses to deadlines and targets are met, relating to their job responsibilities. They will be working autonomously for a large amount of the time and will be expected to use their own judgement for some situations in relation to clinical training and development.  They will demonstrate leadership along with a high quality of clinical care and practice to staff, ensuring that high quality evidence-based care is delivered when supporting staff in clinical settings.  **Planning and Organisational Skills**  The post holder must be able to manage a diverse workload, identify priorities and multi task to ensure delivery of education and training. They will organise their own day to day activities which may be complex and require longer-term planning.  Be responsible for the development and delivery of a variety of learning opportunities for staff to assist with the education and development of staff and meet the needs of services.  **Physical Skills**  Utilisation of keyboard skills, occasional lifting and moving of marketing or education materials within capability.  Transporting and use of presentation equipment as required such as lap top and projector, flip charts etc.  The post holder will be required to work clinically on the wards and out in the community with staff on a regular basis to support education and development so will need manual dexterity to perform certain clinical tasks.  **Responsibility for Patient and Client Care**  The post holder is required to put the patient, as the first priority, at the centre of all activities. The post holder will be required to deal directly with patients and work in a clinical capacity as required by service need.  Ensure that high standards of patient care are delivered in relation to agreed standards and evidence based practice.  **Responsibility for Policy and Service Development**  Implements department, divisional and Trust policies and procedures and monitors these in order to ensure staff compliance within the scope of their role.  Assist the management teams as required in implementing service development programmes and policy updates, contributing to work streams that support the improvement of patient services.  Contribute ideas for continuous service improvement and ensure their own practice remains up to date, changing practice in line with National and Local policy.  **Responsibility for Financial and Physical Resources**  The post holder does not have any financial responsibility for a budget or delegated budget. There may be a requirement for ordering stock as needed for clinical training.  **Responsibility for Human Resources**  Ensure all staff are aware of their own roles and responsibilities and take responsibility for risk assessment at team and department level.  Taking an active part in the development review of own work suggesting areas for learning and development in the coming year, ensuring all mandatory training is undertaken and recorded.  Demonstrates activities to new starters, including providing training on the area of work to others as well as being involved in interviewing for new staff as required.  Responsible for teaching and training staff and learners within the organisation and acting as a role model to others, upholding the values of the Trust  **Responsibility for Information Resources**  Uses a range of computer systems eg Word, Excel and Powerpoint to create reports, documents, posters and presentations. Responsible for sourcing and gathering information to produce reports and papers for meetings as required. Taking team meeting minutes and distributing them within the team and ensuring that any actions are followed.  **Responsibility for Research and Development**  Comply with Trust’s requirements and undertake surveys as necessary to own work and clinical training team needs.  **Decision Making**  The post holder will be guided by Trust policies and procedures, using own initiative and seeking advice from manager as required. The post holder will promote best practice and act as a role model for staff and learners. They will be working autonomously for a large amount of the time and will be expected to use their own judgement for some situations in relation to clinical training and development.  Organises own workload and that of others on a day to day basis and makes appropriate decisions within scope of responsibility and expertise as required.  **Physical Effort**  This role will sometimes be required to travel across the Trust service areas as required, both locally and further afield. The will be required to work in a clinical capacity on the wards, supporting staff with education and development. Office work with a frequent requirement to sit in a restricted position at display screen equipment. Occasional lifting of files, laptops, projectors, conference phones, presentation materials and stationery.  **Mental Effort**  The post holder will require resilience at times to deal with stakeholders as well as staff and learners. Requirement to concentrate to deliver on tasks as well as concentration to teach all day sessions.  **Emotional Effort**  Occasional exposure to distressing or emotional circumstances. The post holder will respond to concerns and questions from a wide range of staff and learners.  **Working Conditions**  Their working days will vary being a mixture of working in an office or on the wards, to attending meetings as required and delegated. There will be use of display screen equipment for a proportion of those days. The post holder may also be required to drive around Trust sites and community areas to work with support staff, nurses, therapists etc in community nursing teams and community hospitals. |

**GENERAL**

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff whom 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.

The Trust operates a 'non smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010.

**SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

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.

**STAFF HEALTH AND WELLBEING**

You must take responsibility for your workplace health and wellbeing:

* Be physically active at work (i.e. take breaks away from your desk, taking the stairs where possible)
* 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.

If you are a line manager, in addition to the above, it is expected you will:

* Champion health and wellbeing.
* Encourage and support staff engagement in delivery of the service.
* Encourage staff to comment on development and delivery of the service.
* Ensure during 1:1’s / supervision with employees you always check how they are.

**HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

**INFECTION CONTROL - ROLE OF ALL STAFF**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

* Attending mandatory and role specific infection prevention education and training.
* Challenging poor infection prevention and control practices.
* Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

**CONFIDENTIALITY**

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

**JOB DESCRIPTION AGREEMENT**

**Job holder’s Signature: .....................................................................................**

**Date: .....................................................................................**

**Manager’s Signature: .....................................................................................**

**Date: .....................................................................................**

**PERSON SPECIFICATION**

**POST: Clinical Tutor**

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| REQUIREMENTS | E/D\* | HOW TESTED?  Application Form/Interview/Reference/Test | INTERVIEW COMMENTS | SCORE  (1 Low – 10 High) |
| QUALIFICATIONS/SPECIAL TRAINING :  Active professional healthcare qualification and registration  Educated to degree level in a health related subject  To hold or working towards a recognised teaching qualification | E  E  D |  |  |  |
| KNOWLEDGE/SKILLS:  Evidence of continual professional updating and/or study at a higher education level 6 or above  IT literacy in word processing, excel and presentation skills  Evidence of a broad understanding of the NHS Long Term Plan  Credible clinician and able to work clinically  Excellent communication and presentation skills  Good evidence of facilitation skills and/or working with teams  Competency in clinical procedures such as IV and oral drug administration, cannulation and venepuncture | E  E  E  E  E  D  D |  |  |  |
| EXPERIENCE:  Evidence demonstrating teaching or facilitation ability with a wide range of people and situations.  A broad level of knowledge and experience of healthcare settings of at least 3 years | D  E |  |  |  |
| PERSONAL REQUIREMENTS:  Set up training venues and move/carry teaching equipment e.g. IT, files etc  Travel to a variety of sites to deliver training and attend meetings  A sense of humour  The ability to continually engage, inspire, motivate others and act as a role model  Ability to display resilience in a variety of teaching and educational settings  A team player and able to work autonomously  Ability to organise own workload and meet targets | D  E  E  E  D  E  E |  |  |  |
| OTHER REQUIREMENTS:  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. | E | Interview |  |  |

\*Essential/Desirable

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| **HAZARDS :** | | | | | |
| Laboratory Specimens  Proteinacious Dusts |  | Clinical contact with patients | x | Performing Exposure  Prone Invasive Procedures |  |
| Blood/Body Fluids | x | Dusty Environment |  | VDU Use | x |
| Radiation |  | Challenging Behaviour | x | Manual Handling | x |
| Solvents |  | Driving | x | Noise |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation | x |
| Cytotoxic drugs | x | Night working |  |  |  |