JOB DESCRIPTION

JOB TITLE: Clinical Educator

PAY BAND: 6 Agenda for Change

DEPARTMENT/DIVISION: Div6 – Umbrella Sexual Health Service

BASED AT: Umbrella Sexual Health Clinics

REPORTS TO: Clinical Educator- Team Manager

PROFESSIONALLY RESPONSIBLE TO: Clinical Educator- Team Manager

LAST UPDATED: September 2019

JOB PURPOSE:

Working under the management of the Clinical educator- Team manager, the post holder will work in collaboration with health care colleagues and educators to ensure that the clinical education and development needs of the Nursing and Operating Department Practitioner workforce are identified and addressed using approved, proven and credible methods. The post holder will be visible role model, providing clinical support and practical guidance to clinical teams and departments across the division. All references to clinical staff will include registered and unregistered Nursing roles, Operating Department Practitioner and Theatre Support Workers.

Working in Sexual Health encompasses dealing with sexually transmitted infections and contraception.

The post holder is expected to work at different locations throughout Birmingham and Solihull. On a shift pattern and on rotational basis includes evenings and weekends.

KEY WORKING RELATIONSHIPS:

Internal:

Clinical Educator Team Leaders, Clinical Educators
Matrons
Lead Nurses, registered and unregistered nurses
Registered theatre practitioners and unregistered theatre support workers
Allied Health Professions (AHPs)
Nursing Students
Department administrators
Practice development Nurses
Nurse Education Department
Training Administration
HR Department
Recruitment Department
Medical Staff
Clinical Mangers

External:
University Links- pre and post registration education
Professional Bodies
Wards / Departments outside of the Trust
Umbrella Partnership organisations
Primary Care
Umbrella Pharmacies

MAIN DUTIES & RESPONSIBILITIES:
Core elements of the Clinical educator role:
Education, training and people Development

Education Planning and Development

- Linking with appropriate multi-professional groups and being a visible presence in the clinical area(s) attending Service / Trust / Divisional/ Floor meetings as appropriate.

- With the Clinical Educator- Team Manager will regularly review the training / educational requirements of clinical staff at all levels within the Service to ensure that the needs of patients can be met.

- Under the direction of the Clinical Educator- Team Manager the Clinical Educator will implement education plan(s) that reflect Service / Trust and Divisional, service priorities.

- Under the direction of the Clinical Educator- Team Manager the Clinical Educator will provide support to:
  - Poor performers
  - New Starters
  - All registered and unregistered nursing staff
  - Staff undertaking academic study at Higher Education Institutes
  - Staff, who need to achieve competence following skills training.
  - Unregistered staff undertaking the Care Certificate.

- In collaboration with the Clinical Educator – Team Manager and Trust Education teams the post holder will assist in the development and maintenance of national initiatives related to education and continuing professional development such as the Care Certificate and Nursing Revalidation and clinical skills training.
• Contribute to the content and design of competency documents/teaching aids development pertinent to the specialty.

• Collaborate with Clinical Team Managers to facilitate staff attendance at internal and external study days, training courses, mandatory training, academic modules and educational events, such as away days and conferences. Ensures that details of study leave are communicated and subsequent release of staff from clinical areas is managed accordingly to the current study leave policy. Ensuring the process is fair and equitable.

• In liaison with senior colleagues, assist with PDRS (Appraisal) process, in particular supporting the implementation and achievement of personal development plans, achievement of skills and clinical competence of staff offering support, guidance, advice in accessing education / training as required.

• Establish and maintain links with local colleges and universities, as well as the Education Department in the Trust, to have an up to date awareness of pre-registration training, mandatory training, learning beyond registration and other development programmes available to staff.

• Provide career advice and guidance for staff as appropriate, including guidance on application form completion, preparation for interview. Works alongside other Clinical educators and the Recruitment Centre, to facilitate the selection, interviewing and recruitment of staff, within Equal Opportunities and Employment Law – writes and advertises the job vacancy, formulates the interview panel, leads shortlisting of candidates for interview, liaises with Recruitment Centre staff, informs candidates of interview outcomes and provides interview feedback.

• Represent the Division / Department at Trust wide recruitment meeting as required.

• Explore and develop alternative ways of training, education and development, for example e-learning, written training packages, stimulation, workbooks, visits, clinical rotations and self-directed study.

• Support the appropriate placement of pre and post-registration healthcare students, ensuring that students are allocated a mentor / supervisor and sign off mentor as required and that the mentor has the necessary skills, knowledge and experience to support, guide, teach and assess the student.

• Work with senior colleagues to plan, design and develop comprehensive local orientation/induction packs an induction programmes to meet the educational requirements of all newly appointed staff and students.
• Participate in an annual audit of the learning environment, developing, monitoring and reporting on any resultant action plans.

• Contribute to the Divisional Annual report on education activity, assessment of impact and new developments.

• Demonstrate clinical expertise and maintain competence in clinical skills in their designated clinical area in order to teach and assess others.

• Provide training and education that is specific to the clinical specialty such as:
  o Specialist equipment training
  o Bespoke clinical education related to specialty requirements.

**Education delivery**

The post holder will:

• Co-ordinate the delivery of evidence-based education and training, acting as a resource to facilitate the development of professional and clinical skills across the division/department.

• Plan, develop, deliver and evaluate educational training programmes, lectures and study days to meet the educational requirements of the division. Utilising a variety of teaching and assessment strategies to meet all learning styles.

• Work clinically alongside staff at all levels supports to facilitate the achievement of competencies relevant to their role.

• Offers support to mentors of students to encourage liaison with the Trust Practice Placement team when difficulties arise with students. Supporting with the development of action plans and referrals due to sickness, lack of competence or professionalism.

• Contribute to the academic reputation of the Trust by identifying and supporting the promotion of nursing research, encouraging academic writing, writing for publication, presenting at conferences and the promotion of other opportunities to share best practice and innovative ideas.

• Ensure all new starters attend Trust Induction and the Healthcare Practitioner Induction Programme and ensure mandatory training attendance is planned to meet the requirement of the Trust mandatory and statutory training policy. Ensure local induction is undertaken and where required individual staff has a period of defined supernumerary status. Closely monitoring attendance and producing reports as requested.

• Provide pastoral support to clinical staff particularly those recruited from outside the UK and as required following highly distressing, traumatic and emotional events which may include clinical, professional and personal situations.
• Assist clinical managers with the management of poor performance including the development of action plans, working alongside staff to facilitate the achievement of objectives. Providing feedback to the individual and their manager at regular intervals.

• Keep and maintain accurate training records and spreadsheets, as evidence of education provided to staff within the division. Provide regular updates to senior colleagues as required.

• Maintain a clinically credible and visible profile within clinical departments working undertaking alongside clinical staff.

• Ensure consistently high standards of care are being met by providing a practical, flexible and immediate response to unforeseen educational issues in clinical areas to minimize clinical risks.

Quality Assurance

• Ensure that teaching standards are maintained as per the Quality Code of Education (Nurse Education Department). Including the production of learning outcomes and lesson plans for all study days and lectures.

• Undergo an annual peer review of their teaching from another practice educator within the organization.

• Work with senior colleagues to ensure that departments are providing effective learning environment for both staff and students.

• Act on constructive feedback received from post course evaluations to make ongoing improvements to teaching.

• Maintain close links, collaborates and shares best practice with other individuals who have education as a principal component of their role.

• Participate in developing suitable learning environments for learners, contributing towards education auditing and liaison with HEIs ensuring the learning environment profile is mapped against academic curricula and clinical competencies.

• Challenging Clinical and Professional practice to ensure constantly high standards of service delivery in line with Trust policies and procedures.

• Provide reports regarding education delivery including mandatory training as requested and present in forums as required

• Work within agreed processes to maintain high standards of delivery and commitment from delegates.

• Ensure attendance lists to all programmes are maintained and provided to the Trust administration team for inclusion on ESR.
Ward /Department elements of Clinical Educator Job Description

Clinical

Following an agreed supernumerary period and upon completion and successful attainment of specific objectives and training identified in PDRS, the post holder:

Provision of Patient Care

The post holder will:

- Maintain Clinical Credibility by performing expanded clinical practices within the clinical environment in compliance with the NMC / HCPC Scope of Professional Practice and following national, local agreed and Trust policies.
- During times of peak activity will support the division by working clinically, supporting staff and acting as a role model.

Health and Safety

The post holder will:

- Ensure the ongoing health and safety of all patients, visitors and staff taking prompt and timely action appropriately and reports, records and follows up any accidents, incidents, hazards, risks or defects according to Trust policy.
- Acts in a safe, appropriate and timely manner initiating, supporting and advising on the collection and sending of specimens, ensuring appropriate documentation accompanies the specimens and that appropriate laboratory staff are communicated with.
- As part of the clinical team, carries out cleaning of all clinical areas to include equipment, bed spaces, general tidying, damp dusting and rationalisation of equipment in bed spaces and clinical areas.

Communication and Processional Behaviour

The post holder will:

- Represent the trust at internal and external meetings, acting as an ambassador for the Trust ensuring that relevant information is cascaded appropriately.
- Communication and collaborate effectively with other clinical educators in the Trust, to provide high quality, patient centred, research based education that ensures the delivery of high quality care for patients delivered by staff who have the required
education and development to meet the patient needs in accordance with NMC / HCPC Scope of Professional Practice, guidelines and national and local benchmarks.

- Constantly ensure that accurate and contemporaneous records relating to education are maintained (paper and electronic).

- Ensure effective and tactful two way communication of complex and sensitive information, related to individuals’ performance.

- Be aware of diverse ethnic, cultural and spiritual backgrounds and needs; whereby the patient’s acute physical / psychological / mental condition can significantly affect their understanding / compliance of treatment. The post holder supports more junior staff and medical staff through this process.

- Actively promote and maintain patient confidentiality whilst adhering to information governance guidelines. Ensures patients and their significant others are kept well informed of their condition, plan of care, are involved in their care and there is related documentation of conversations that are timely and accurate.

- Utilise experience and diplomacy skills, the post holder can support others and assist in difficult situations where the potential for confrontation is. Using appropriate skills to diffuse situations where possible.

- Represent and feed back to the division at education meetings, task and finish groups, and the education quality steering group.

Management

The post holder will:

- Ensure risk assessments are undertaken by the appropriate person in a competent manner and take necessary follow up action, informing the department / shift leader / manager of action taken.

- Ensure any complaints are dealt with promptly and courteously in accordance with Trust policy. Uses own initiative and problem solving, approaches to seek advice where necessary, and discuss issues with the unit / ward manager as appropriate.

- Participates in investigations as required.

- Report and record sickness / attendance of staff members in accordance with the attendance management policy.

- Demonstrate awareness of the diversity and complexity of issue that can arise in clinical environments and the emotional impact this may have on staff.
Multitask and prioritise continuously throughout shifts as situations arise adopting a problem solving approach to delegate tasks appropriately.

Professional

The Post holder will:

- Be fully conversant with the NMC Code of Professional Conduct, Scope of Professional Practice, HCPC Standards of Conduct Performance, and Ethics and Standards of proficiency and associated national guidelines and abide by their guidance.

- Take responsibility and maintain professional records for personal and professional updating (portfolio of practice), taking an active involvement in their own professional development review and personal development plan.

- Ensure that their own professional competency document containing attainment of skills and practices is regularly updated and is kept within the clinical area, for education and auditing purposes.

- Take personal responsibility for attendance and mandatory training and updating as per Trust statutory and mandatory training requirements and informs the manager if there is any deviance from training attendance at mandated intervals.

- Be aware of, adhere to and activity contribute to the clinical governance agenda within the Trust.

- Adhere to all Trust policies, ensuring high standard of personal and professional behavior is maintained at all times whilst acting as an ambassador for the Trust and a role model to others.

- Be aware of, adhere to and activity promote the Trust attendance management policy and local guidelines, ensuring the nurse in charge is made aware as soon as possible, of any sickness / absence.

The post holder will undertake other duties as may be required to achieve the Trust's objectives, commensurate with the grading of the post.

GENERAL INFORMATION:

TRUST VISION AND VALUES
The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. Our vision is simple; building healthier lives. Our values apply to every member of staff. They are working in partnership with others to provide safe, appropriate car and improve outcomes (Collaborative); being transparent in all that we do, communicating openly, inclusively and with integrity (Honest); taking personal and collective responsibility for the way in which we
deliver care (Accountable); being responsive, creative and flexible, always looking for ways to do things better (Innovative); treating everyone with compassion, dignity and professionalism (Respectful).

TRUST POLICIES AND PROCEDURES
The post-holder will be required to comply with all policies and procedures issued by and on behalf of University Hospitals Birmingham. In addition if the post-holder is required to work at other organisations premises they must adhere to the specific policies relating to the premises in which they work.

CLINICAL GOVERNANCE & RISK ASSESSMENT
The post-holder must be aware of and ensure compliance with the Trust’s Clinical Governance systems and Risk Management systems.

CONFIDENTIALITY
Your attention is drawn to the confidential nature of information collected within the NHS. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and in the case of computerised information could result in a prosecution for an offence or action for civil damages under the Data Protection Act.

DATA PROTECTION
If required to do so, the post-holder will obtain, process and/or use information held on a computer in a fair and lawful way; and hold data only for the specified registered purposes and to use or disclose the data only to authorised persons or organisations.

EQUAL OPPORTUNITIES AND DIVERSITY*
University Hospitals Birmingham is striving towards being an equal opportunities employer. No job applicant or member of staff will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual’s ability to meet the requirements of the job.

In all Managers and Supervisors Job Descriptions
As a member of staff at University Hospitals Birmingham the post-holder will have a personal responsibility to ensure that he/she does not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

As a manager/supervisor the post-holder will be responsible for promoting and ensuring that the Trust’s Equal Opportunities in Employment Policy is implemented and that staff under his/her control are aware of their equal opportunities responsibilities.

In all other Staffs Job Descriptions
University Hospitals Birmingham the post-holder will have personal responsibility to ensure they do not discriminate, harass or bully, or contribute to the discrimination,
harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

HEALTH AND SAFETY *
The post-holder must make him/herself aware of the responsibilities placed on them by the Health and Safety at Work Act [1974] to ensure that the agreed safety procedures are carried out to maintain a safe environment for other members of staff and visitors.

**In all Managers and Supervisors Job Descriptions**

As a Manager/supervisor the post-holder is accountable for implementing and ensuring compliance, across his/her own area of responsibility, with the Trust's Health and Safety Policies and Procedures. This includes responsibility for fostering a safety culture in which health, safety and related issues are seen as essential and integral parts in the service activities.

**In all other staff's Job Descriptions**

The post-holder will have at all times a duty to conduct themselves and to undertake their work, in a safe manner, so not to endanger themselves and others around them. Clearly, the degree of such responsibilities carried out by a particular individual will depend on the nature and extent of his/her work. Should any individual feel concerned over the safety aspects if his/her work, it should be brought to the attention of his/her manager/supervisor and/or Trade Union Safety Representative.

The post-holder must adhere to the health and safety rules and procedures of the Trust. He/she has a legal duty to use safety devices and equipment provided.

All staff will receive a general introduction to health and safety at work as part of their induction. They will also be given advice on fire, security and lifting procedures.

**FLU PANDEMIC OR MAJOR INCIDENT**

In the event of a flu pandemic or major incident, the post holder may be asked to undertake other duties not necessarily commensurate to the banding of this role. This could include duties in any part of the hospital. Prior to undertaking any duties, the member of staff will have full training and induction. No member of staff will be asked to undertake duties for which they are not competent or where they feel unsafe in their environment or could put patients or themselves at risk.

**NO SMOKING POLICY**

The Trust has a no smoking policy. Staff are only permitted to smoke in designated smoking shelters. Members of staff must not smoke inside any of the Trust's premises nor in any vehicle used on Trust Business. Members of staff must adhere to the Trust’s Uniform Policy and therefore any uniforms must be covered whilst smoking.

**PUBLIC SERVICE USER AND CARER INVOLVEMENT**
Under Section 11 of the Health and Social Care Act we have a duty to involve patients and the public at all levels within the organisation. The post-holder will be required to recognise and value the benefits of listening and responding to patients and recognise that the patients experience is the catalyst for doing things differently to improve the way we deliver services.

UNTOWARD INCIDENTS
The post-holder must take responsibility for incident and near miss reporting and must ensure they adhere to all departmental policies and procedures.

SAFEGUARDING
The Trust is committed to safeguarding and promoting the welfare of the adults, young people and children who use the services. All staff have a responsibility to report any identified concerns of abuse or exploitation through the appropriate route in line with the respective policies and procedures.

REVIEW OF THE ROLE
This job description will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the service and the organisation.

This role profile is designed to identify principal responsibilities. The post holder is required to be flexible in developing the role in accordance with changes within the Trust’s management agenda and priorities. Although this is a list of the key responsibilities of the post it is expected that the post holder and manager will develop and define the detail of the work to be undertaken.

The Trust is committed to equal opportunities, providing opportunities for flexible working and is a no smoking organisation.

Name of Post Holder:

Signature of Post Holder: ………………………….. Date: ………………….

Name of Manager:

Post Title of Manager:

Signature of Manager………………………. Date: ………………….