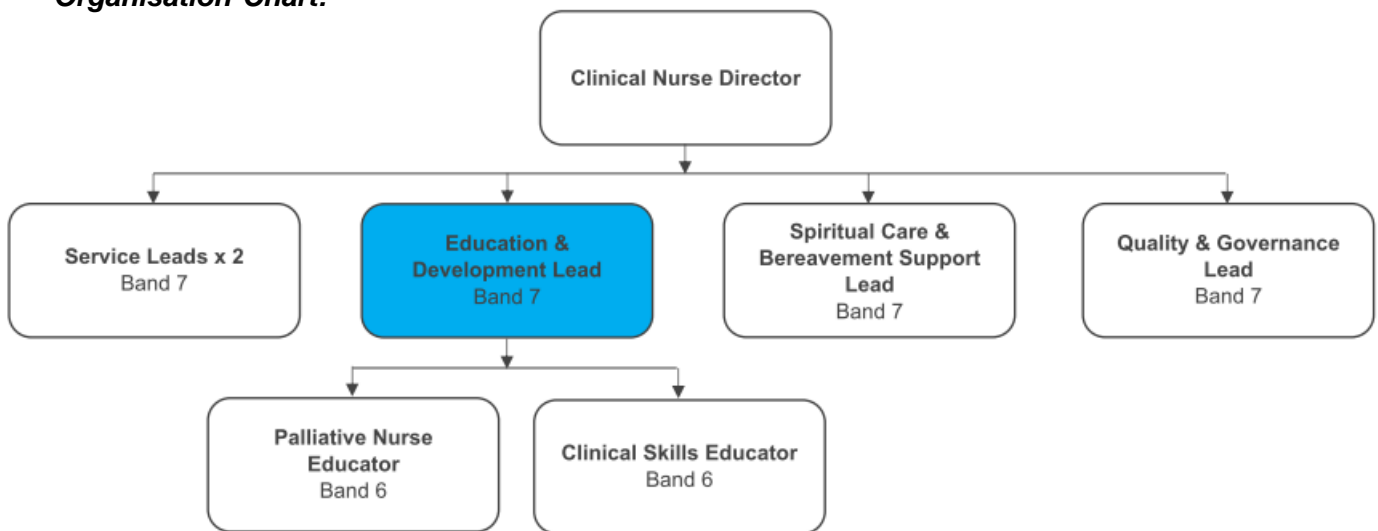


## JOB DESCRIPTION

<b>Job Title:</b>	<b>Education and Development Lead</b>
<b>Department:</b>	Education
<b>Post Holder:</b>	tbc
<b>Grade:</b>	Band 7
<b>Reports to:</b>	Clinical Nurse Director
<b>Accountable to:</b>	Chief Executive

### Organisation Chart:



The duties and responsibilities of this post have been assessed as levels of competence required and reflect the skill and knowledge needed to satisfactorily perform the duties of the post.

<b>Job Purpose:</b>	<p>To lead the collaboration with the University of Bolton to develop, plan, deliver and evaluate the End of Life Care programmes within higher education at all academic levels.</p> <p>To lead the workforces within internal and external practices to ensure practice-based learning enhances expertise, effectiveness and End of Life Care provisions within Bolton.</p> <p>To lead on planning, promoting and delivering palliative care education and practice development in conjunction and collaboration with the University of Bolton.</p> <p>To improve the capabilities of health care professionals within practice and higher education.</p> <p>To work in collaboration with multi-professional teams within the hospice, the University of Bolton and Bolton NHS Foundation Trust.</p> <p>To liaise across organisational boundaries and contribute to the wider (cancer and non-cancer) palliative and End of Life Care agenda, locally and nationally.</p> <p>To lead on ensuring that all mandatory and competency-based training is undertaken and recorded appropriately.</p>
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<b>Key Working Relationships:</b>	<p><b>Bolton Hospice</b>  Chief Executive Officer  Medical Director  Clinical Nurse Director  Consultant in Palliative Medicine  Service Leads  HR team  Spiritual Care and Bereavement Support Lead  Income Generation and Communications Director  Finance and Corporate Services Director  Social Workers</p> <p><b>Wigan and Leigh Hospice</b>  Ward Manager  HR team</p> <p><b>University of Bolton</b>  Academic Operational Lead - Faculty of Health and Wellbeing  University Module Leads/Senior Lecturers</p> <p><b>Bolton Integrated Care Partnership</b> (ICP which includes NHS Foundation Trust, Social Services and Bolton CCG)</p>
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<p><b>Role Responsibilities:</b></p> <p><b>Professional Leadership / Management Duties</b></p> <ul style="list-style-type: none"> <li>• Lead the collaboration with the University of Bolton to deliver accredited higher education End of Life Care module across the Bolton healthcare economy.</li> <li>• Submit statistical information and complete reports as necessary.</li> <li>• Ensure appropriate records are in place, in accordance with Bolton Hospice and the University of Bolton policies.</li> <li>• Evaluate own teaching input and actively participate in quality assurance.</li> <li>• Attend appropriate internal and external meetings.</li> <li>• Be pro-active in identifying ongoing educational needs and develop education programmes that provide relevant educational opportunities to staff within Bolton Hospice and the wider healthcare economy.</li> <li>• Maintain a personal development plan and professional portfolio where applicable and provide evidence of continual professional development.</li> <li>• Take the lead in supporting staff in the delivery of education programmes and monitor compliance.</li> <li>• Lead on developing income generation from the Education team.</li> </ul> <p><b>Educational Duties</b></p> <ul style="list-style-type: none"> <li>• Participate in relevant educational projects developed with the University of Bolton, Bolton Hospice and Bolton ICP.</li> <li>• Lead on the delivery of educational provision within the University of Bolton, Bolton Hospice and Bolton ICP.</li> <li>• Ensure quality assurance is maintained at all times and provide written reports to this effect.</li> </ul>
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- Contribute to the Bolton Hospice Workforce strategy.
- Work towards achieving KPI's as part of the Workforce strategy.
- Plan, develop, implement and evaluate educational programmes.
- Lead the collaboration with team members to meet the strategic goals of the University of Bolton, Bolton Hospice, Bolton ICP.
- Mark student work in line with the University of Bolton defined guidelines.
- Be responsible for the support and assessment of students and staff in both undergraduate and post-graduate programmes.
- Supervise students and staff as appropriate for the purpose of independent studies and other practice-based modules/courses.
- Lead on the development of practice-based learning, across hospice services.
- Lead on the development and delivery of clinical competency-based training and maintain records accordingly.
- Work with other stakeholders in the development of educational and bespoke opportunities.
- Contribute to relevant professional forums associated with the educational role.
- Maintain academic and theoretical credibility, both within palliative care and within the broader context.
- Participate in course evaluation and audit, providing written reports as appropriate.

#### **Clinical Duties**

- Maintain clinical skills and credibility by undertaking relevant clinical practice throughout the hospice and in other settings as required.
- In conjunction with the University of Bolton, develop strategies which will explore links and collaboration between practice development and education.
- Demonstrate clinical leadership and competence at all times.
- Ensure all clinical practice is in accordance with the requisite professional code of conduct and applicable to both Palliative and End of Life care and the post holder's background.
- Lead on evidence-based practice initiatives in the development of clinical and educational activity.
- Be responsible for the practice learning environment, including its development and the monitoring of educational standards.

#### **Research and Audit**

- Remain up to date and ensure that clinical practice and academic teaching are evidence-based, ensuring dissemination of research findings.
- Lead on the annual educational audit of the clinical areas for the hospice.
- Promote palliative care research.
- Identify and participate in the audit and evaluation of relevant clinical services and programmes.

#### **Clinical Governance**

- Work with all members of the clinical team to ensure that high standards of treatment and pathways of care are in place and evidence-based.
- Lead and participate in audit and help identify opportunities for research in nursing.

- Promote the safety of patients, staff, visitors and volunteers at all time, through education and training.
- Utilise user involvement in service development.
- Attend clinical governance meetings to ensure active proactive participation in learning.

### **Communication**

- Attend and participate in organisational meetings to ensure awareness of developments within the area of practice and across the organisation.
- Support and develop Information Technology and Information Governance in clinical areas.
- Maintain effective communication networks, written, verbal and electronic.
- Promote positive communications and relationships with the public and other professionals.
- Represent the hospice at regional and national meetings as required.

### **Other**

- Any other requirements as appropriate to the post and location.

## ***General Responsibilities:***

### **Health and Safety**

All employees have a duty to report accidents, complaints, defects in equipment, near misses and untoward incidents, following hospice procedure. Ensure health and safety legislation is complied with at all times, including COSHH and Workplace Assessment.

### **Confidentiality**

All information relating to patients, patients' families, staff, volunteers, supporters and suppliers gained through your employment with Bolton Hospice is confidential. Disclosure to any unauthorised person is a serious disciplinary offence.

### **Infection Control**

Prevent spread of infection. Comply with policies and procedures for correct disposal of waste, sharps and soiled linen.

### **Safeguarding Vulnerable People (Children and Adults)**

All employees have a responsibility to protect and safeguard vulnerable people (children and adults). They must be aware of child and adult protection procedures and who to contact within the Hospice for further advice. All employees are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.

### **Disclosure & Barring Service Check**

This post is subject to a Disclosure & Barring Service check.

### **Continuous Personal Development**

You are responsible for your own professional development, identifying training and development needs to your line manager and completing all mandatory training as required. You must attend any specialist training and development activities relevant to your role within the hospice.

### **Valuing Equality and Diversity**

All hospice staff should carry out their duties in accordance with the values and principles of our Equality and Diversity strategy. It is the responsibility of all employees to support the hospice commitment to do all we can to ensure we do not exclude, alienate or discriminate in any way and to promote a positive attitude to equality and diversity in adherence to our Equality and Diversity policy.

## Living Our Values Everyday

All staff must actively support the vision, aim and values of the hospice, promoting our core values at all times and in all aspects of your work.



The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the post holder.

This job description is an outline of the main responsibilities. It will be subject to periodic review and amendment.

Employee Name:			
Employee Signature:		Date:	

Manager Name:			
Manager Signature:		Date:	

## PERSON SPECIFICATION

<b>Job Title:</b>	<b>Education &amp; Development Lead</b>
<b>Department:</b>	Education
<b>Grade:</b>	Band 7

The person specification sets out the qualifications, experience, skills, knowledge and personal attributes which the post holder requires to perform the job to a satisfactory level.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>	Registered General Nurse ENB 285/931 or 237 or EOLC module ENB 998/mentorship or equivalent experience Teaching qualification/PGCE First degree or equivalent level of experience Management qualification Advanced communication Skills Foundation communication skills Train the Trainer	Advance Care Planning - Train the Trainer	Application Form Interview
<b>EXPERIENCE</b>	Minimum of 3 years in speciality Experience of planning, delivering and evaluating education and training Proven experience of managing change Application of evidence to practice Evidence of multi-professional working Evidence of audit Understanding and evidence of application of the NMC, and other, professional codes of conduct to practice Leadership and management experience		Application Form Interview
<b>SKILLS</b>	Clinical credibility within the sphere of palliative care Academic/teaching credibility within the sphere of palliative care Ability to manage risk effectively Ability to plan personal and professional development of self and others Computer literacy		Application Form Interview

*Continued overleaf...*

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>SKILLS</b>	<p>Excellent written and oral communication skills</p> <p>Punctual, reliable and flexible</p> <p>Presentation skills</p> <p>Ability to prioritise and manage time effectively</p> <p>Leadership and management experience</p>		
<b>KNOWLEDGE</b>	<p>Up to date knowledge base of speciality</p>	<p>Awareness of the need for succession planning</p>	<p>Application Form</p> <p>Interview</p>
<b>OTHER</b>	<p>Able to work proactively, independently and on own initiative</p> <p>Adaptable and able to work in a team environment</p> <p>Assertive and confident</p> <p>Able to inspire trust and respect</p> <p>Able to work under pressure</p> <p>A commitment to the vision and values of Bolton Hospice</p>	<p>Clean driving licence</p>	<p>Application Form</p> <p>Interview</p>