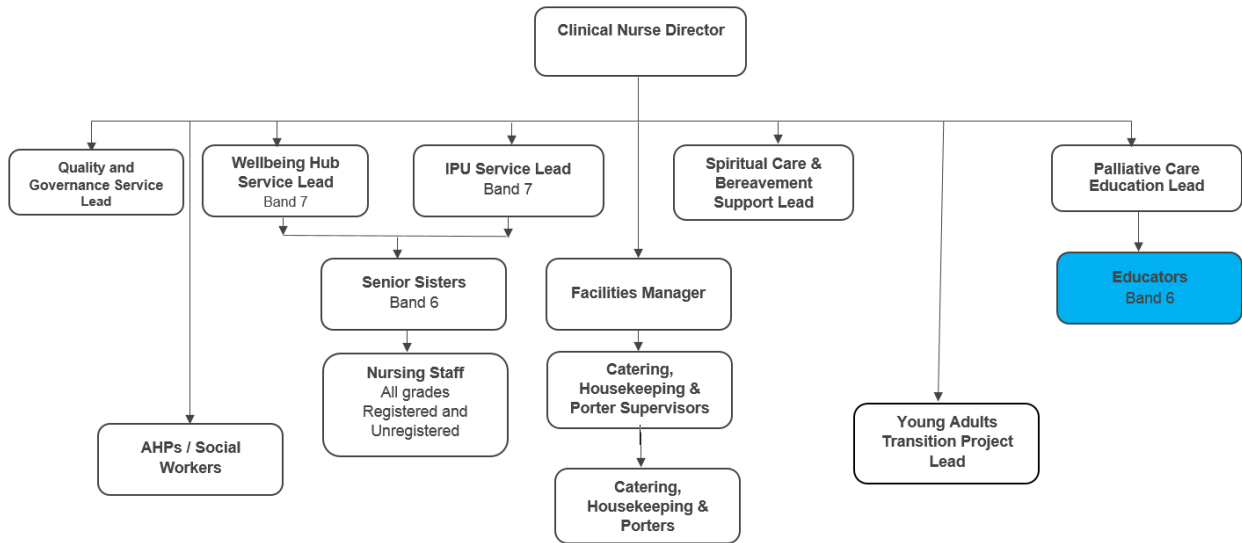




JOB DESCRIPTION

Job Title:	Clinical Practice Educator
Department:	Education
Post Holder:	tbc
Grade:	Band 6
Reports to:	Education Lead
Accountable to:	Clinical Nurse Director
Contract Type:	Permanent contract

Organisation Chart:



Job Purpose:	<p>To work in collaboration across both hospice sites to develop, plan, deliver and evaluate professional development of clinical staff including mandatory training, essential to the role, clinical skill competencies and service training to ensure practice-based learning enhances expertise, effectiveness and end of life care provisions within both hospices.</p> <p>To use experience and expertise to implement key practice developments and quality initiatives in order to achieve excellence in patient care.</p> <p>Work to continuously improve and develop both hospice clinical services through innovation, education, collaboration and the most effective use of resources.</p> <p>Be proactive in identifying ongoing educational needs that provide relevant educational opportunities to staff within Bolton Hospice and Wigan & Leigh Hospice.</p> <p>Active involvement in staff inductions and clinical placement activity.</p>
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Key Working Relationships:	<p>Bolton Hospice Clinical Director Palliative Care Lead Educator Service Leads HR Manager Spiritual Care and Bereavement Support Lead</p> <p>Wigan and Leigh Hospice Clinical Director IPU managers Practice Education Team Service Leads HR team</p>
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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.

<p>Role Responsibilities:</p> <p>Professional Leadership / Management Duties</p> <ul style="list-style-type: none"> • Manage time to ensure balance between clinical and administrative activities is maintained. • Maintain effective working relations with colleagues across both hospice sites. • Identify and implement educational strategies aimed at supporting recruitment, retention and development of clinical staff. • Provide educational support to clinical staff within the two hospices to support their ongoing professional development. • Ensure a close relationship with clinical service leads in both organisations to ensure active involvement in staff support, induction, preceptorship, and promotion of a positive learning environment. • Keep aware of the latest policies and practices in relation to the development of both registered and unregistered workforce in order to maintain workforce strategy developed in both organisations. • Support the implementation of both organisations clinical workforce strategy to ensuring current issues are responded to that are pertinent to the nursing workforce. <p>Educational Duties</p> <ul style="list-style-type: none"> • Act as a role model for excellence, empowering others through education and support. • Be an expert practitioner for clinical staff, providing leadership, advice and support fostering a learning culture which values high quality patient care. • Develop teaching methods which allow for differentiation and reflect varying learning styles. • Work close with the clinical services leads and hospice education teams to continuously improve and develop staff development needs. • Support registered nurses, nursing associates, clinical support nurses and pre-registration nurses to develop and maintain clinical competency throughout development plans, delivery and evaluation of robust competency frameworks committed to innovation and quality improvement. • Develop, support, evaluate and monitor the training needs of volunteers working directly with patients and/or those people important to them. • Maintain appropriate training records in accordance with Bolton Hospice and Wigan & Leigh Hospice policies.

- Evaluate own teaching input by encouraging peer observation techniques and actively participate in quality assurance.
- Promote evidence based practice to improve patient outcomes.
- Ensure a closely relationship with staff working in clinical services in both organisations to ensure active involvement in staff support, induction, preceptorship, and promotion of a positive learning environment.
- Attend appropriate internal and external meetings.
- Produce regular reports and audit data, on progress, to the Bolton Hospice Education Lead and the Wigan & Leigh Hospice Clinical Director, which are clear, fluent, concise and easily understood.
- Develop and maintain own personal development plan and professional portfolio where applicable and provide evidence of continual professional development.
- Actively participate in audit and learning and development research and projects as arises.
- Provide practice- based learning and competency at all levels.
- Work in an organised and structured way with the ability to prioritise and work to plan.
- Ensure registered nurses and nurse associates are prepared for revalidation through the use of their portfolio empowering them to be responsible for their own professional development.

Clinical Duties

- Maintain clinical skills and credibility by undertaking relevant clinical practice within both hospice settings as required.
- In conjunction with the workforce development, 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.
- Utilise evidence-based practice initiatives in the development of clinical and educational activity.
- Be knowledgeable about legal, ethical, and professional nursing issues, such as Mental Capacity act, Deprivation of Liberty Safeguards and consent.
- Be accountable for the practice learning environment, including its development and the monitoring of educational standards.

Research and Audit

- Maintain accurate records of episodes of learning and support, in order to measure impact and success in clinical practice.
- Remain up to date and ensure that clinical practice and academic teaching are evidence-based, ensuring dissemination of research findings.
- Facilitate and undertake audits of the clinical areas.
- Promote and support palliative care research.
- Use reflective practice as a means to identify opportunities for development and change.

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 times, through education and training.
- Utilise user involvement in service development.
- Contribute and adhere to all relevant Bolton Hospice and Wigan & Leigh Hospice policies and procedures.

Communication

- Attend and participate in organisational meetings to ensure awareness of developments within the area of practice and across the organisation.
- Provide support and guidance to staff in both IPU and other clinical services, ensuring the ongoing development and updating of evidence-based clinical practice in both organisations.
- 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

- The post holder will work across both sites on a daily rotational basis. The successful candidate will be employed and managed by Bolton Hospice.
- The post holder will work predominantly during the week, but some weekend and/or evening working will be required to train and support night staff.
- 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 the respective hospice's policies, procedures and systems.

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 and Wigan & Leigh 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.

Training

Managers are required to take responsibility for their own and their staff's development. All employees have a duty to attend mandatory training as required by both Bolton Hospice and Wigan & Leigh Hospice.

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 respective organisations for further advice. All employees are required to attend safeguarding awareness training and to undertake additional training appropriate to their role within the respective organisations.

Disclosure & Barring Service Check

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

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 and Wigan & Leigh Hospice Policy. 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.

Hospice Values

Adhere to and promote the core values of both hospices:

Bolton Hospice:	Constantly striving for excellence and continual improvement Being committed to embracing, valuing and respecting diversity Respecting, supporting and celebrating our volunteers Trust, respect, honesty and integrity in all we do
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Wigan & Leigh Hospice:	Care, Accessibility, Respect, Excellence
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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

Job Title:	Clinical Practice Educator
Department:	Education
Grade:	Band 6

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.

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	Registered General Nurse Degree in health or education related subject	Leadership or Management qualification ENB 998/mentorship or equivalent experience Enhanced / Advanced Communication Skills Post Registration qualification in Palliative/End of Life Care. PGCE Teaching Qualification (Or willing to work towards)	Application Form Interview
EXPERIENCE	Experience of planning, delivering and evaluating education and training Proven experience of managing change Application of evidence to practice Evidence of multi-professional working Understanding and evidence of application of the NMC, and other, professional codes of conduct to practice	Writing policies and procedures Specialty working in the hospice sector Project management Data analysis	Application Form Interview
SKILLS	Ability to manage risk effectively Ability to plan personal and professional development of self and others Computer literacy including database packages Ability to travel independently		Application Form Interview

Continued overleaf...

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
SKILLS	<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>		
KNOWLEDGE	<p>Good understanding of research and ability to carry out audits</p> <p>Up to date knowledge base of speciality</p>	Awareness of the need for succession planning	<p>Application Form</p> <p>Interview</p>
PERSONAL ATTRIBUTES	<p>Able to work proactively, independently and on own initiative</p> <p>Strong teamwork ethic</p> <p>Assertive and confident</p> <p>Approachable and supportive</p> <p>Able to inspire trust and respect</p> <p>Excellent attendance record</p> <p>A commitment to the vision and values of Hospice Care</p>		<p>Application Form</p> <p>Interview</p>