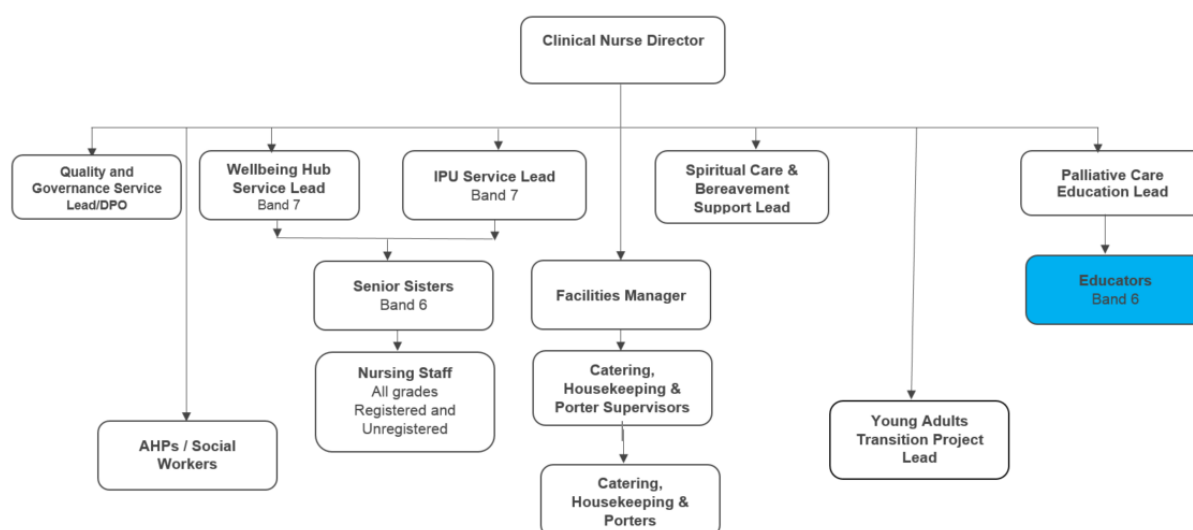


## JOB DESCRIPTION

|                        |   |
|------------------------|---|
| <b>Job Title:</b>      | <b>Palliative Care/Clinical Practice Educator</b> |
| <b>Department:</b>     | Education   |
| <b>Post Holder:</b>    | tbc   |
| <b>Pay Scale:</b>      | Band 6  |
| <b>Reports to:</b>     | Education and Development Lead                    |
| <b>Accountable to:</b> | Chief Executive Officer                           |

### Organisation Chart:



|                                   |   |
|-----------------------------------|---|
| <b>Job Purpose:</b>               | <p>To work alongside the Palliative and EoLC Educator, the workforce and external agencies to ensure practice based learning enhances clinical expertise and effectiveness.</p> <p>To support the long and short term strategic plans for the provision and development of education and training across service providers for staff of different disciplines at all levels of the organisation and externally.</p> <p>All courses should be research based and encourage the highest standards of clinical practice.</p> <p>To support the development and maintenance of an outreach education program that encourages high standards of palliative care across the health sector and maximises Hospice income.</p> <p>To engage with local communities to raise the profile of hospice services</p> <p>Support the Clinical Nurse Director and Education and Development Lead in ensuring high standards of quality across the organisation.</p> |
| <b>Key Working Relationships:</b> | <p>Education and Development Lead and team</p> <p>Clinical Nurse Director</p> <p>Medical Director and Medical team</p> <p>Chief Executive Officer</p>   |

|  |   |
|--|---|
|  | Service Leads/Managers and teams within the Hospice<br>Members of the MDT<br>Bolton and GM Palliative and End of Life Care Education Alliance<br>Bolton Integrated Care Partnership |
|--|---|

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| <p><b><i>Role Responsibilities:</i></b></p> <p><b>Managerial/Leadership</b></p> <ul style="list-style-type: none"> <li>• Participate in the provision of education in specialist palliative care services and allied areas of health and social care.</li> <li>• Have an awareness of the education budget.</li> <li>• Ensuring all facilities are booked for education.</li> <li>• Establish, maintain and develop educational activities within the Hospice and promote such activities within agreed areas.</li> <li>• Forge links with external organisations such as the hospital, community health and social care services including care homes, university and non-health organisations.</li> <li>• Submit statistical information and complete reports as necessary.</li> <li>• Maintain appropriate records in accordance with Hospice policy.</li> <li>• Evaluate own teaching input and actively participate in quality assurance evaluation and audit.</li> <li>• Attend appropriate internal and external meetings.</li> <li>• Support and feed into the Hospice Education Strategy and meetings.</li> <li>• Be proactive in identifying ongoing educational needs and marketing programmes of study days that provide relevant educational opportunities.</li> <li>• Attend and actively participate in the Bolton Education Alliance and GM Education Alliance where appropriate.</li> <li>• To participate in annual KSF reviews, maintain a personal development plan and professional portfolio where applicable and providing evidence of continual professional development.</li> <li>• Support and maintain the education department's contacts with other major institutions involved.</li> <li>• Be an inspirational leader who visibly demonstrates the hospice's vision, values and service quality, in practice.</li> <li>• Ensure that statutory obligations are met and that all staff follow those that are relevant to the clinical area.</li> <li>• Write, review and update clinical policies as necessary and to ensure all relevant staff are aware of their content.</li> <li>• Work with Human Resource to support staff wellbeing.</li> </ul> <p><b>Education and Training</b></p> <ul style="list-style-type: none"> <li>• Developing programmes of study that are evidence based.</li> <li>• Participate in relevant educational projects within the organisation and externally.</li> <li>• Support the planning, teaching and evaluation of specific course elements or modules relevant to palliative care for the Hospice and external agencies.</li> <li>• Support students in both undergraduate and post graduate programmes.</li> <li>• Work with Hospice staff to develop their teaching and presentation skills.</li> <li>• To be able to develop and support Hospice staff with clinical skills</li> <li>• Supervise students as appropriate for the purpose of independent studies, dissertation</li> </ul> |
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and other practice-based modules/course.

- Contribute to the development of practice based learning.
- Work with departmental managers in the development of educational opportunities for all Hospice staff.
- Contributes to relevant professional forums associated with the educational role.
- Contributes to local, regional and national initiatives in relation to EOLC and Specialist Palliative Care.
- To maintain academic and theoretical credibility both within palliative care and within the broader context.
- To participate in and assist with clinical supervision.
- To facilitate and support In-Service Education activities of staff and volunteers.
- Maintain training records for all Hospice staff.
- Identify innovative methods to promote learning to embed highest standards of care and compassion in all care delivered.
- Assist in the development and maintenance of the quality improvement processes at Bolton Hospice.
- Work closely with HR to ensure training requests are appropriate.
- Be a source of expert advice through mentoring and educating the healthcare professional team, students of all disciplines and other members of the multidisciplinary team, regarding palliative care needs.

### **Communication**

- Be responsible for ensuring the effective cascade of internal information within the department/organisation as appropriate.
- Foster and maintain effective communication in own team, across all departments and with external stakeholders.
- Attend and participate in organisational meetings to ensure awareness of developments within the organisation and ensure outcomes are communicated to staff.

### **Clinical**

- To maintain clinical skills and credibility by undertaking relevant clinical practice throughout the Hospice and in other settings as required.
- Together with the Clinical Nurse Director and Education and Development Lead identify and develop strategies, which will explore links and collaboration between practice development and education.
- To provide specialist clinical advice and empower other nurses, health care professionals and agencies in the delivery of high quality palliative care.
- To plan competence based training for all clinical staff.
- To demonstrate clinical leadership in appropriate situations and role model at all times.
- To ensure all clinical practice is in accordance with the requisite professional code of conduct, Hospice policy/procedure and applicable to the post holders' background.
- Utilise evidence based practice initiatives in the development of clinical and educational activity.
- Adhere to the NMC Code of Professional Conduct in the performance of nursing duties and to be professionally accountable for all actions whilst on duty.
- Respect the individuality, values, cultural and religious diversity of patients and promote multi-professional provision of a service sensitive to their needs.

### **Governance Responsibilities**

- Promote the Hospice's quality and standards of service ensuring patients, staff, volunteers and the public reside in a safe, well managed environment. .
- Working with the Clinical Nurse Director and Education and Development Lead, ensure that the Hospice complies with Care Quality Commission standards, supporting the implementation of any action plans necessary to address recommendations following inspections.
- Ensure medicines and medical equipment are managed in accordance with Hospice policies, procedures and national regulations and guidance.

### **Finance**

- Manage cash donations securely in line with policy and procedure.
- Work with Education and Development Lead and Income Generation to identify and support the application for appropriate grant funding opportunities.

### **Research and Audit**

- To remain up to date and ensure that their clinical practice and academic teaching are evidence based ensuring dissemination of research findings
- Be part of annual educational audit of the clinical areas for the Hospice.
- To promote palliative care research and support staff when required
- To identify and participate in audit, research and evaluation of relevant clinical services and programmes.

### **Continuous Self-Development**

- Ensure continuous self-development to ensure knowledge, skills and competence are relevant to the service.
- Keep up to date with current issues in nursing and changes in clinical practice (both internally and externally) and to ensure ongoing personal development in line with NMC requirements.
- Attend mandatory and statutory training as required by the role and the Hospice.

### ***General Responsibilities:***

#### **Health and Safety**

All employees have a duty to report and 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**

Comply with policies and procedures for correct disposal of waste, sharps and soiled linen. Be accountable for the cleanliness of the department, liaising with and where necessary directing the housekeeping team to minimise hospice acquired infections.

#### **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 the 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 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.

**Valuing Equality and Diversity**

All hospice staff should promote the core values of the Hospice i.e. compassion, respect, professionalism, excellence, inclusivity and collaboration. 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.

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.

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|---------------------|--|-------|--|
| Employee Name:      |  |       |  |
| Employee Signature: |  | Date: |  |

|                    |  |       |  |
|--------------------|--|-------|--|
| Manager Name:      |  |       |  |
| Manager Signature: |  | Date: |  |

## PERSON SPECIFICATION

|                    |   |
|--------------------|---|
| <b>Job Title:</b>  | <b>Palliative Care/Clinical Practice Educator</b> |
| <b>Department:</b> | Education   |
| <b>Pay Scale:</b>  | 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.

|                             | <b>ESSENTIAL</b>   | <b>DESIRABLE</b>   | <b>METHOD OF ASSESSMENT</b>      |
|-----------------------------|--|--|----------------------------------|
| <b>QUALIFICATIONS</b>       | <ul style="list-style-type: none"> <li>• NMC Level 1 Registration</li> <li>• Palliative Care Qualification</li> <li>• Enhanced/Advanced Communication Skills training</li> </ul>   | <ul style="list-style-type: none"> <li>• Palliative care degree or working towards</li> <li>• Teaching Certificate</li> <li>• Leadership/ Management Training</li> </ul>       | Application Form<br>Certificates |
| <b>EXPERIENCE</b>           | <ul style="list-style-type: none"> <li>• Sound experience within the speciality.</li> <li>• Experience of working and teaching within the clinical area.</li> <li>• Proven experience of managing change.</li> <li>• Ability to manage risk effectively.</li> <li>• Application of evidence to practice.</li> <li>• Evidence of multi-professional working.</li> <li>• Understanding and evidence of application of the NMC and other professional codes of conduct to proactive.</li> <li>• Ability to plan personal and professional development of self and others.</li> <li>• A willingness to undertake relevant training</li> </ul>  | <ul style="list-style-type: none"> <li>• Experience of working with volunteers</li> </ul>  | Application Form<br>Interview    |
| <b>KNOWLEDGE AND SKILLS</b> | <ul style="list-style-type: none"> <li>• Knowledge of Care Quality Commission (CQC) KLOEs for hospices.</li> <li>• Up to date knowledge base of speciality</li> <li>• Excellent interpersonal and relationship-building skills</li> <li>• Time management and workload prioritisation</li> <li>• Ability to motivate and develop staff</li> <li>• Excellent record keeping with data analysis, report writing and presentation skills</li> <li>• Clinical credibility within the sphere of palliative care.</li> <li>• Excellent IT skills.</li> <li>• Excellent written and oral communication skills.</li> <li>• Punctual, reliable and flexible.</li> <li>• Presentation skills.</li> </ul> | <ul style="list-style-type: none"> <li>• A working knowledge of the Mental Capacity Act in practice, including DoLs and the new Liberty Protection Safeguards (LPS)</li> </ul> | Application Form<br>Interview    |

|                                       |  |  |                            |
|---------------------------------------|--|--|----------------------------|
| <b>VALUES AND PERSONAL ATTRIBUTES</b> | <ul style="list-style-type: none"> <li>• Resilience for self</li> <li>• Calm and confident</li> <li>• Team player</li> <li>• Honesty and reliability</li> <li>• Conflict resolution</li> <li>• Ability to inspire trust and respect</li> <li>• Act as an ambassador for Hospice services and values</li> <li>• A willingness to undertake relevant training</li> </ul> |  | Application Form Interview |
| <b>OTHER</b>                          | <ul style="list-style-type: none"> <li>• A full UK driving licence</li> <li>• Enhanced and Adult Barring Check</li> <li>• Able to work flexibly</li> </ul>   |  | Recruitment checks         |