

JOB DESCRIPTION

JOB DETAILS:

Job Title:	Clinical Skills Trainer
Band:	Band 5
Directorate:	People Services
Department:	Somerset System Care Workforce Talent Hub
Base:	Beehive Training Venue – travel county wide when necessary
Responsible for:	Assistant Clinical Skills Trainer
Responsible to:	Training, Onboarding & Retention Lead

Job Purpose:

To assist with and become an integral part of the Somerset System Care Workforce Talent Hub by providing clinical skills training and competency assessment to colleagues recruited to the Workforce Talent Hub.

You will support colleagues by ensuring they are trained to provide a safe and effective service, including Vaccination across Somerset FT Trust and direct patient contact activities that support with daily living within community or hospital settings.

Work with learning administrators to ensure the attendees and relevant registers/competence records are completed and passed for entry to the system on a daily basis.

Develop and deliver both national frameworks and local training to individuals, or small groups or teams providing specialist advice as and when required.

Provide practical support to front line teams with the implementation of vaccination Standard Operating Procedures at a local level to ensure consistent high quality service.

Deliver established teaching topics to individuals/groups of learners in various settings, to include ward/classroom/ teams.

As and when required, assist in the induction, supervision and training of Healthcare Support Workers at Band 2 & 3s, student Assistant Practitioners & TNA's and student nurses with the training of the National Early Warning Scoring system (NEWS), fluid balance, vital signs, SBAR and Sepsis training and delivery of patient care.

To support development of staff in the team and to act as a positive role model for colleagues.

To work with other community services when requested by the Somerset System Care Workforce Talent Hub.

Date of Job Description: April 2022

Duties and Responsibilities

Communication and Key Working Relationships

KEY RELATIONSHIPS

- Training Co-ordinator
- Training & Onboarding Administration Team
- Clinical Skills Lead
- Clinical Skills Team
- Learning Administration Team
- Clinical and non-clinical colleagues across the Trust

Communicate with all colleagues, internal and external contacts in a courteous, professional and timely manner at all times by various methods, i.e. telephone, written, face to face

Establish good working relationships with the clinical skills team and wider Trust colleagues

Arrange times and dates for training/competency assessment

Use engaging, motivational and persuasive skills when delivering training and assessing competence

Attend and contribute to regular team meetings

Report any incidents by way of Trust Incident Reporting system

Planning and Organisation

Plan and coordinate workload around team availability, skills and geography

To plan and implement learning programmes to meet specific service needs

Liaising with the training lead and onboarding team to coordinate training in a timely manner

Assist with the organisation of equipment, and other resources as required

Delivering regular learning programmes and competency assessment to groups or individuals using technology enhanced learning, such as simulation or demonstration and observation of competency skills

Analytics

To be able to address straightforward problems in their day to day work, reporting concerns to their supervisor in a timely manner

Be able to adapt delivery of training and competency assessment, as needed for specific colleagues and settings, through an awareness of different teaching methods and best practice

Undertake surveys, audits as necessary to own work; may occasionally participate in

clinical trials or equipment testing

Recognise risk in relation to care provision

Participates in Trust surveys audits

Responsibility for Patient / Client Care, Treatment & Therapy

Provide training and competency assessments in Trust sites and training bases across the county

Understand and be able to carry out reflective practice

Be able to work under own initiative within the remit of the role

Assist with emergency treatment in the event of cardiac arrest or emergency situation, within own skill level

Policy, Service, Research & Development Responsibility

Read and adhere to all Trust policies and best practice guidance

Participate in Quality Improvements projects and relevant audits related to this service

To ensure that all training and advice is evidence based and that it reflects the Safe Operating Procedures, policies and national guidelines available to underpin clinical practice, where appropriate.

Responsibility for Finance, Equipment & Other Resources

Prepare and replenish equipment and paperwork for training/competency assessment

Ensure training equipment is repaired and maintained when needed

Contribute to discussions on efficiency savings within the directorate

Utilise equipment and resources in an efficient and cost-effective way

Seek opportunities to improve the training and competency assessment process

Responsibility for Supervision, Leadership & Management

Provide guidance and support to colleagues in designated clinical skills

To line manage and support junior staff within the environment/ job role and sign off their competencies

Provide cross cover for colleagues during periods of absence, when required

To act as a clinical and educational role model

Provide cross cover for colleagues during periods of absence, when required

Information Resources & Administrative Duties

To assist in keeping appropriate training records, and upload training records to OWL in a timely way

Set up and maintain a database of clinical skills training and competency assessments

(working with the clinical skills team) carried out by the team, and provide data as required. Review data regularly to ensure it is accurate and relevant.

Ensure training packages and competency assessments are standardised and review with the topic leads regularly

Any Other Specific Tasks Required

To contribute to relevant projects in relation to the development of the Trusts' organisational objectives as required/ appropriate.

Attend mandatory training updates as required

Attend the Future-Learn Teaching Course (if not already completed)

Travel to different training locations, whilst transporting training equipment

Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

General Information

At all times promote and maintain the safety of children by working according to the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

Confidentiality

The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the General Data Protection Act (2018), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

Equality & Diversity

Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

Safeguarding

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact.

Risk Management / Health and Safety

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974, ensure that agreed safety procedures are carried out and maintain a safe environment for employees, patients and visitors.

Records Management

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the General Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

Clinical Governance

The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.

Prevention and Control of Healthcare Associated Infection

The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

Smoking

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

Policies & Procedures

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

Sustainability Clause

Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.

Person Specification

This is a specification of the Qualifications, Skills, Experience, Knowledge, Personal Attributes and Other Requirements which are required to effectively carry out the duties and responsibilities of the post (as outlined in the Job Description).

Requirement	Essential / Desirable	How Assessed
<p><u>BEHAVIOURS ALIGNED WITH TRUST VALUES</u></p> <ul style="list-style-type: none"> • Outstanding care • Listening and leading • Working together 	<p>E E E</p>	<p>Interview & Application form</p>
<p><u>QUALIFICATIONS & TRAINING</u> <u>Evidence of Qualifications required</u></p> <p>Registered Health Professional</p> <p>Mentoring or equivalent qualification</p> <p>Recognised teaching qualification or willingness to work towards a level 3 Education & Training Award</p> <p>Has completed the FutureLearn Train the Healthcare Trainer course – or willingness to do so</p>	<p>E D E E</p>	
<p><u>KNOWLEDGE</u></p> <p>A good understanding of health and social care models.</p> <p>Fundamental understanding of the topics required to teach</p> <p>Basic knowledge of NHS legislation, including confidentiality, health and safety, manual handling and data protection</p>	<p>E D E</p>	
<p><u>EXPERIENCE</u></p> <p>Experience in clinical teaching or mentoring at Band 5 or above.</p> <p>Experience of working across organisational boundaries in a health care setting.</p> <p>Experience of multi-disciplinary team working.</p> <p>Experienced in the use of IT applications, specifically experience Microsoft programmes including Teams</p>	<p>E D D E</p>	
<p><u>SKILLS & ABILITIES</u></p>		

<p>Ability to recognise opportunities for solutions and manage challenging situations in a calm and professional manner.</p> <p>Able to take instruction and direction and work effectively as part of a team.</p> <p>Ability to record and retrieve information on paper/electronic records as appropriate.</p> <p>Able to deliver clinical skills training and competency assessment in a range of clinical skills. Willingness to undertake</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p>	
<p>COMMUNICATION SKILLS</p> <p>Evidence of a good standard of Literacy / English language skills</p> <p>Good interpersonal skills with the ability to communicate effectively with colleagues, carers and family members, remaining sensitive and empathetic</p> <p>Listens to others' views, respecting and valuing individual's needs.</p> <p>Confident and able to articulate self-confidently with senior staff</p> <p>Good standards of written communication skills with the ability to use email and internet.</p> <p>Have an understanding of risk and take action in accordance within their sphere of competency.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
<p>PLANNING & ORGANISING SKILLS</p> <p>Ability to organise and prioritise own time</p> <p>Ability to work as part of a team and on own initiative</p> <p>Ability to motivate self and others</p> <p>Able to work flexible shifts</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	
<p>PHYSICAL SKILLS</p> <p>Able to be able to travel to different care settings whilst transporting training equipment</p> <p>Able to carry training equipment as needed</p> <p>Able to deliver training and competency assessment of designated clinical skills in a variety of settings</p>	<p>E</p> <p>E</p> <p>E</p>	
<p>OTHER</p> <p>Willingness to use technology to improve standards of care and support to our patients</p>	<p>E</p>	

Willingness to learn new skills required for the role and attend relevant training courses	E	
Willingness to develop the skills required for assessing competence	E	

SUPPORTING BEHAVIOURS

To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values/standards and reflect these as their behaviours:

Outstanding Care:

- We treat everyone with dignity, kindness and respect.
- We involve patients, relatives, carers and colleagues in decision-making.
- I ensure that my actions contribute to outstanding care regardless of my role.
- I admit mistakes, apologise and learn from them.
- I champion the health, safety and wellbeing of patients, relatives, carers and colleagues.
- I speak up when others cannot.

Listening and Leading:

- I lead with empathy, taking responsibility for how my emotions and actions affect others.
- I inspire others to embrace change, encouraging them to see their part in the bigger picture.
- I strive to be the best I can be.
- I value the opinions and contributions of colleagues, patients and others.
- I encourage innovation and am open to new ideas.
- I listen with interest and take action if I am able.

Working Together:

- I collaborate with others to achieve shared goals.
- I communicate clearly and appropriately.
- We work together to overcome challenges.
- I ask for help and always assist those in need.
- I thank colleagues for their contributions and celebrate shared successes.
- I use resources effectively, treating every £ as if it were my own.

SUPPLIMENTARY INFORMATION

Physical Effort	Yes	No	If yes – Specify details here - including duration and frequency
Working in uncomfortable / unpleasant physical conditions		X	
Working in physically cramped conditions		X	
Lifting weights, equipment or patients with mechanical aids		X	
Lifting or weights / equipment without mechanical aids	X		Laptop and teaching aids
Moving patients without mechanical aids		X	
Making repetitive movements		X	
Climbing or crawling		X	
Manipulating objects	X		Vaccination equipment in order to demonstrate and deliver vaccines safely to patients
Manual digging		X	
Running		X	
Standing / sitting with limited scope for movements for long periods of time	X		Training within a clinic environment, with fast paced delivery schedules – not whole shifts, but will be multiple hours at a time potentially
Kneeling, crouching, twisting, bending or stretching	X		In order to administer vaccines
Standing / walking for substantial periods of time	X		During vaccination clinics, where competency assessment is taking place
Heavy duty cleaning		X	
Pushing / pulling trolleys or similar		X	
Working at heights		X	
Restraint ie: jobs requiring training / certification in physical interventions		X	
Mental Effort	Yes	No	If yes - Specify details here - including duration and frequency
Interruptions and the requirement to change from one task to another (give examples)	X		Training responses to patient and learner needs
Carry out formal student / trainee assessments	X		Competency assessments with vaccinations
Carry out clinical / social care interventions	X		Demonstrating vaccination skills

Analyse statistics		X	
Operate equipment / machinery	X		Vaccination equipment
Give evidence in a court / tribunal / formal hearings		X	
Attend meetings (describe role)	X		Working with the Training Co-ordinator and other resource hub colleagues
Carry out screening tests / microscope work		X	
Prepare detailed reports		X	
Check documents	X		Registers, competency logs or passport evidence for compliance
Drive a vehicle	X		Daily travel across multiple vaccination sites
Carry out calculations	X		Vaccination administration calculations as required
Carry out clinical diagnosis		X	
Carry out non-clinical fault finding		X	
Emotional Effort	Yes	No	If yes - Specify details here - including duration and frequency
Processing (eg: typing / transmitting) news of highly distressing events		X	
Giving unwelcome news to patients / clients / carers / staff		X	
Caring for the terminally ill		X	
Dealing with difficult situations / circumstances	X		Assessment decisions around competency
Designated to provide emotional support to front line staff		X	
Communicating life changing events		X	
Dealing with people with challenging behaviour	X		Patient contact and diverse learner base
Arriving at the scene of a serious incident	X		Awareness that vaccinations can result in anaphylaxis, so contact is possible during a clinic
Working conditions – does this post involve working in any of the following:	Yes	No	If yes - Specify details here - including duration and frequency
Inclement weather	X		Winter driving
Excessive temperatures		X	
Unpleasant smells or odours		X	
Noxious fumes		X	
Excessive noise &/or vibration		X	

Use of VDU more or less continuously		X	
Unpleasant substances / non household waste	X		Vaccination waste and sharps
Infectious Material / Foul linen		X	
Body fluids, faeces, vomit	X		Injection sites
Dust / Dirt		X	
Humidity		X	
Contaminated equipment or work areas	X		Vaccination materials
Driving / being driven in Normal situations	X		Regular travel across vaccination sites
Driving / being driven in Emergency situations		X	
Fleas or Lice		X	
Exposure to dangerous chemicals / substances in / not in containers	X		Vaccination medications
Exposure to Aggressive Verbal behaviour	X		Often patient facing
Exposure to Aggressive Physical behaviour	X		Often patient facing

The Knowledge and Skills Framework (KSF) outline for this post which demonstrates the skills and competencies required once in post should be considered in conjunction with this document.

Job Profile Agreement

Agreed and Signed:	(Manager)	Date:	
Agreed and Signed:	(Post Holder)	Date:	
Date Role Description is Effective From:			