

Job Description

Job Information	
Job Title:	Practice Educator
Directorate / Service:	Nursing (specialist Medicine)
AfC Band:	Band 7
Accountable to:	Lead Nurse
Reports to:	Line Manager
Base Location:	As Directed
AFC Job Code:	NM.NS.R0574
ESR Position Number:	

Job Summary

- To develop, initiate and monitor strategies for best practice and quality assured care within the Directorate.
- To co-ordinate the ongoing professional development, education and training of Registered Nurses, Allied Health Professionals (AHP's) and other staff. Providing practical support and acting as a resource and facilitator.
- To assist in the implementation of national guidelines in relevant area of practice.
- Develop training strategy and forward plan for the Directorate.

The role of Practice Educator falls broadly into the following categories. This role description is not considered exhaustive.

- Professional
- Education
- Clinical
- Quality
- Recruitment & Retention
- Operational Management
- Health & Safety

Confidentiality

Key responsibilities

Professional

1. Ensure that the relevant professional registration (e.g.: NMC / HPC) is maintained at all times.
2. Act at all times so as to provide and maintain public and staff confidence in the

service provided.

3. Promote an open and participative culture within the Directorate.
4. Maintain own professional development in accordance with the requirements of the professional bodies and the needs of the Directorate.
5. Maintain clinical contact as appropriate.

Quality

- Act as an effective agent of change within the Directorate.
- Ensure that all LUHFT policies are maintained at all times.
- Undertake staff counselling as appropriate in response to clinical incidents investigated.
- Take appropriate role in RCA's within directorate
- Assist with the development and initiation of clinical policies and practices within the Directorate, participating in working groups as necessary.
- Assist with, develop and initiate clinical policies and practices within the Directorate.

Recruitment & Retention

- Undertake and develop on-going nursing staff recruitment & retention project work / initiatives as required.
- Participate in staff selection / appointment processes, within the directorate, within the Trust and other external organisations as required.
- To undertake formal / informal counselling of staff as appropriate.
- To undertake trust disciplinary procedures as appropriate.

Operational Management

- Attend and actively participate in Directorate meetings.
- Participate in Directorate / Trust working groups aimed at the furtherment of operational / clinical practice and strategic forward planning.
- Actively contribute to Directorate strategy development.
- Participate in appropriate managerial duties as delegated by the Directorate Manager/Matron.
- Participate in annual staff Personal Development Programmes.
- Undertake the role of an authorised signatory authorising payment for goods and services related to the role.

Clinical Governance / Quality

- To develop, initiate and monitor strategies for best practice and quality assured care within the Directorate.

Education and training development

- Assist the Matron/Directorate Manager/Ward Manager in identifying & planning training and development requirements, acquired from personal development

plans.

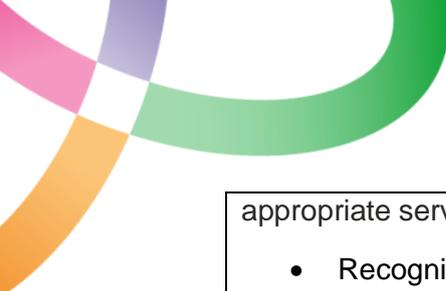
- Assist in the implementation of national guidelines within the relevant area of practice.
- Work collaboratively with the health care team in creating a vibrant learning environment.
- Development, initiation and evaluation of strategies for best practice and quality assured care within the Directorate
- To provide highly specialist clinical advice within the Directorate.
- To act in a consultative / resource capacity on nursing related matters.
- Recognise the educational needs of staff and apply appropriate remedial strategies.
- To establish and maintain a climate of lifelong learning.
- Establish and maintain a culture to enable Nurses/ AHP's to review their current practice and seek appropriate avenues for development.
- Maintain accurate records of all training undertaken.
- Promote staff development through mandatory specialist training.
- Act as mentor for nursing staff undertaking specialist further education.
- Coordinate & participate in the delivery of 'In-House' training sessions (e.g. clinical skills) and facilitate competency assessments as appropriate.
- Undertake training of other Health Care Professionals as needed(e.g. medical students, allied health care professionals)
- Promotion of interdepartmental and extra-departmental education initiatives.
- Liaise and participate with the Trust's Training & Development education initiatives.
- Provide appropriate educational support and assessment for student nurses within the department.
- Liaise and collaborate with The University of Liverpool and Liverpool John Moores University regarding pre and post registration nurse education initiatives.
- Establish and maintain links with other organisations to share and enable a broader view of nursing practice.
- Take the lead role in collaborating with further education institutes in relation to curriculum planning and course development.
- Act as visiting lecturer to educational institutes.
- Undertake specific educational audits as required (e.g. NMC)
- Produce and co-ordinate induction and preceptorship support for all nursing staff and delegate as appropriate.
- Undertake and develop on-going staff development project work and recruitment initiatives as required.

Equality and Diversity

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation (the Equality Act 2010) and to:

Act in ways that support equality and diversity and recognises the importance of people's rights in accordance with legislation, policies, procedures and good practice;

Valuing people as individuals and treating everyone with dignity and respect, consideration and without prejudice, respecting diversity and recognising peoples expressed beliefs, preferences and choices in working with others and delivering



appropriate services;

- Recognise and report behaviour that undermines equality under Trust policy.
- Be consciously aware of own behaviour and encourage the same levels of behaviour in colleagues.
- Acknowledge others' different perspectives and recognise the diverse needs and experiences of everyone they come into contact with.
- With the support of managers develop an equality and diversity objective through the personal development review process.

Values and Behaviours

We are Caring

We are kind to each other and always show compassion to ourselves and others.

We know we are doing this when:

- We are always **kind** and **compassionate** to ourselves, our patients, families and colleagues;
- We **recognise** and **appreciate** each other, taking pride in working here and our contribution to success;
- We are **professional** and always seek to deliver the best standards of care.

We are Fair

We treat people equitably and value their differences.

We know we are doing this when:

- We value **everyone** for their unique contribution and we embrace diversity;
- We are confident in **speaking up** and we support all our colleagues to do the same;
- We are **open and honest**.

We Are Innovative

We work as a team to continuously improve the way we deliver and transform health care.

We know we are doing this when:

- We **continuously improve** the services we deliver and pioneer new ways of doing things;
- We **learn from mistakes**, striving to ensure we get things right first time;
- We **create and share knowledge** with each other, patients and our professional communities.

Infection Prevention & Control

All staff will adhere to infection control policies and procedures at all times and carry out role specific duties as per roles and responsibilities.



Confidentiality
Confidentiality/Data Protection regarding all personal information and Trust activity must be maintained at all times (both in and out of working hours). All staff should ensure that they are familiar with and adhere to all Trust privacy, confidentiality and security policies and procedures. Any breach of confidentiality will be taken seriously and appropriate disciplinary action taken.
Freedom of Information
In accordance with Freedom of Information and other associated legislation, the Trust may be required to make public recorded information available upon a request, or do this as part of a publication scheme. Please note, that in your public role, your name or job role may be contained in a document that is published in accordance with such legislation.
Management of Risk & Health and Safety
All employees have a duty to take reasonable care to avoid injury to themselves or to others and to co-operate with the Trust in meeting its statutory requirements. All employees will proactively contribute to the management of risk by identifying hazards in the workplace which have the potential to cause harm, raising issues of concern and risk to the appropriate level.
Safeguarding Children and Vulnerable Adults
All trust employees are required to act in such a way that at all times safeguards the health and well being of children and vulnerable adults. Familiarisation with and adherence to trust Safeguarding policies is an essential requirement of all employees, as is participation in related mandatory/statutory training.
IT Skills
All staff are expected to have or to gain a minimum of basic level IT skills to enable them to use the Trust IT systems to support Trust services and needs. All staff should be familiar with relevant IT systems and security policies and procedures.
Records Management
All staff are personally responsible for record keeping. A record is anything that contains information in any medium e.g. paper, tapes, computer information, etc. which have been created or gathered as a result of any NHS activity. All individuals within the Trust are responsible for any records they create or use. Please ensure that records are retained in accordance with the Records Management Policy and are stored in a manner that allows them to be easily located in the event of a Freedom of Information (FOI) request.

Information Quality
All staff must ensure complete and accurate data is collected to the highest standard at all times. Data collection should be supported by adequate documentation and processes should be regularly reviewed. Staff should ensure that processes conform to national standards and are fit for purpose. All staff should comply with the Information Quality Policy.
Professional Responsibility
As per any required registration and LUHFT policy
Clinical Responsibility
<ul style="list-style-type: none"> • Ensure that all LUHFT policies are maintained at all times. • Responsible and accountable for the continual assessment of care needs. • To provide expert clinical care within the clinical area. • To act in a consultative capacity on nursing related matters. • Facilitate an effective flow of communication within the clinical area. • Maintain effective harmonious team dynamics and structure at all times. • Demonstrate the ability to act as an effective agent of change within the clinical area. • Assist in the development and initiation of clinical policies and practices within the Directorate
Administration Responsibility
n/a
Research
<ul style="list-style-type: none"> • Undertake specific educational audits as required
Strategic role
n/a
HR Management
<ul style="list-style-type: none"> • Participate in appropriate managerial duties as delegated by the Directorate Manager/Matron. • Participate in annual staff Personal Development Programmes.
Financial Responsibility
<ul style="list-style-type: none"> • Undertake the role of an authorised signatory authorising payment for goods and services related to the role.
Change of Job Description
The duties outlined above are not intended to be exhaustive and may change as the needs of the department alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with the needs of the Trust.

Person Specification

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AfC Band:	7	AfC Job Code:	NM.NS.R0574

Person Specification				
	Qualifications	Essential	Desirable	Assessment
1	First level nurse RGN/ Current NMC registration	E		
2	Relevant area of practice certificate	E		
3	Teaching & assessing/mentorship certificate	E		
4	Specialist Nursing Diploma in area of practice	E		
5	1 st Degree		D	
	Experience	Essential	Desirable	Assessment
6	Demonstrable experience at band 6	E		
7	Operational management experience in relevant area of practice	E		
8	Demonstrable Staff development experience	E		
	Knowledge	Essential	Desirable	Assessment
9	Expert clinician	E		
10	Demonstrates understanding of current issues affecting relevant area of practice provision	E		
11	Demonstrates innovative approaches to the delivery of healthcare	E		
12	Demonstrates understanding of Clinical Governance	E		
	Skills	Essential	Desirable	Assessment
13	Excellent interpersonal skills	E		
14	Excellent communication – written / verbal	E		
15	Excellent presentational / teaching skills	E		
16	Demonstrates a flexible approach to team working	E		

