

AGENDA FOR CHANGE: JOB DESCRIPTION

Post title:	<i>Lead Clinical Educator</i>
Directorate/department:	<i>NIHR Clinical Research Facility</i>
	<i>THQ directorate R&D</i>
Agenda for Change band:	<i>Band 7</i>
Accountable to:	<i>Head of Nursing, Matron for CRF , Lead Research Nurse Specialist,</i>
Accountable for:	<i>Clinical Research Educator Band 6</i>
Main purpose:	<p>Manage and lead education and clinical skills improvement for the staff within the teams of Southampton Research in collaboration with Senior Research Nurse Leaders with particular focus on CRF staff.</p> <p>Work alongside all levels of staff providing expert supervision, teaching and assessment of competence.</p> <p>Support staff in their professional and personal development</p> <p>Provide professional nursing leadership and support at departmental level in CRF in collaboration with Matrons to enhance nursing practice and strategy.</p>
Key working relationships:	<p><i>Please outline post holders, or functions that the post will build and maintain key working relationships with in order to carry out the role effectively</i></p> <p>Nursing staff within the CRF and other Southampton Research teams</p> <p>Multi Professional Teams</p> <p>Divisional Head of Nursing</p> <p>Lead Research Nurse Specialist</p> <p>Research Matrons</p> <p>Clinical Research Educator</p> <p>Medical Staff</p> <p>Allied Health Care Professionals</p> <p>CRF Management Team</p> <p>University of Southampton</p> <p>Associate Director of Nursing for Education</p> <p>Trust Education Leads</p> <p>Resus and Outreach service</p> <p>Clinical skills service</p> <p>Other CRFs</p> <p>UKCRF Network Education Workstream</p>
General duties:	<p><i>Please list the key duties of the post</i></p> <p>Provide specialist clinical practice & education within the CRF in partnership with the Multi-Professional Teams (MPT).</p> <p>Implement, monitor and evaluate clinical practice in accordance with the needs of the patient group.</p> <p>Collate statistical information and prepare monthly reports as required compliance.</p> <p>Undertake Deputy CAS Alert role for CRF</p> <p>Work with both the Divisional and Trust Education Leads in developing Practice Based Learning (PBL) and Work Based Learning (WBL).</p>

<p>Clinical Practice</p>	<p>Develop inter professional collaboration and work in partnership with the MPT across the research infrastructure</p> <p>Have an in-depth knowledge of relevant National and Local Health Policy issues, NIHR and research policy and their implications to the relevant agenda.</p> <p>Implement policies for the Department.</p> <p>Ensure that the CRF, and other Southampton Research staff are updating their research and statutory and mandatory training and entering the data on the current training tables to demonstrate 100% compliance.</p> <p>Facilitate the development, implementation and revision of care policies, guidelines and competencies for the MPT working in partnership with the Trust Education Leads.</p> <p>Work in partnership with the Head of Nursing, CRF Matrons, Lead Research Nurse Specialist Senior Sisters and Clinical Lead to develop a clinical practice strategy that is driven by Clinical need.</p> <p>Deputise for CRF Matrons as required</p> <p>Undertake Nurse In Charge for the CRF as required.</p> <p>Support CRF Senior Sisters as a member of the senior leadership team of the CRF</p> <p>Provide line management for junior colleagues as delegated.</p> <p><i>It may be helpful to separate these into sub headings.</i></p> <p><i>Please be specific, clear and unambiguous to describe the main duties.</i></p> <p>Responsible for own clinical practice without direct supervision.</p> <p>Demonstrates an expert level of knowledge, skill and understanding of clinical research practice.</p> <p>Act as a role model who leads by example in regard to attitudes, conduct and appearance.</p> <p>Provide expert research, clinical and professional advice and support to research staff.</p> <p>Provide a PBL approach, working alongside clinical staff, providing support and education. Thus, facilitating a learning environment and development of staff. Maintain appropriate documentation in accordance with agreed standard operating procedures.</p> <p>Lead and guide in the development of Standard Operating Procedures (SOPs). Alongside Lead Research Nurse Specialist and QA Lead, assess the impact of new or reviewed SOPs and ensure that any training needs are met.</p> <p>Utilise constructive communication skills to diplomatically identify areas of concern regarding medical /nursing/research practice to respective managers.</p> <p>Promote nursing care that is based on the latest research findings and constitutes best practice.</p> <p>Ensure that research and clinical practice is in accordance with Trust Policies, Procedures and Guidelines, the NMC Code of Conduct, the Scope of Professional Practice, ICH GCP, MHRA Phase 1 accreditation and UK Policy Framework for Health and Social Care Research</p> <p>Lead on the Induction and Orientation of new staff members with regards to education development.</p> <p>Lead on induction of outside users to the CRF so that safe practice is maintained.</p> <p>Provide/facilitate regular research and clinical teaching within the Department.</p> <p>Work closely with staff on learning beyond registration courses, assessing where appropriate.</p> <p>Develop a unit wide inter professional education programme and teach/facilitate others.</p> <p>Undertake a link Coordinator role – such as a local Fire Warden working with</p>
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<p>Education and Professional Development</p>	<p>other Fire Wardens to take responsibility for implementing policies, cascading information and delivering training as required.</p> <p>Identify the learning needs of Department staff in conjunction with Matrons, Lead Research Nurse Specialist and Senior Sisters/Charge Nurses.</p> <p>Chair Education Strategy Group meetings, preparing agendas and documents as required</p> <p>Provide reports to Education Strategy Group as required.</p> <p>Work with Lead Research Nurse Specialist to undertake regular Training Needs Analysis in the Department. Identifying areas of education need and advising on the purchasing of appropriate courses.</p> <p>Lead in the development of multi-professional clinical competencies based on evidence based practice and ensuring a robust competency maintenance system is developed.</p> <p>Co-ordinate and participate in the formal and informal education and training of members of staff in the Department.</p> <p>Participate in the development of staff to undertake extended roles within their scope of professional practice</p> <p>Maintain own professional and personal development. through clinical practice.</p> <p>To educate and support individuals who have been involved in clinical incidents and act accordingly regarding further prevention. Collaborate with Lead Research Nurse Specialist Matrons and senior team to ensure the provision of high quality Evidence Based Practice.</p> <p>Work with the UKCRFN education workstream on national initiatives to encourage standardised development of UK wide research staff</p>
<p>Research and Development</p>	<p>Work in collaboration with the MPT to support and develop research projects.</p> <p>Collaborate and guide the NIHR CRF Resus Link nurses to ensure the provision of emergency scenario training and regularly review emergency scenario CAPA completion with the QA lead.</p> <p>In collaboration with the new projects team, contribute to the assessment of new projects with special consideration to education and training needs.</p> <p>Explore and develop Patient Group Directives, Operational Policies and Expanded Scope of Practice Protocols as dictated by clinical demand.</p> <p>Promote service development for higher acuity patients and healthy volunteers in Phase 1 studies</p> <p>Present at local, Trust and national conferences as applicable.</p> <p>Act as a resource for other staff writing abstracts and preparing posters and talks for presentations.</p> <p>Act as an ambassador for the CRF, taking opportunities to promote the CRF and clinical research in general.</p> <p>In liaison with Matrons, Lead Research nurse Specialist and Senior QA lead ensure that MHRA Phase 1 education and training requirements are met.</p> <p>All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.</p>

IMPORTANT ADDITIONAL INFORMATION RELATING TO YOUR EMPLOYMENT

Duty of care	<p>You are responsible for ensuring that the patient, family and carers are at the centre of everything you do.</p> <p>Be open, honest, and willing to acknowledge when something has gone wrong. Make timely apologies and take action to report incidents, including near misses; to ensure that as an organisation we learn.</p> <p>You should continuously seek to reduce harm by speaking up to managers and leaders if you believe that a lack of skills, knowledge, or resources place patients at a risk of harm or if your concerns are not being listened to. Managers and leaders must listen to others when they raise concerns and take action.</p> <p>Wholeheartedly commit to learning about safety, continually striving to improve excellent care. Develop your own ability to detect and correct defects.</p>
NHS standards of business conduct and professional registration	<p>All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.</p> <p>All clinical professionally regulated staff must abide by the codes of conduct issued by their respective regulatory bodies (e.g. NMC, GMC, HPC) and ensure that they maintain updated registration as required by the role.</p>
Living our values every day	<p>All staff are expected to strive to make the Trust values 'what we do' – to inspire, develop and support every one of us to live our values; every patient, every colleague, every day.</p> <p>Each post holder is expected to ensure they live the values of:</p> <ol style="list-style-type: none"> 1. Patients First 2. Always Improving 3. Working Together <p>These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff and partners in continuing to improve the experience people have using and delivering our services</p>
Health and safety:	<p>Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare</p>
Infection prevention and decontamination of equipment:	<p>All staff are reminded of their responsibility to adhere to Trust and departmental infection prevention policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients.</p>
Child protection/safeguarding	<p>All staff providing services to patients and children are reminded of their responsibility to adhere to Trust and departmental child protection and safeguarding policies including employment checks.</p>
Confidentiality	<p>All employees of University Hospital Southampton NHS Foundation Trust are reminded of the need to treat all information, particularly clinical and management information, as confidential.</p> <p>Any employee who wilfully disregards Trust and departmental policies may be liable to serious disciplinary action including dismissal.</p>

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	This job description will be reviewed yearly as part of the annual appraisal, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the postholder.
Mental Capacity Act 2005	All Staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of training required will be specified to members of staff and is dependent on their role. It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual's best interest when providing care. This helps to ensure ongoing adherence to our legal obligations and ensuring we put the needs of our patients first.
Sustainability	Staff are reminded of their responsibility to take care of the resources used whilst at work. These include careful use of energy and water; for example, ensuring unnecessary equipment is turned off when not in use. Waste needs to be segregated properly. UHS policies and strategies for sustainability should be followed whilst undertaking daily duties. We encourage staff to be involved with sustainability at work, through participation in the Green Guardians network.
Last updated	23 April 2024