

Join us at UHB



Building healthier lives

Welcome from our CEO

Jonathan Brotherton



Dear Candidate,

Thank you for your interest in working with us here at University Hospitals Birmingham NHS Foundation Trust (UHB).

Please take some time to read through this application pack to gain a better understanding of our Trust in general, this role in particular, and why UHB is a great place to work.

UHB is one of the largest teaching hospital trusts in England, serving a local, regional, national, and international population. We employ around 22,000 colleagues and are committed to investing in your training, development, health and wellbeing and future career with us.

We see and treat more than 2.2 million patients every year across our four hospital sites - Good Hope, Heartlands, Queen Elizabeth Hospital Birmingham and Solihull Hospital - and through our community services and clinics. We are centres of excellence in many clinical specialties.

But it's not just our patients we invest in at UHB; we also invest in our staff. In fact, we believe we are defined by our people, not the state-of-the-art equipment or facilities we work out of. We have high standards and we want to build healthier lives for patients and our teams, wanting you to enjoy your job, and flourish in it.

To reinforce this commitment, we recently refreshed our values after hearing from over 1,400 colleagues about what made them proud to work at UHB

We will be:

Kind: the kindness that people show to each other every day

Connected: the connections we build with everyone around us

Bold: the ability to be bold in how we think, speak and act

We hope you find this pack useful and look forward to receiving an application from you for this role within our Trust.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'J Brotherton', written in a cursive style.

Jonathan Brotherton
Chief Executive Officer

JOB DESCRIPTION

Job Title	Educator
Pay Band	Band 6
Department	Solihull Community
Division	7
Reports to	Clinical Educator Lead
Professionally Responsible to	Head of Non-Medical Education

JOB SUMMARY

Working under the management of the Quality Improvement Lead, the post holder will work in collaboration with healthcare colleagues and educators to ensure the clinical education and development needs of the Non-Medical Practitioner workforce are identified and addressed using approved, proven and credible methods. The post holder will be a visible role model, providing clinical support and practical guidance to clinical teams and departments. Reference to clinical staff includes both registered and un-registered practitioner roles.

TEAM/DEPARTMENT STRUCTURE CHART

Internal:

Director & Deputy Director of Education

Heads of Education
Lead Educator
Non-Medical Education Team
Matrons
Senior District Nurses
Specialty Team Managers
Registered and Un-registered Clinical Practitioners (e.g. Allied Health Professionals, Theatre Support Staff)
Pre-Registration Students
Administrators
Practice Development Nurses
HR Department
Recruitment Department

External:

University links – pre and post registration
Professional bodies

Accredited Education Institutions (AEI's)
Care Networks

KEY SKILLS

KEY RESPONSIBILITIES

Core elements of the Educator role:

Education Planning and Development

- Linking with appropriate multi-professional groups and being a visible presence in the clinical area(s) attending meetings as appropriate
- With the Quality Improvement Lead and the Specialist Team Managers



- regularly review the training/educational requirements of clinical staff at all levels within the Trust to ensure that the needs of patients can be met
- Under the direction of the Quality Improvement Lead and the Specialist Team Managers the Educator will implement education plan(s) that reflect service priorities
 - Under the direction of the Quality Improvement Lead the Educator will provide support to:
 - Poor performers
 - New starters
 - All Non-Medical Registered and Un-registered Practitioners
 - Staff undertaking academic study at AEI's
 - Staff who need achieve competence following skills training
 - Un-registered staff undertaking the Care Certificate
 - In collaboration with the Clinical Education Team Manager and Trust Education teams the post holder will assist in the development and maintenance of national initiatives related to education and continuing professional development such as the Care Certificate, and Nursing Revalidation and clinical skills training.
 - Contribute to the content and design of competency documents/ teaching aids development
 - Collaborate with local managers to facilitate staff attendance at internal and external study days, training courses, mandatory training, academic modules and education events such as away days and conferences. Ensures that details of study leave are communicated and subsequent release of staff from clinical areas is managed according to the current study leave policy. Ensuring the process is fair and equitable.
 - In liaison with senior colleagues, assist with the PDRS (appraisal) process, in particular supporting the implementation and achievement of personal development plans, achievement of skills and clinical competence for staff offering support, guidance, advice in accessing education/training as required
 - Establish and maintain links with local colleges and universities as well as the Education Department in the Trust to have an up to date awareness of pre-registration training, mandatory training, learning beyond registration and other development programmes available to staff.
 - Provide career advice and guidance for staff as appropriate, including guidance on application form completion, preparation for interview. Works alongside other Educators and the recruitment centre, to facilitate the selection, interviewing and recruitment of staff, within Equal Opportunities and Employment Law - writes and advertises the job vacancy; formulates the interview panel; leads shortlisting of candidates for interview; liaises recruitment centre staff, informs candidates of interview outcomes and provides interview feedback.
 - Represent the team at Trust wide recruitment meetings as required.
 - Explore and develop alternative ways of training , education and development for example e-learning, written training packages, simulation, workbooks, visits, clinical rotations and self-directed study
 - Support the appropriate placement of pre and post -registration



healthcare students, ensuring that students are allocated a mentor/supervisor and sign off mentor as required and that the mentor has the necessary skills, knowledge and experience to support, guide, teach and assess the student.

- Work with senior colleagues to plan, design and develop comprehensive local orientation/induction packs and induction programmes to meet the educational requirements of all newly appointed staff and students
- Participate in an annual audit of the learning environment, developing, monitoring and reporting on any resultant action plans
- Contribute to the Annual Report on education activity, assessment of impact and new developments
- Demonstrate clinical expertise and maintain competence in clinical skills in their speciality in order to teach and assess others.

BUDGETARY AND RESOURCE MANAGEMENT

MANAGEMENT , SUPERVISORY, TEACHING, TRAINING RESPONSIBILITIES

Education delivery

The post holder will:

- Co-ordinate the delivery of evidence-based education and training, acting as a resource to facilitate the development of professional and clinical skills
- Plan, develop, deliver and evaluate educational training programmes, lectures and study days. Utilising a variety of teaching and assessment strategies to meet all learning styles
- Work clinically alongside staff at all levels supports to facilitate the achievement of competencies relevant to their role.
- Offers support to mentors of students to encourage liaison with the Trust Practice Placement Team when difficulties arise with students. Supporting with the development of action plans and referrals due to sickness, lack of competence or professionalism
- Contribute to the academic reputation of the Trust by identifying and supporting the promotion of nursing research, encouraging academic writing, writing for publication, presenting at conferences and the promotion of other opportunities to share best practice and innovative ideas
- Ensure all new starters attend Trust induction and the Healthcare Practitioner Induction Programme and ensure mandatory training attendance is planned to meet the requirements of the Trust mandatory and statutory training policy.
- Provide pastoral support to clinical staff particularly those recruited from outside the UK and as required following highly distressing, traumatic and emotional events which may include clinical, professional and personal situations.

- Assist clinical managers with the management of poor performance including the development of action plans, working alongside staff to facilitate the achievement of objectives. Providing feedback to the individual and their Manager at regular intervals.
- Keep and maintain accurate training records as evidence of education provided to staff by providing regular updates to senior colleagues as required.
- Maintain a clinically credible and visual profile within clinical departments working undertaking alongside clinical staff.
- Ensure consistently high standards of care are being met by providing a practical, flexible & immediate response to unforeseen educational issues in clinical areas to minimise clinical risks

Quality Assurance

- Ensure that teaching standards are maintained by including the production of learning outcomes and lesson plans for all study days and lectures.
- Undergo an annual peer review of their teaching from another practice educator within the organisation.
- Work with senior colleagues to ensure that departments are providing effective learning environment for both staff and students.
- Act on constructive feedback received from post course evaluations to make ongoing improvements to teaching.
- Maintain close links, collaborates and shares best practice with other individuals who have education as a principle component of their role.
- Participate in developing suitable learning environments for learners, contributing towards education auditing and liaison with AEs ensuring the learning environment profile is mapped against academic curricula and clinical competencies.
- Challenging clinical & professional practice to ensure constantly high standards of service delivery in line with trust policies and procedures
- Provide reports regarding education delivery as requested and present in forums as required.
- Work within agreed processes to maintain high standards of delivery & commitment from delegates.
- Ensure attendance lists to all programmes are maintained and recorded on the local learner management system



Ward / Department elements of Educator Job Description

Clinical

Following an agreed supernumerary period and upon completion and successful attainment of specific objectives and training identified in PDRS, the post holder:

Provision of Patient Care The post holder will:

- Maintain clinical credibility by performing expanded clinical practices within the clinical environment in compliance with the NMC/ HCPC Scope of Professional Practice and following national, local agreed and trust policies.
- During times of peak activity will support the division by working clinically, supporting staff and acting as a role model.

Health and safety

The post holder will: -

- Ensure the ongoing health and safety of all patients, visitors and staff taking prompt and timely action appropriately and reports, records and follows up and accidents, incidents, hazards, risks or defects according to Trust policy.
- Acts in a safe, appropriate and timely manner initiating, supporting and advising on the collection and sending of specimens, ensuring appropriate documentation accompanies the specimens and that appropriate laboratory staff and communicated with.
- As part of the clinical team, carries out cleaning of all clinical areas to include equipment, bed spaces, general tidying, damp dusting and rationalisation of equipment in bed spaces and clinical areas

Communication and Professional Behaviour

The post holder will:

- Represent the Trust at internal and external meetings, acting as an ambassador for the Trust ensuring that relevant information is cascaded appropriately.
- Communicate and collaborate effectively with other educators in the Trust, to provide high quality, patient centered, research based education that ensures the delivery of high quality care for patients delivered by staff who have the required education and development to meet the patient needs in accordance with NMC/ HCPC Scope of Professional Practice, guidelines and national and local benchmarks.
- Constantly ensure that accurate and contemporaneous records relating to education are maintained (paper and electronic)



- Ensure effective and tactful two way communication of complex and sensitive information, related to individual's performance.
- Be aware of diverse ethnic, cultural and spiritual backgrounds and needs; whereby the patient's acute physical / psychological / mental condition can significantly affect their understanding / compliance of treatment. The post holder supports more junior staff and medical staff through this process.
- Actively promote and maintain patient confidentiality whilst adhering to information governance guidelines. Ensures patients and their significant others are kept well informed of their condition, plan of care, are involved in their care and there is related documentation of conversations that are timely and accurate.
- Utilise experience and diplomacy skills, the post holder can support others and assist in difficult situations where the potential for confrontation is. Using appropriate skills to diffuse situations where possible.

Management

The post holder will:-

- Ensure risk assessments are undertaken by the appropriate person in a competent manner and take necessary follow up action, informing the departmental / shift leader manager of action taken
- Ensure any complaints are dealt with promptly and courteously in accordance with Trust policy. Uses own initiative and problem solving approaches to seek advice where necessary, and discuss issues with the unit/ward manager as appropriate.
- Participate in investigations as requested.
- Demonstrate awareness of the diversity and complexity of issues that can arise in clinical environments and the emotional impact this may have on staff.
- Multitask and prioritise continuously throughout shifts as situations arise adopting a problem solving approach to delegate tasks appropriately

Professional

The post holder will:

- Be fully conversant with the NMC Code of Professional Standards of Practice and Behaviour for Nurses and Midwives, HCPC Standards of Conduct Performance and Ethics and Standards of Proficiency and associated national guidelines and abide by their guidance
- Take responsibility and maintain professional records for personal and professional updating (portfolio of practice), taking an active involvement in their own professional development review and personal development plan
- Ensure that their own professional competency document containing attainment of skills and practices is regularly updated and is kept within the clinical area, for education and auditing purposes.



- Take personal responsibility for attendance at mandatory training and updating as per Trust statutory and mandatory training requirements and informs the manager if there is any deviance from training attendance at mandated intervals.
- Be aware of, adhere to and actively contributes to the clinical governance agenda within the Trust.
- Adhere to all Trust policies ensuring a high standard of personal and professional behaviour is maintained at all times whilst acting as an ambassador for the trust and a role model to others.
- Be aware of, adhere to and actively promote the Trust's attendance management policy and local guidelines, ensuring the nurse in charge is made aware, as soon as possible, of any sickness/absence.

The department operates across all Community sites and the team will be expected to travel to different locations where their role requires them to do so

The post holder will undertake other duties as may be required to achieve the Trust's objectives, commensurate with the grading of the post.

RESEARCH AND DEVELOPMENT

EFFORT

TRUST VISION & VALUES

DO NOT AMEND THIS SECTION

The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. Our vision is simple; building healthier lives. Our values apply to every member of staff and help us in all we do and how we do it. They are:

Kind: The kindness that people show to each other every day

Connected: The connections we build with everyone around us

Bold: The ability to be bold in how we think, speak and act

ADDITIONAL INFORMATION

This job description is designed to assist post holders with understanding what is expected of them in their role. University Hospitals Birmingham NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Last Updated:



PERSON SPECIFICATION

JOB TITLE: Educator	
TRAINING, QUALIFICATIONS AND PROFESSIONAL REGISTRATIONS	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Registered Nurse on the NMC register Mentoring qualification Evidence of completion of degree level study (level 6) 	<ul style="list-style-type: none"> Teaching qualification (PGCert (Ed) or equivalent Willing to complete PGCE during 1st year in post
EXPERIENCE & KNOWLEDGE	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Significant post registration experience Evidence of ability to revalidate with the NMC Evidence of achievements and career development in current post and of ongoing professional development & competence. Experience of being a mentor / preceptor Evidence of post registration study and personal development <p>Demonstrate an ability and experience in the following: (E)</p> <ul style="list-style-type: none"> Team working Time management Role modelling Clinical governance Audit and research NHS Policy context relating to the area of practice. NMC/ HCPC updates and requirements for training/education/ supervision/ preceptorship / students 	<ul style="list-style-type: none"> Relevant and recent clinical experience within a Community environment, including the supervision / education of junior staff Ability to demonstrate an active role in teaching in current post
SKILLS & ABILITY	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Demonstrate achievement of numeracy and literacy skills. Good IT skills ability to record information electronically Ability to act on own initiative with evidence of sound decision making abilities. Ability to communicate articulately (written, verbal and non-verbal) Ability to relate to and motivate others Willingness and enthusiasm 	<ul style="list-style-type: none">



<p>for teaching / assessing and supervising others in clinical practice.</p> <ul style="list-style-type: none"> • Willingness to develop competence in a range of skills and expanded practices relevant to the practice settings for the post, and teach, supervises others 	
OTHER SPECIFIC REQUIREMENT	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Positive and enthusiastic attitude • Approachable and friendly • Supportive • Flexible • Well organised • Good communicator • Hard working • Willingness to work shifts • Willingness to work across areas • Car driver essential with evidence of business insurance 	<ul style="list-style-type: none"> •