

# Join us at UHB



Building healthier lives

# Welcome from our CEO

Professor David Rosser



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 stylized, handwritten signature in black ink, appearing to read 'David Rosser'.

Professor David Rosser,  
Chief Executive Officer

## JOB DESCRIPTION

<b>Job Title</b>	Paediatric Clinical Educator
<b>Pay Band</b>	6
<b>Department</b>	Paediatrics
<b>Division</b>	6
<b>Reports to</b>	Paediatric Senior Clinical Educator
<b>Professionally Responsible to</b>	Lead Nurse for CYP Workforce & Education

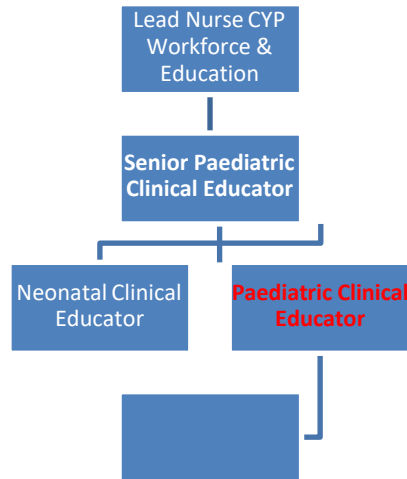
### JOB SUMMARY

As a Band 6 Clinician with a lead role in practice education, this role requires the post holder to:

- Assist in the development, implementation and evaluation of education programmes delivered to clinical staff working with children aged 0-16 years at UHB.
- Support the recruitment and retention of staff by providing clinical training and education that builds confidence and competence
- Work collaboratively to provide a comprehensive induction for new recruits in Health Care Assistant, Trainee Nurse Associate, International and Registered Nursing roles.
- Support staff development by working alongside nurses in the clinical environment
- Provide pastoral care to all paediatric staff
- Independently deliver clinical skills training which will involve elements of research, designing structured session plans, formal and informal teaching styles and the ability to assess staff competence.
- Represent the paediatric education team on trust wide training initiatives and work collaboratively with the education faculty.
- Record details of training delivered and identify any performance related issues.
- Promote a positive attitude to learning and be a role model for excellent practice / professional conduct.
- Display an effective leadership style to ensure standards of quality care are maintained and risks are mitigated.

The post holder will be one of the key clinicians, with specific responsibilities for ensuring the delivery of high quality; research based patient care and education for both staff and patients.

### TEAM/DEPARTMENT STRUCTURE CHART



#### KEY SKILLS

- Good IT skills with the ability to retrieve and record information electronically
- Competent in a range of clinical skills
- Excellent communication, teaching and presentation skills
- Delivery of direct teaching, assessing and coaching
- Ability to concentrate for prolonged periods and work in isolation
- Able to produce/ present factual information
- Ability to work under own initiative with minimal support

#### KEY RESPONSIBILITIES

##### Education:

The post holder will provide clinical skills training and educator support to all UHB Paediatric staff by:

- Exercising specialist knowledge in the field of Paediatrics both autonomously and by working closely with multidisciplinary team across the speciality
- Supporting the recruitment and retention of staff by providing high quality training opportunities and pastoral care
- Promoting by education, the personal accountability of practitioners to improve professional knowledge and competence
- Supporting the processes in place to identify clinical practice that may need investigation through quality improvement or research activities
- Contributing to the Clinical Governance agenda by acting as a change agent in order to identify, promote and introduce best practice
- Educating and informing staff in regards to health and safety issues relating to clinical skills and competent practice
- To represent Paediatrics at UHBFT as a leader in care, clinical excellence and education.
- To develop further educational resources for Paediatrics
- Plays an integral role in advising on clinical skills and simulation based education for the development of new roles or services within paediatrics

##### Professionalism:

The post holder will be required to:

- Take personal responsibility for learning and acquisition of any new essential skills whilst ensuring existing skills are kept updated
- Be aware of and adhere to local and national protocols and guidelines

- Act as a professional resource to colleagues
- Ensure they maintain competence and professional requirements for Revalidation of registration in line with NMC/HCPC guidelines
- Meet objectives as set out in their personal development plan, to ensure continuing personal and professional development
- Have own training and assessment methods peer reviewed on an annual basis
- Keep professionally updated and clinically credible and effective by linking into professional networks, clinical departments, educational and learning forums and undertaking formal education in line with identified need

#### **BUDGETARY AND RESOURCE MANAGEMENT**

- The clinical educator does not have any direct budgetary responsibilities but is able to identify if a training course would be beneficial for staff development. Allocation of training funds or study time will be the responsibility of senior educators or clinical managers

#### **MANAGEMENT , SUPERVISORY, TEACHING, TRAINING RESPONSIBILITIES**

##### **Patient Centred Care**

The post holder is responsible for:

##### **Education**

- Delivering evidenced based education, in partnership with paediatric education colleagues, to the multi-disciplinary team and healthcare students that promotes patient / family centred care.
- Developing skills and attitudes that raise / maintain high standards of patient care.
- Using existing governance processes to inform practice education.
- Being a positive role model for practice
- Providing expert advice and guidance in relation to paediatric nursing care.

##### **Clinical**

- The delivery of patient centred care that is in line with the UHB professional vision & values.
- Assisting in monitoring standards, quality of care and addressing performance issues promptly and professionally.
- Assisting in the implementation of the principles of clinical governance in all paediatric areas
- Implementing and promoting researched evidence based care.
- Communicating with patients and relatives with compassion & empathy.

##### **Team Work**

The post holder is responsible for:

##### **Education:**

- Working closely with internal and external partners (e.g. A&E, Neonates, the UHB Education Department and Approved Education Institutions) in the delivery of practice education.
- Promoting the ethos of clinical supervision and / or mentorship for team members.
- Utilise appropriate change management strategies to facilitate change in the clinical environment.

##### **Clinical:**

- Assist in the development of new nurses by working with them in the clinical environment so that they become safe & effective team members.
- Update paediatric education team with information on education/training progress
- Delegate responsibilities to develop others whilst being aware of the impact on patients and colleagues





when delegation is inappropriate

### **Education in Practice**

The post holder is responsible for:

#### **Education:**

- Working with paediatric education colleagues to embed a learning culture as part of the core work of the paediatric directorate.
- Designing and implementing teaching sessions that have clear Aims and Objectives defined.
- Utilising a variety of teaching methods to suit a variety of learning styles / needs.
- Continually evaluating the effectiveness of practice education.
- Giving constructive feedback to clinicians which may include informing staff / students that they have professional development needs.
- Assisting with the implementation of action plans to support staff.
- Maintaining electronic training records.
- Participating in educational research / audit
- Assisting with the development of scenarios that can be used within a clinical setting, simulation or during a skills based teaching course
- Working with clinicians to develop innovative training opportunities i.e. I Skills videos
- Ensuring personal trust and local training is up to date

#### **Clinical:**

- Support all new recruits with clinical coaching and supervision, adapting training to suit personal and professional styles and objectives
- Participate in the induction of learners to the clinical environment promoting the acquisition of knowledge and clinical competence to maintain patient and staff safety.
- Assisting in the allocation of staff to education opportunities and supporting these staff members to attend and complete education courses.
- Design clinical teaching aligned to trust or education course objectives
- Works alongside clinicians including specialist nurses to develop the clinical skills / knowledge of the workforce
- Working closely with other band 6 / 7 nurses to ensure that high standards of practice are maintained during clinical shifts.
- Develop confidence and competence of staff to work within all paediatric areas (excluding A&E), specific requirement to support the establishment of high dependency clinical skills and leadership.

### **Planning & Organisational Skills**

The post holder is responsible for:

#### **Education:**

- Complete shifts allocated by managers, effectively manage own time and achieve agreed project outcomes.
- Provide diary access to paediatric education colleagues to allow for allocation of education duties.
- Maintain electronic diary with details of activities
- Organise all resources required for delivering any training session/course.
- Plan and deliver educational programmes / courses to meet service needs.
- Plan dates and times for clinical support and supervision
- Participates in and contributes to specific projects.
- Attending all required training to meet both clinical and education responsibilities.



### Clinical

- Support staff to develop or enhance their ability to organise and coordinate a clinical service.

## RESEARCH AND DEVELOPMENT

### Research & Audit:

The post holder will ensure that all training is research and evidence based and falls in line with existing Trust protocols and procedures by:

- Consulting speciality experts when devising and reviewing session objectives
- Application of current research in all clinical skills, simulation training, education sessions and consultancy
- Auditing the effectiveness of the training provision by examining feedback, data derived from training and competency reports

### Leadership & Practice Development:

- Act as a change agent and support the empowerment of other change agents to identify, promote and introduce best practice
- Ensure that recommendations are made that will promote standardised training across the Trust forging strong links with other educators
- Direct and promote best practice by providing standardised training, setting bench marks, which can be measured/audited against, in order to minimise clinical incidents
- Advise of and promote any changes made to the training packages or practice resulting from changes in national standards and/or local protocol and policy

## EFFORT

### Physical Effort (Effort)

- The post holder will be required to work clinically within the acute hospital setting
- Stand for periods of time whilst delivering skills sessions, facilitating simulation or teaching within a classroom
- Moving equipment or resources required for teaching
- Sit at a computer to input information or design training content/materials

### Mental Effort (Effort)

- The post holder will be required to concentrate for lengthy periods of time when researching and designing course materials
- Training and assessing competence requires the individual to concentrate so that feedback is accurate and constructive
- Training for long periods of time can be tiring
- The post holder has to be able to switch between duties relatively quickly and remain effective

### Emotional Effort (Effort)

- The post holder may be involved with supporting staff who are experiencing personal or professional challenges
- The post holder is required to provide pastoral care to staff members
- Learning occurs following serious incidents which can be distressing for staff or for the educator if personally involved
- Educators can be involved in debriefing sessions



## 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: .....22.08.2022.....

## PERSON SPECIFICATION

JOB TITLE: Paediatric Clinical Educator	
TRAINING, QUALIFICATIONS AND PROFESSIONAL REGISTRATIONS	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>Registered Children's nurse on the permanent NMC Register</li> <li>Mentoring qualification or equivalent experience</li> <li>Educated to Degree Level or equivalent</li> <li>High Dependency nursing qualification or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Teaching qualification (PGCert (Ed) or equivalent</li> </ul>
EXPERIENCE & KNOWLEDGE	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>Relevant subject knowledge as evidenced through qualifications, clinical practice, prior teaching experience or research.</li> <li>Recent clinical experience in an acute paediatric setting which includes direct supervision/ delegation of duties to health care support workers</li> <li>Recent experience within a paediatric critical care setting (HDU/ITU)</li> <li>Experience of teaching and coaching staff students, patients and families in the clinical environment</li> <li>Working knowledge of IT</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of teaching and training methodologies</li> <li>Experience of developing and evaluating training materials</li> <li>Delivery and assessment of formal and informal teaching sessions or evidence of supporting and training others in a clinical environment</li> <li>Planning of training initiatives</li> <li>Experience in Simulation based Education</li> <li>Experience of Human Factors &amp; Ergonomics concepts and education in relation to Healthcare</li> <li>Experience with supporting learners who have</li> </ul>





<ul style="list-style-type: none"> <li>• Understanding / experience of the principles of Children's Safeguarding</li> <li>• Awareness of health and safety issues and how these relate to training in both simulation / practice settings</li> <li>• Experience with supporting staff or students through challenging situations, escalating appropriately and maintaining confidentiality</li> <li>• Experience of incident reporting, identifying risks and planning interventions to aid mitigation</li> </ul>	<ul style="list-style-type: none"> <li>• a hidden disability</li> <li>• Audit and monitoring standards</li> <li>• Participating in and implementing change</li> </ul>
<b>SKILLS &amp; ABILITY</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>• Competent in a range of clinical skills, willingness to undertake expanded practices relevant to the scope of practice required</li> <li>• Excellent communication, teaching and presentation skills</li> <li>• Ability to communicate effectively with all staff groups, patients and families</li> <li>• Ability to develop interpersonal relationships with internal and external colleagues in a range of healthcare settings</li> <li>• Delivery of direct teaching and assessing</li> <li>• Ability to recognise staff who require support through performance and capability processes</li> <li>• Able to produce/ present factual information</li> <li>• Good IT skills with the ability to retrieve and record information electronically</li> <li>• Ability to maintain accurate records</li> <li>• Able to transport training materials across training sites</li> <li>• Ability to concentrate for prolonged periods and work independently</li> <li>• Ability to work under own initiative with minimal support</li> <li>• Ability to problem solve in both clinical and training situations</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to supervise, co- ordinate and deliver training across professional boundaries</li> <li>• Actively participate in meetings</li> <li>• Ability to challenge concepts and traditional thinking and facilitate this in others</li> <li>• Ability to influence change and service improvement</li> </ul>
<b>OTHER SPECIFIC REQUIREMENT</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>



<ul style="list-style-type: none"> <li>• Positive attitude</li> <li>• Professional role model</li> <li>• Enthusiastic about learning and development</li> <li>• Motivated to promote and maintain team morale</li> <li>• Honest</li> <li>• Trustworthy</li> <li>• Compassionate</li> <li>• Caring and approachable</li> <li>• Flexible</li> <li>• Punctual</li> <li>• Reliable</li> <li>• Patient</li> <li>• Calm under pressure</li> <li>• Ability to work a varied shift pattern</li> <li>• Willing to travel to and work at all Trust sites as required by job role</li> </ul>	
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