

PRACTICE EDUCATION FACILITATOR - ENDOSCOPY

Candidate Pack



Job Summary

This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read, such as those who are neurodiverse, have learning disabilities or lower literacy levels. Our goal is to make the application process more accessible and inclusive for everyone.

- This role supports the Endoscopy units by helping staff learn, train and develop their skills.
- You will lead on education and training, keeping records up to date and making sure staff complete mandatory courses.
- You will act as a role model, showing strong leadership and high standards of patient care.
- You will work with managers and senior nurses to make nursing practice consistent and improve how care is delivered.
- You will help staff reach the right clinical skills by creating and running training programmes.
- You will motivate and guide staff so they understand their duties and meet the standards expected of them.

Job Description

Job title:	Practice Education Facilitator
Grade:	Band 6
Site:	The Royal Shrewsbury Hospital
Accountable to:	Unit Manager for Endoscopy
DBS required:	Yes

Job Purpose

This is a pivotal role in delivering Endoscopy services throughout the Trust in improving patient care by providing professional development support to clinical staff in the Endoscopy units.

The post holder will promote an environment that encourages learning, teaching and the development of all staff including those undergoing training. They will lead on education and training for both Endoscopy units in SATH keeping up to date records of training for the units and keep unit managers and matron informed of training compliance. This will include LMS Mandatory Training.

The post holder will act as a professional role model providing strong leadership within the Endoscopy environment raising awareness and facilitating ownership of nursing practice development through the provision and delivery of high-quality patient care. The post holder will be expected to function as an independent practitioner/ clinical expert by virtue of their in-depth knowledge and experience.

They will support the unit managers and Band 6 Sisters to standardise nursing practice and identify opportunities for improvement.

They will work with the Band 6 and Band 7 nurses to ensure staff achieve the required clinical competencies by the development and implementation of a variety of educational packages in response to service and individual need.

The post holder will effectively motivate staff ensuring they have clear understanding of their duties and responsibilities and of the standards expected of them during their span of duty and in a given time frame.

In addition, the post holder will work alongside the Endoscopy units' managers in updating and developing Endoscopy care practice and guidelines, education and training within the units through promoting a professional quality learning environment.

The post holder will work in conjunction with other Trust PEFs and the Educational Team, attending regular updates and training.

Main duties and responsibilities

Clinical

1. Work as an expert clinical practitioner in Endoscopy, including technical and non-technical skills, be a visible point of contact and act as an expert resource for staff and students.
2. To be a specialist practitioner, leading innovation and demonstrating clinical expertise in Endoscopy. The post holder acts as a resource and advisor in the delivery of aspects of Endoscopic nursing to colleagues both in Endoscopy and in other wards /departments throughout the trust. The post holder should be able to work clinically in both diagnostic and therapeutic lists.
3. To take written consent for diagnostic and some therapeutic procedures and to assess staff competence on consent.
4. Care of the sedated and unsedated patient during and after endoscopic procedures
5. In collaboration with the Matron and Endoscopy unit managers, promote and support the development of clinical practice within the service.
6. To act as a professional role model, utilising appropriate skills and demonstrating clinical competence and a knowledge base to enhance nursing skills and practice.
7. Demonstrate a high level of interpersonal communication skills.
8. To be actively involved in promoting and ensuring the service is patient focussed and reflects changing local and national needs.
9. To practice clinically, leading, coordinating, supervising and evaluating nursing practice. Ensuring that all patients within the unit have their needs assessed, that programmes of care are developed to meet these needs and are delivered in accordance with agreed policies and procedures. To ensure that plans developed by more junior staff are effective and appropriate.
10. To monitor care given to patients and others and, utilising best practice and available evidence, demonstrate competence in choosing an appropriate method of nursing a patient when a range of options are available. This may also require the changing and adjustment of plans at short notice.
11. Maintain accurate nursing records in accordance with NMC guidelines – written and computerised to ensure that relevant information is documented.
12. Provide support and advice to patients and their carers, ensuring that relevant written and verbal information is provided throughout their journey through the unit.
13. To provide nurse led patient discharge working within local guidelines.
14. Ensure care is taken to safeguard patients at all times and that systems are in place to identify clinical risk, and for incident reporting.
15. Link with other Trust PEFs for peer support and for networking, attending monthly meetings and additional training as required.
16. Responsibility for update of JETS Workforce Competencies and to lead of staff training in conjunction with Matron and Unit managers.

Education, Learning and Development

1. Practice in accordance with the NMC Code (2018).

2. Responsible for the assessment, delivery and evaluation of clinical education according to individual staff learning needs in clinical practice.
3. Develop a learning culture that promotes reflective practice, clinical supervision and experiential learning opportunities.
4. Lead in the development and maintenance of clinical staff competence in the use of medical equipment in the units, in order to comply with the Trust's health and safety policy.
5. Identify opportunities for staff to access appropriate education and training programmes and other learning opportunities which as shadowing and mentoring, ensuring equity and fairness of access.
6. Lead on the development, implementation and delivery of induction at unit level. Evaluate the induction and preceptorship of new members of staff. Ensure they have a full understanding of their role and responsibilities. Support the Endoscopy staff in their orientation and training programmes. In conjunction with Endoscopy unit managers and matron, ensure that CPD is provided for all staff so that the required level of knowledge and competence is maintained. Ensure that all staff within the units undertake the required mandatory training and monitor the unit's compliance.
7. Ensure personal, departmental and corporate objectives are met and to also participate in the annual IPR process for junior members of the team ensuring that all agreed objectives are completed.
8. To act as a role model in clinical practice. Be a major contributor in maintaining an environment conducive to learning and development.
9. Supervise and evaluate the on-going development of junior members of the team in conjunction with the unit manager and matron. Write personalised induction plans for new starters and those returning after extended time off e.g. maternity leave. Have regular informal meetings with new staff and their preceptors to ensure the staff members training is progressing as expected.
10. Maintain personal, professional development and clinical competency ensuring that the necessary skills and competences to perform the tasks involved in the care of patients are maintained. Maintain training spreadsheets to show staff competence and compliance.
11. To ensure that patient records and all clinical documentation is accurate, maintained to the highest possible standard and in accordance with Trust and NMC requirements. That staff understand the relevancy of this and the need to maintain patient confidentiality at all times.
12. Work with the senior nurses to ensure the effective mentorship, supervision and clinical education of pre and post registration students and staff within the team.
13. Maintains an awareness of advances within nursing practice development thus ensuring the delivery of evidence based care to the highest standard.
14. To be actively involved in the development of an educational strategy for the Endoscopy units and involvements in educational audits.
15. Promote collaborative relationships with Higher Education Institutes.
16. Facilitate staff to attend relevant specialist courses such as Endo 1, Endo 3, ERCP, EUS, Bronchoscopy and simulation days. Participate in facilitating external and internal study days for staff, including conference events.
17. Facilitate regular endoscopy specific training with relevant company representatives.
18. To ensure that all staff act in accordance with policies governing the ordering, storing, preparation and administration of medicines/ drugs and to escalate any issues or discrepancies and take corrective action as required.
19. To interpret and present clinical information to patients and their relatives, demonstrating effective interpersonal and communication skills to ensure that they receive sufficient verbal and written information.
20. To ensure that information/ decisions are cascaded appropriately to junior staff using tools and communication strategies as identified by the unit manager.
21. To ensure all staff LMS training is up to date, co ordinate booking of relevant training and regularly update Unit Managers.

Management

1. Ensure the delivery of care in accordance with the policies, procedures, guidelines and practices of SATH and ensure staff are all up to date with such procedures.
2. Assess, lead, motivate and develop an effective team. Take a leading role in the identification of individual's personal and development needs through performance reviews and competency assessment.
3. Organise time effectively to ensure effective management of workload, prioritising work as necessary.
4. To establish and maintain effective communication with all members of the multi-disciplinary team, along with other wards and departments within the Trust.
5. To promote good working relationships within both Endoscopy units within the Trust.
6. To actively participate in nursing and management meetings as necessary.
7. To be able to work within set time frames working to priorities and deadlines.
8. To be involved in the recruitment, selection and retention of staff.
9. Promote and demonstrate efficient use and management of resources to ensure cost effectiveness and value for money.
10. To be conversant with clinical IT packages, ensuring that required data is entered as necessary and documentation of intervention is maintained at a high standard and in line with NMC and Trust policies.
11. To respond constructively to patients/ relatives' comments / compliments, initiating any required investigation and documentation.

Governance, audit and research

1. Work with a high degree of autonomy in delivering a service within the boundaries of the nursing professional body.
2. Support the unit managers with the Service Delivery Governance Framework by ensuring any areas of clinical risk are reported appropriately.
3. To represent the Endoscopy service as a Practice Development nurse within the wider clinical governance framework throughout the Trust and implementing changes to nursing practice as appropriate.
4. Utilize and develop audit tools in order to evaluate care given to patients/ relatives.

Human Resources

1. To ensure that all HR policies and guidelines are adhered to by self and other members of the team and take appropriate action responding to any non-compliance appropriately.

Use of Information

1. To be conversant in the use of electronic communication systems, personal computer systems, normal office equipment and Trust PAS system.

Person Specification

	Essential	Desirable
Qualifications	• RGN (active NMC registration) • Evidence of Continuing Professional development/ qualification relevant to area of speciality. *** (SEE BELOW) • Mentorship in Clinical Practice (active) / relevant teaching qualification • Preceptorship/Mentor qualification	
Experience	Minimum of 4 years post registration with recent experience in the relevant speciality or equivalent. Such experience would usually but not exclusively be achieved over a period of 2- 3 years with appropriate experience having been acquired to be able to demonstrate:- • High level clinical skills and knowledge. • Evidence of successfully co-ordinating, managing and leading the team on a day to day basis. • Teaching ability	

	• Experience in undertaking preceptor/mentor role. • Involvement in Nursing audit and Research. • An awareness and understanding of policy and practice relevant to speciality. • LMS Management awareness and knowledge • Awareness and understanding of SATH PEF Teams	
Knowledge and skills	• Ability to work and communicate effectively within a multidisciplinary team setting. • Evidence of excellent communication skills including verbal, non verbal and written. • Excellent interpersonal skills with professional credibility • Positive attitude to change with a proven ability to assist senior staff in the implementation of change and practice development. • Microsoft office PC and Sema Pas skills • Ability to link with other PEFs and Educational Team • Ability to prioritise own workload and to meet deadlines and targets • Ability to work both independently and as part of a team	

Other	• Awareness of professional and personal limitations. • Ability to act as a positive role model to other members of the team. • Strong team worker • Flexible and Adaptable in approach • Participate in Endoscopy on Call rota to support junior staff. • Ability to travel to both Trust sides to attend relevant meetings and complete staff training etc. • Ability to work across site to support sessional activity (Endoscopy only)	

General conditions

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work;
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself;
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff;
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development;
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential and sensitive nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct;
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates;
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must

be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

NHS Sexual Safety Charter

The Trust is committed to ensuring that all employees work in an environment that is safe, inclusive, and free from sexual misconduct, harassment, and discrimination. As a signatory to the NHS Sexual Safety Charter, the Trust upholds a zero-tolerance approach to sexual harassment and supports anyone affected by inappropriate behaviour. In accordance with the Workers Protection (Amendment of Equality Act 2010) Act 2023, the Trust has a statutory duty to take reasonable steps to prevent sexual harassment of its employees. All staff, are required to treat others with dignity and respect at all times and to cooperate with Trust policies, procedures and training designed to maintain a culture of safety, professionalism, and mutual respect.

Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous Improvement

The Shrewsbury and Telford Hospital NHS Trust aims to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

To support this, we have developed the SaTH Improvement Method, a structured approach to change that provides practical tools and techniques to help you understand what success looks like with clear aims, enables you to measure progress and plan meaningful improvements.

You won't be doing this alone. Whether you're new to improvement or already leading change, the Improvement Hub is here to guide you with expert advice, hands-on support, and a wide range of training opportunities to help you grow and

thrive throughout your time at SaTH whilst making improvements in your area of work. Join us in shaping a culture of continuous improvement, where every colleague is supported to make a difference.

Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is an Equal Opportunities Employer, fully committed to fostering an inclusive workplace where all staff feel valued and able to thrive. We believe that a diverse workforce, reflective of our community, is essential for delivering the best patient care.

We will not discriminate against any job applicant or colleague based on any protected characteristic, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Selection for appointment, training, development, and promotion will be based purely on merit and the individual's ability to meet the role requirements.

As a post-holder, you have a personal responsibility to uphold the Trust's commitment to equality by treating all colleagues and patients with respect and dignity. You must actively support measures introduced to ensure equality of opportunity and will not discriminate, harass, or bully others, or condone such behaviour.

