

Job Description

Post Title: Practice Education Facilitator (**Postgraduate Doctors**)

Base: The Royal Shrewsbury Hospital

Department: Post Graduate Medical Education

Managerially responsible to: Clinical Practice Educator

Professionally accountable to: Director of Medical Education and Head of Nursing Practice

Band: 6

Background

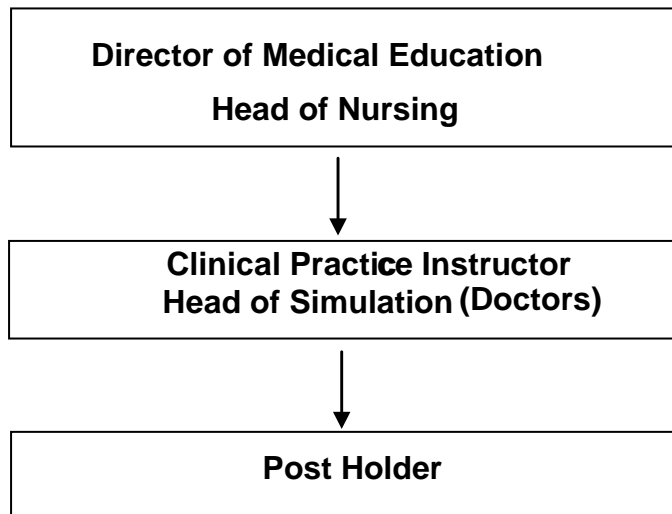
This post has arisen in response to the expansion of Foundation Doctors at the Trust and a recognition of the importance of Clinical skills teaching and simulation training. The post holder will be a registered Nurse to primarily support the teaching and training of Foundation Doctors but will also be part of an established team of clinicians involved in supporting all levels of Doctors within the Trust.

1.0 Job Summary

- To provide clinical skills/Simulation training and support for Foundation Doctors.
- To support the Foundation doctors (FY1) skills assessment on induction and follow up with practical sessions according to needs.
- To assist the Clinical Practice Educator (CPE) in the management of the clinical skills labs on both sites and the Simulation Suite in the Copthorne training Centre.
- To assist the Clinical Practice Educator (CPE) to develop guidelines and implement developments in practice ensuring these are audited.
- To assist the Post Graduate Medical Education Lead for Simulation & Skills in developing and running skills and simulation courses for all levels of trainees.
- To work alongside the Clinical teaching Fellow and CPE in developing and supporting training sessions that maps the Foundation Curriculum.
- To facilitate clinical staff in the ward/department/specialty in identifying opportunities for maintaining and improving standards of patient care.
- To support and facilitate innovation in care provision in a structured and systematic way.

- To offer professional guidance and support to clinical staff.
- To act as a clinical and educational role model.
- To support the Skills Technician in duties of setting up for training sessions.

2.0 Organisational Position



3.0 Job Purpose

Working collaboratively with the Trust in the teaching and training of Foundation Doctors to have the skills required to meet the needs of the Foundation Doctors Curriculum to provide safe and effective patient care.

- To work flexibly to teach, facilitate learning and assess the clinical competencies of staff with a focus on the development of clinical/practice skills and the promotion of quality learning environments.
- To work with the clinical practice educator to identify and help meet training and development needs for Foundation Doctors
- To assist the CPE in planning and delivery of training programmes for medical staff across the organisation. To support the undergraduate team with medical students. Delivering regular learning programmes to large groups, one-to-one learning and bespoke clinical skills.

Key Relationships

- Director of Medical Education
- Foundation Course Directors
- Post Graduate Medical Education lead for Simulation and Skills

- Head of Non Medical Education- Shrewsbury & Telford Hospitals NHS Trust
- Clinical Practice Educators/Facilitators.
- Clinical Teaching Fellow(s) for Post graduate Medical Education.
- Divisional Management Teams
- Clinical/Educational supervisors for FY1''s /FY2's
- Medical Education Team

4.0 Main Responsibilities

4.1 Professional

- Collaborate with education and service providers to ensure learning environments are reviewed as required.
- Act as a resource for all clinical staff and students, and to advise accordingly
- To work along side staff in clinical environments supporting staff in the direct delivery of patient care
- To comply with all relevant SATH Policies & Procedures in exercising the duties of the role.
- To actively participate and contribute towards the setting and achievement of personal development plan and objectives.
- To carry out responsibilities in such a way as to minimise the risk of harm to children, young people and vulnerable adults, promoting their welfare and raising any concerns in a timely manner in accordance with the Trust's policies relating to safeguarding.

4.2 Managerial

- Responsible for efficient and effective use of resources. To manage time effectively to meet project outcomes.
- Care for equipment and supplies.
- Maintain accurate written and computerised records.
- To contribute to the development and implementation of relevant trust wide teaching training policies.

- To assist the CPE to provide progress reports to the Trust, and HEE on progress and developments in training and development of health care staff.
- To maintain current records and progress reports on individual projects and initiatives.

4.3 Leadership

- To assess practice development needs and create a culture of reflective practice.
To Work closely with the Post-Graduate/Undergraduate medical team to deliver clinical skills training
- Be aware of NHS initiatives and contribute to change management.
- Ensure Trust policies and guidelines are adhered to and regular updating of staff takes place.
- To maintain the high standards of the department by contributing towards individual and team objectives.
- To work as an effective part of the Post-Graduate Medical Education team.

5.0 Training, Education and Development

- To plan, use and evaluate a range of appropriate work-based learning strategies that facilitate and support learning in formal and practice settings, focusing particularly on the development of generic and/or specialist knowledge and clinical skills as appropriate to professional experience.
- To deliver and facilitate training and education to health care staff and Junior Doctors in clinical settings.
- To work in clinical areas with health care staff and Junior Doctors to support their practice and skills acquisition.
- To assess and support others in assessing the Fitness to Practice of pre- and post registration healthcare students undertaking professional qualifications.
- To be aware of the outcome of the educational audits and work with CPE's and managers and tutors to develop and implement resultant action plans.
- To contribute to the design, planning and implementation of learning programmes for Junior Doctors
- To contribute to the overall evaluation of learning programmes, designing and/ or implementing evaluation strategies that determine the effectiveness of practice learning experience.
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- To contribute to the planning, delivery and assessment of clinical skills including OSCEs
- Teaching and facilitating practice focused learning in classroom, skills laboratory, and clinical settings.

6.0 Use of Information

- To maintain database and records of staff training.
- To participate in audits relevant to health care training
- Ensure confidentiality in all matters relating to patients and information obtained during employment in accordance with Data protection, Caldicott and Freedom of Information Acts.
- Ensure the maintenance of accurate and up to date patient records in line with NMC guidelines for Records and Record Keeping.
- Use of Electronic communication systems, personal computer systems and normal office equipment.

7.0 Health and 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; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

8.0 Decisions, judgements and freedom to act

- To work independently to ensure services are delivered and targets met.
- To be accountable for decisions affecting their sphere of responsibility. To liaise with CPE's, Heads of Nursing, Director of Medical Education and other senior managers on issues relating to financial, human resources and corporate quality and governance issues and service developments that have wider implications for services across the organisation.

9.0 Communication and relationships

- To liaise and communicate with CPE's managers, staff and clients at all levels.

- Develop effective channels and systems of communication and ensure all staff are kept informed in a timely and appropriate manner.
- To maintain effective communication between trust and external organisations.
- To assist in presenting written and verbal reports to trust board, senior management teams and Foundation Course directors in relation to training and development within sphere of role .
- To ensure that confidentiality is always maintained in conjunction with the Trust's Confidentiality Policy.

10. Physical, mental, and emotional demands of the post

- To maintain a patient focus in all service activities.
- To work flexibly to meet critical short term and long-term deadlines
- To work along side staff in clinical settings, undertaking direct patient care on occasions
- To act sensitively at all times in ensuring that concerns of staff and clients are dealt with sympathetically
- To travel between RSH and PRH sites to ensure effective management of the service and for attendance at relevant staff, professional and corporate meetings .

11.0 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; and
- 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; and
- 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; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

12.0 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 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.

13.0 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; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- 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.

14.0 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.

15.0 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.

16.0 Continuous Improvement

The Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower staff at all levels to have the confidence, capability, passion and knowledge, to test changes and make improvements at the Trust and the communities we serve. Following a successful five-year partnership with the Virginia Mason Institute in the USA, the Trust continues to further develop and embed the Trust’s approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you to make improvements, whilst also providing training at various stages of your time at the organisation, as part of your continuing professional development.

The above job description is a summary of the main responsibilities of the postholder, and not an exhaustive list of duties to be undertaken. The duties may be redefined in accordance with the demands of the service. Any redefinition will be subject to discussion between yourself and your manager and be within your level of competence

Manager	Post Holder
Signature	Signature
Date	Date