

JOB DESCRIPTION

Job Title:	Learning & Development Specialist (Clinical)
Department:	Learning & Development
Reports to:	Learning & Development Manager
Hours:	37.5 hours per week

Job Summary

To provide expert clinical Learning & Development support to the clinical function within GHHC. The role will support the development of skills and knowledge of employees for patients by providing competency-based training and mentorship.

Responsibilities

- Assist in the coordination and delivery of mandatory and in-house training to the clinical teams.
- Develop and implement competency-based training to support the clinical teams which is in line with national, local and organisational policy.
- Liaise with external training providers to deliver training as required.
- Work closely with the Quality team to review incidents, write, develop, and review policies and identify and develop training to support internal and external training.
- As part of the L & D team, deliver clinical training to clinical and non-clinical employees if required.
- Support the corporate Induction programme.
- Support new members of clinical staff during their supernumerary period to complete the necessary mandatory and competency training in line with the current organisational policy.
- Value and utilise the skills of other team members to develop a learning environment.
- Provide support to employees to acquire and implement new clinical skills to support evidence-based change.
- To maintain and promote the use of E-Learning platforms for mandatory training
- To assist the L&D team with planning courses for professional development and act as a resource, mentor/ assessor as appropriate.
- To share learning(s) from incident reporting and complaints.
- Signpost and support employees undertaking external training and qualifications.
- Maintain clinical skills by working within the hospice clinical services, in line with the requirements of CGG and CQC.

External offering

- To attend and contribute to the work of Beds, Herts and West Essex Network Specialist Palliative Care Group.
- To develop and sustain strong partnership working with other local hospices, primary care providers, Hertfordshire community trust and East & North Herts NHS Trust.
- Working closely with all external education stakeholders and clinical teams to develop the external training offer.
- To represent the organisation on appropriate committees/ working parties at both local and network level.
- To participate in the delivery of formal teaching programmes/ sessions for the team members of varying disciplines, working within the Hospices, NHS organisations and other independent sector providers.

Personal/Professional

- Ensure all personal and departmental deadlines are met
- Comply with all Garden House Hospice Care policies and procedures.
- Maintain required organisational standards for all mandatory training.
- Maintain and improve professional competence by attending training courses, study days and conferences as appropriate.
- Demonstrate ongoing personal and professional development.

Confidentiality

The contractual relationship between the Hospice and its employees is founded on trust. Employees will treat as confidential all information regarding the business of the Hospice, information with regard to agreements with suppliers and information gained about other employees and consultants.

General

This job description is not an exhaustive list of duties, but it is intended to give a general identification of the range of work undertaken and will vary in detail in the light of changing demands and priorities within the Department. Substantive changes in the range of work undertaken will be carried out in consultation with the job holder.

Health and Safety

- Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.
- Ensure familiarity with procedures for dealing with incidents such as accidents or fire.
- Attend fire lectures annually and take part in maintaining fire safety within the building.
- Ensure risk assessments are completed efficiently for all activities related to this role.
- Understand the fire regulations and action to be taken in the event of fire.

- Report any accidents / incidents at work and record adverse incidents as appropriate.
- Adhere to the Safeguarding of Vulnerable Adults and the Safeguarding of Children Policies and Procedures.
- Take all measures to ensure the safety of staff, patients, volunteers, supporters, customers and visitors to Garden House Hospice Care in accordance with Health and Safety Policy.

Purpose and core values

All Hospice staff are expected to work in line with Garden House Hospice Care Purpose and Core Values as these act as a value base which directly influences how all work activities are undertaken. The ethos of the Hospice should be apparent in the behaviours and attitudes of all employees as the work they undertake, whether it is direct or indirect care, is ultimately for the benefit of patients. The Purpose and Core Values are an integral part of all job descriptions, recruitment, the probationary period and performance and development reviews.

Caring and compassion

We will care with compassion, communicate with honesty and sensitivity, facilitate understanding and choice and ensure both respect and dignity.

Accountability

We will dedicate ourselves to safeguard and support our patients, their families, our volunteers and our staff by working to the highest professional and ethical standards.

Respect

We will respect all regardless of their ability, age, gender, race or sexual orientation and we will not tolerate prejudice of any kind.

Excellence

We will remain committed to continual learning and development to ensure we deliver excellence in all that we do.

General duties

- To always comply with the Hospice Information security policy. Also, to respect confidentiality of information about staff, patients and health service business and in particular the confidentiality of electronically stored personal data in line with the Data Protection Act.
- It is the responsibility of all Hospice employees to fully comply with the safeguarding policies and procedures of the Hospice. As a Garden House Hospice Care employee, you must ensure that you understand your role in protecting adults and children that may be at risk of abuse. Individuals must ensure compliance with their safeguarding training.
- The Hospice is committed to a policy of equal opportunities. A copy of our policy is available from the Human Resources department.
- The Hospice operates a no-smoking policy.
- The role description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the post holder.
- All appointments are subject to pre-employment health screening.
- It is the responsibility of all employees to ensure that they comply with the Hospice Infection control practises, as outlined in the Health Act 2008 and staff must be familiar with the policies in the Organisation's infection control manual, this includes Infection Prevention and Control Adult Hospice Policies and Safe Practice Guidance.



- All staff are required to implement infection control policies and practices, including hand hygiene, waste disposal, staff uniform and occupational health responsibilities, as detailed in the Hospice Policies.
- It is the responsibility of all staff to ensure that they have evidence of annual/or otherwise infection control training as appropriate.

NB. The role description is a reflection of the current position and may change emphasis or detail in the light of subsequent developments, in consultation with the post holder.

"team" refers to all members of staff including volunteers.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> Registered Nurse 	<ul style="list-style-type: none"> Recognised qualification in Specialist Palliative Care and/or teaching qualification
Experience & Knowledge	<p>Able to demonstrate</p> <ul style="list-style-type: none"> minimum of 5 years post registration experience practice knowledge of palliative care. evidence of leading and managing projects Education/Learning and Development experience Computer literate with Word, PowerPoint etc. 	<ul style="list-style-type: none"> Clinical experience within a palliative care environment Implementation of new, or changed policies within a healthcare environment
Skills & Abilities	<p>Able to demonstrate</p> <ul style="list-style-type: none"> the ability to work within the Hospice values and a good understanding of the philosophy of hospice care good organisational and manage own time the ability to engage and facilitate others in training and development good communication skills when engaging learners, stakeholders and team members. an up to date knowledge of current nursing practice an awareness of research within healthcare and its impact on care 	<p>Able to demonstrate:</p> <ul style="list-style-type: none"> a knowledge of clinical governance an understanding of the principles of symptom control experience of technology in learning e.g. e learning, learning management systems or online platforms the ability to write training courses
Personal qualities	<ul style="list-style-type: none"> effective communication skills both verbal and written. good presentation and interpersonal skills and a team player understanding of organisation needs and prepared to make decisions based on key priorities whilst maintaining good working relationships inclusion for all developing excellence in practice and continually learning planning and organisation 	

Shortlisting for all positions will be undertaken on the basis of applicants meeting the requirements listed above. Please note that in order to be offered an interview, the applicant must meet all the essential requirements for the post.