

## JOB DESCRIPTION

<b>Job Title:</b>	Clinical Education Specialist
<b>Department:</b>	Learning & Development
<b>Reports to:</b>	Learning & Development Manager
<b>Hours:</b>	15 hours per week

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### Job Purpose

To develop, implement, deliver and facilitate, the clinical, professional, and educational framework for nursing and allied clinical workforce colleagues at GHHC.

The role will provide evidence based clinical training and undertake assessment and development of skills and knowledge within teams as required within the agreed GHHC clinical education and National frameworks.

The post is suitable for a Registered Nurse or Registered Allied Health Professional with extensive clinical experience, including teaching and assessing. Experience in education and skills as a Professional Nurse Advocate (PNA) demonstrated through qualification and practice would be beneficial. Experience and additional training and knowledge in Safeguarding and Mental Capacity Act training would be beneficial.

The post holder will work with the Quality Team, and Clinical Leads across GHHC promoting through training, effective practice that enables staff to deliver safe and effective care.

The post holder is expected to lead by example, acting as a role model to others by demonstrating effective professional attitudes and behaviours.

The detailed responsibilities are not exhaustive. There may be additional relevant responsibilities required in relation to the development of the clinical workforce and organisational safety agenda.

### Responsibilities

- Organise and provide high quality evidence-based clinical, theoretical, education and training programmes in response to identified training needs analysis based upon local and national guidelines, Quality Improvement agenda and reviews.
- Develop and deliver a bespoke/structured in-house education and training programme in line with National and CQC requirements including a support induction programme for new starters.
- Ensure own training and competency is up to date to enable the delivery of the training programme.
- Develop, implement and maintain clinical competency framework across the clinical workforce, including (but not limited to) registered nursing staff, healthcare assistants and allied health care professionals. This will include clinical staff during induction period.
- Provide facilitation for staff to enable the development of confidence and critical thinking in clinical and operational duties.
- Facilitate and deliver learning through a blended approach using quality assured materials to support individual learning needs and styles.

- Support staff to assess their skills, knowledge, and abilities against a role specific clinical competency framework and assist in the development and implementation of effective personal development plans in conjunction with their line manager (as required).
- Ensure that all clinical training and development programmes meet current national requirements and professional standards of practice.
- Encourage a supportive learning culture where staff can maximise opportunities to develop their knowledge, skills and attitudes related to professional development.
- Work in collaboration with others involved in education, clinical practice and academia, to adapt/change and inform programme development. This may also require you to deliver training externally.
- Report any practice and performance concerns to the appropriate senior manager.
- At all times promote and safeguard the interests and wellbeing of patients, relatives, and staff.
- Collaborate with colleagues to review and evaluate existing clinical practice training and development programmes and develop new training initiatives.
- Participate in the review and renewal of clinical and organisational policies as required.

#### **Performance review and professional development**

- Take every reasonable opportunity to maintain and improve self development including personal professional knowledge and competence.
- Participate in personal objective setting and review, including the creation of a personal development plan.
- Take every reasonable opportunity to maintain and improve self-development including personal professional knowledge and competence.
- The post holder will undertake revalidation in accordance with professional requirements, if appropriate.

#### **Additional Responsibilities**

- There is a requirement to comply with all the hospice policies, procedures and guidelines, including those relating to Health & Safety, confidentiality and the Data Protection Act, as required by Information Governance.
- Each member of the hospice team has a responsibility to contribute to the clinical governance programme.
- Each team member to take appropriate action to maintain the highest level of infection prevention and control.

#### **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.

#### **Data Security & Protection**

- All Hospice staff are required to comply with legislation pertaining to Data Security and Protection which incorporates Information Governance and General Data Protection Regulations.



Staff are expected to familiarise themselves with the content of the Data Security and Protection policy and comply with these requirements. Any breach of this policy must be raised to the Data Protection and Security responsible officer following the correct reporting procedure outlined in the policy.

#### **Additional information**

- This job description sets out the key tasks and responsibilities. It is not intended to be comprehensive. It is essential that it should be regarded with a degree of flexibility so that the changing needs of the organisation can be met.
- This job description will be reviewed with the post holder annually as part of the appraisal process. Any proposed amendments will be with the agreement of the appropriate member of the Hospice Leadership Team.

**\*"team" refers to all members of staff including volunteers**

**Garden House Hospice Care is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**

## PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>Registered Nurse or Registered Allied Health Professional</li> </ul>	<ul style="list-style-type: none"> <li>Recognised qualification in Specialist Palliative Care and/or teaching qualification</li> <li>Extended clinical training skills qualifications.</li> <li>Training and evidence of practice as a professional Nurse advocate</li> <li>Extended knowledge/training /experience in Safeguarding and MCA practice.</li> <li>Advanced communication skills training</li> <li>Psychological skills training</li> </ul>
<b>Experience &amp; Knowledge</b>	<p>Able to demonstrate;</p> <ul style="list-style-type: none"> <li>post registration experience</li> <li>evidence of education/Learning and Development experience</li> <li>evidence of leading and managing education programmes and implementation of projects</li> <li>computer literate with Word, Teams, PowerPoint etc.</li> </ul>	<ul style="list-style-type: none"> <li>Clinical experience within a palliative care environment</li> <li>Implementation of new, or changed policies within a healthcare environment</li> </ul>
<b>Skills &amp; Abilities</b>	<p>Able to demonstrate;</p> <ul style="list-style-type: none"> <li>clinical knowledge and ability to supervise clinical staff at all levels and provide effective feedback on performance</li> <li>ability to work within the Hospice values and a good understanding of the philosophy of hospice care</li> <li>ability to work autonomously and evidence good organisational and time management skills.</li> <li>good communication skills in engaging learners, stakeholders and team members.</li> <li>up to date knowledge of current nursing practice and educational requirements.</li> <li>awareness of current research within</li> </ul>	<p>Able to demonstrate:</p> <ul style="list-style-type: none"> <li>a knowledge of clinical governance</li> <li>an understanding of the principles of symptom control</li> <li>experience of technology in learning e.g. e learning, learning management systems or online platforms</li> <li>the ability to write training courses</li> </ul>

	healthcare	
<b>Personal qualities</b>	<p>Able to demonstrate;</p> <ul style="list-style-type: none"> <li>• high degree of integrity and trust with commitment to ethical approach</li> <li>• commitment to deliver GHHC Vision and Values and code of positive behaviour professional standards</li> <li>• pro-actively keeping abreast of key healthcare changes</li> <li>• act as a positive role model promoting innovation and excellence, in accordance with the NMC Code of Practice</li> <li>• effective communication skills</li> <li>• good presentation and interpersonal skills with both individuals and teams.</li> <li>• inclusion for all</li> <li>• developing excellence in practice and continually learning</li> <li>• planning and organisation</li> </ul>	

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.