

Recruitment Person Specification
BAND 6 Clinical Educator

	Essential	Desirable
Qualifications/Training	1 st level RN/ ODP with progressive post reg perioperative experience (within scrub and or anaesthetics). Ordinary Degree or Diploma in nursing or healthcare ODP Mentorship qualification/ Practice Assessor	Post-registration qualification in a relevant speciality Evidence of speciality specific teaching. Post Graduate teaching qualification
Experience	Significant perioperative experience. Up to date mentorship skills. Involvement in quality improvement initiatives.	Recent involvement in delivering training sessions.
Skills/Knowledge	Application must demonstrate a desire to improve patient experience within periop environment Ability to act as a role model Excellent communication and presentation skills.	Extensive knowledge of perioperative equipment Knowledge of SVQ program. Participation in SVQ program
Additional job requirements Eg. car driver, unsocial hours	Flexibility in working hours to accommodate education needs.	Membership of AfPP
Any other additional information	In depth knowledge of Flying start and Future Nurse/ Midwife Program	

GOLDEN JUBILEE NATIONAL HOSPITAL

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Assistant Clinical Educator

Department(s): Nursing (Operating Theatre Department)

Responsible to: Clinical Educator- Perioperative Dept

Job Holder Reference:

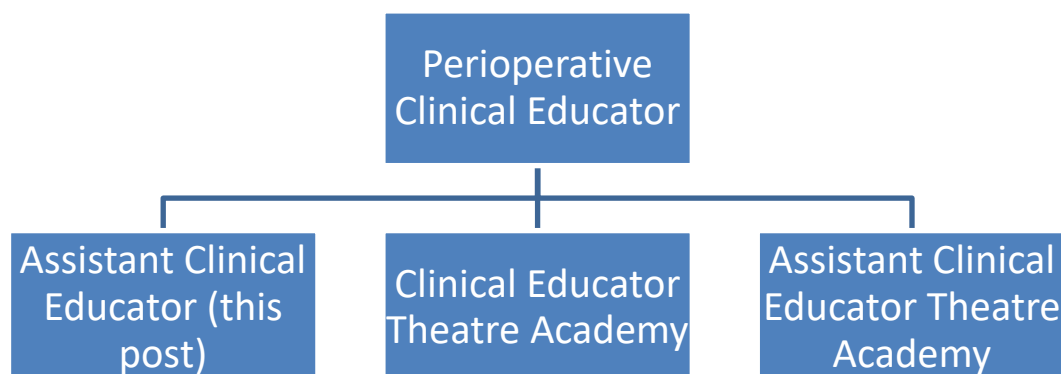
No of Job Holders: 4

2. JOB PURPOSE

The post holder will:

- Promote an environment that encourages learning, teaching and the development of all staff, including those undergoing training.
- Assist the Clinical Educator and SCNs to ensure that practice development activity meets the specific needs of his/her clinical area.
- Contribute to the development, implementation and evaluation of the organisational Clinical Education and Nursing Strategies.
- Be supernumerary to staffing requirements.
- The post holder will be expected to function as an independent practitioner/clinical expert by virtue of their in-depth knowledge and experience.

3. ORGANISATIONAL POSITION



4. SCOPE & RANGE

The post holder has responsibility for new and ongoing education and training within the perioperative environment.

This post will be predominantly supporting staff within Perioperative environment however may contribute to other departments with generic training as directed.

The post holder will work at least 50% of their time within the clinical area working alongside nursing staff providing clinical care to develop their knowledge and skills. This will include pre-registration students, Theatre Academy nurses and other learners as directed.

Work will be coordinated by the Perioperative Clinical Educator, and has no direct reports.

The post holder will assist the Clinical Educator in the collation of all monthly training statistics as requested by the Senior Charge Nurses and Clinical Nurse Manager.

The post holder will work closely with Clinical Educator and Senior Charge Nurse group to ensure education opportunities are fully utilised and relevant to the needs of staff.

The post holder will have strong links with Clinical Educators throughout the organisation and, if required, assists with organisational nurse education.

5. MAIN DUTIES

Education

- Liaise with the Clinical Educator and Senior Charge Nurses to identify ongoing development needs within the specific area.

- Assist staff to identify and meet their learning needs within the perioperative dept.
- Assist the Clinical Educator to plan staff specific training and education taking account of the role, skills and competence of the staff member.
- Support the Clinical Educator in the development, delivery and evaluation of in-service education and training within the clinical area. This includes contributing to Continuing Medical Education (CME) days.
- Assist the Clinical Educator in develop policies and procedures that support education and training within the clinical area.
- Support local implementation of development programmes for Healthcare Support Workers when scrubbing in Theatre.
- Assist the Clinical Educator with development and implementation of training programmes and competencies for practice with in the speciality.
- Facilitate the orientation of all new perioperative practitioners into the clinical team and provide clinical support to ensure successful completion of competencies.
- Ensure staff have the knowledge and skills to successfully complete all competencies required for their role.
- Maintain his/her clinical area as an appropriate placement for pre-registration nursing staff and those undertaking HNC or other training.
- Work closely with the Practice Education Facilitators (PEF) to ensure standards are maintained for pre-registration nursing students.
- Support the Clinical Educator and PEFs to develop staff in the roles of practice assessor, practice supervisor and as preceptors to ensure new staff and pre-registration students are supported within the clinical area.
- Support the Clinical Educator to develop, implement and evaluate preceptorship programme for all newly qualified staff within the clinical area including support of Flying Start™ programme.
- Help staff develop and maintain a Personal Professional Profile in line with revalidation requirements.
- When required, organise and deliver formal and informal teaching sessions at an

organisational level and support others in providing education for patients, relatives and colleagues.

- Acts as a device trainer for all devices utilised in clinical area, prioritising supporting staff to gain competence in any new equipment prior to roll out.
- When required, assist the Clinical Educator to maintain records of training relating to clinical area. Ensure computer database records are accurate and current.
- Demonstrates a systematic, flexible and innovative approach to problem solving and implement actions pertinent to role

Practice

- Practice within the legal and ethical framework established by the Nursing Midwifery Council (NMC), or Health and Care Professions Council (HCPC), National Legislation and GJNH policies & procedures, to ensure the patients interests and wellbeing are met.
- Act as a role model for the nursing team by representing the values and beliefs of the nursing profession as well as that of the organisation.
- Demonstrate the ability to function competently as a member of the multi-disciplinary team, understanding and acknowledging the role and function of other members of the team.
- A significant proportion of time will be to work with perioperative nurses on a frequent basis within the operating theatre department to facilitate and oversee clinical skills and competence acquisition, and to escalate any problems or issues appropriately and promptly.
- Establish, participate in and provide guidance to others on clinical supervision of staff

Research

- To be involved in audit projects in order to enhance practice development.
- Assist staff in the local development and implementation of clinical audit processes.
- Assist staff in local development of quality improvement projects to enhance patient care and experience.
- Promote evidence-based practice by disseminating information and helping others develop of appraisal skills

- Assist others to select and implement nursing interventions to meet the individual needs of patients using best practice guidelines.

Leadership

- Act to encourage and motivate the perioperative team.
- As directed by the Clinical Educator, act as a change agent for the development of practice within the perioperative environment.
- As directed by Clinical Educator, contribute to the work of multidisciplinary committees for promotion of safe practice throughout the hospital.
- As directed by Clinical Educator, provide support for the local implementation of hospital-wide practice development initiatives.
- Deputise for the Clinical Educator in his/her absence.
- Act on complaints and work with others to improve practice in line with GJNH policy.

Continuing Education

- Take responsibility for personal continuing professional development and support others.
- Maintain a Personal Professional Profile (PPP) in line with revalidation requirements.
- Maintain, and share with others, a public profile of evidence demonstrating that s/he has maintained and developed knowledge and competence in the role of clinical educator.
- Establish and maintain professional networking

Perioperative Programme NHS Scotland Academy

- As directed, support the implementation and delivery of the perioperative training program with colleagues from the wider clinical educator team.

6. SYSTEMS AND EQUIPMENT:

SYSTEMS

- Telephone system, paging system
- The post holder is responsible for inputting information into the clinical information system and also into patient's written medical records. Comply with the Data Protection Act, Caldicott Guidelines and local policies on confidentiality and access to medical records.
- Ability to access e-mail using Office 365.

- Ability to use Microsoft office systems i.e. PowerPoint, MS Teams and excel.
- Ability to access SharePoint for organisational policies and procedures.
- Ability to access internet for evidence based practice guidelines and training resources.

EQUIPMENT

Very Specialised

- Anaesthetic Machines
- Endoscopy Trolley
- Drills & Saws
- Intraortic Balloon Pump

Specialised

- Diathermy Machine
- Operating Table
- Table Attachments

Generic

- Infusion Devices pumps
- Use of manual handling equipment
- Slide projectors, laptop, and other relevant multimedia equipment.

Ability to facilitate and/or deliver training for others in all of the above.

7. DECISIONS AND JUDGEMENTS

Functions autonomously in clinical practice.

Supports staff to develop the ability to anticipate, by using expert knowledge, changes in patient's conditions and implement the appropriate actions required.

Works with the Clinical Educator to anticipate the educational needs of the department both short and long term.

Works with staff, new to the department, to assess initial level of skill and performance.

Performance is monitored by the Perioperative Clinical Educator

The post holder works autonomously but follows workload plans and actions plans that are set by the Clinical Educator. Post holder also has access to supervision from the Clinical Educator.

Has the ability to respond to complex/demanding patient situations both clinically and administratively.

Has the ability to challenge decisions made by others if against policy or not in the best interests of the patient.

Gives feedback on performance directly and sensitively in a timely manner whether the issue is positive or negative.

Utilise appropriate risk assessment tools in order to identify actual and potential risks and implement appropriate interventions.

8. COMMUNICATIONS AND RELATIONSHIPS

Communicates with all staff throughout the organisation as appropriate in a mature and reasoned manner.

Supports other Clinical Educators, Senior Charge Nurses and Charge Nurses within the organisation.

Shares knowledge in a manner conducive to learning.

Supports staff in dealing with difficult situations including breaking bad news and bereavement.

Liaises with Associate Nurse Director, Clinical Educators, CNM, and Senior Charge Nurses throughout the organisation to help establish and maintain a forward thinking, structured approach to education.

Assists the Clinical Educator in establishing and maintaining professional relationships with all relevant external professions, agencies and organisations i.e. HEI's, Reps etc.

May have the opportunity to attend external meetings to network with education colleagues in the speciality and share best practice.

Attend Clinical Education meetings as directed by Clinical Educator

Engages in effective communication with patients, relatives and visitors and colleagues.

Provides support, empathy and reassurance in the delivery of patient care.

9. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

This role has a clinical and educational remit.

Physical Skills

- Insertion of urinary catheters
- Speed and accuracy is exercised when manipulating fine instruments and when altering parameters on specialist equipment i.e. Defib. Paddles

Physical Demands

- Standing in fixed position for long periods during procedure
- Working with patients within confined areas.
- Frequent re positioning of patients both, conscious or unconscious. Handling confused and agitated patients.
- Participating in resuscitation attempts.
- Moving and Handling of heavy patients and/or objects in line with Manual Handling Regulations.
- Standing/walking for the majority of the time.

Mental Demands

- Concentration required when checking instrumentation documents/case-notes and calculating drug dosages while subject to frequent interruptions from patient/relatives/team members.
- Concentration required when observing patient conditions/behaviours, which may be unpredictable.
- Ability to rapidly response to critical changes in patient's condition
- Concentration required in maintaining an overview of clinical activity within area of work

Emotional Demands

- Caring for patients during and immediately after receipt of bad news (occasionally).
- Communicating with difficult personalities within the multidisciplinary team in order to enable effective patient management.
- Occasional exposure to verbal aggression.
- Dealing sudden death

Working Conditions

- Constant exposure to body fluids, faeces, emptying bedpans/urinals, changing catheter bags several times throughout each shift.

- Constant exposure to working in an artificial light environment
- Unpredictable break patterns and shift patterns

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Achieving a balance between office and clinical work when working in role of Assistant Clinical Educator.
- Dealing with interruptions in meeting deadlines and moving from one task to another.
- Working with others across departmental boundaries.
- Offering guidance to individuals for whom s/he has no managerial responsibility.
- To deal with performance and educational issues in a positive and constructive manner, as directed by Clinical Educator.

11. EDUCATION, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- 1st level registered nurse/ operating department practitioner
- Educated to diploma or ordinary degree in nursing or healthcare .
- Evidence of career progression in perioperative specific scrub/ anaesthetics
- Post-registration qualification in a relevant speciality or relevant clinical experience.
- The post holder will be able to demonstrate evidence of prior involvement in delivering education and training.
- Teaching qualification is desirable
- The post requires well-developed interpersonal skills and a supportive, approachable manner.
- Excellent verbal and written skills
- Excellent time management skills
- Ability to fulfil criteria detailed in job description

12. JOB DESCRIPTION AGREEMENT

Job Holder's Signature:

Head of Department Signature:

Date:

Date:

Delivering care through collaboration

NHS Golden Jubilee

Beardmore Street, Clydebank G81 4HX

Telephone: 0141 951 5000

www.nhsgoldenjubilee.co.uk



Chair: Susan Douglas-Scott CBE

Chief Executive: Jann Gardner

Recruitment line: 0800 0283 666

Dear Candidate

POST: Assistant Clinical Educator - Perioperative
Department

JOB REFERENCE: 066761

HOURS: 37.5 per week

CLOSING DATE: 10 September 2021

NHS Golden Jubilee welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

When providing referees on the application form, please be aware that we require a minimum of two references to cover at least **two years** of previous employment/training history. If there is insufficient space on the application form to list all of your referees, please provide on an additional page. Where possible, please provide us with e-mail addresses for contact. Additionally, you should note that as part of the pre-employment checks a PVG or Disclosure Scotland check will be completed. **It is an offence for barred individuals to apply for regulated work.**

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call.

In the meantime, I wish you success with your application and should you require any further information please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely
Recruitment Assistant

NHS Golden Jubilee

General Information for Candidates

- This information package has been compiled to provide prospective candidates with details of the post and background information about NHS Golden Jubilee (NHSGJ).
- The contents of this package are as follows:-
 - Job Description/person specification
 - Terms and Conditions of Service
 - Application Form
 - Equal Opportunities Monitoring Form
 - Information on Agenda for Change
- The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
- Please note, to ensure that we adhere to our current policy on Equal Opportunities; CV's received with Application Forms will be destroyed prior to Application forms being passed for Short listing.
- NHSGJ operates a No Smoking Policy on all Premises and Grounds and in shared vehicles.
- All offers of employment will be subject to the receipt of two year's satisfactory References, Occupational Health screening and Disclosure Scotland clearance. Please note that it is an offence under the act for barred individuals to apply for regulated work.
- Please submit your completed application through the Jobtrain Recruitment System
- The short listing process will take place shortly after the closing date.
- As a Disability Confident Leader we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the person specification will be guaranteed an interview.
- The organisation has introduced a set of shared values. These values will be measured during our Values Based Competency Interview. Our values are:
 - Valuing dignity and respect
 - A "can do" attitude
 - Leading commitment to quality
 - Understanding our responsibilities
 - Effectively working together

NHS Golden Jubilee

Terms and Conditions of Service

The terms and conditions applicable to this post are those of all NHS Scotland Employees.

1. Superannuation

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employees contributions to the NHS Scheme range from to 5.2% to 14.7% of salary (depending on rate of Pensionable Pay) and the employers' contribution equates to 13.5% of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

2. Salary

£33,072 to £40,736 per annum

3. Grade

This post is offered at Band 6

4. Annual Leave

The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata where applicable)

5. Hours of Duty

37.5 hours per week

6. Tenure of Employment

This post is offered on a permanent basis

7. Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

NHS Golden Jubilee

Benefits

NHS Superannuation scheme:

New entrants to NHS Golden Jubilee who are aged sixteen but under seventy-five will be enrolled automatically into membership of the NHS Pension Scheme. Employee contributions vary from 5.2% to 14.7% depending on annual pensionable pay. Benefits include a lump sum and pension when you retire, life assurance of 2 years' pay - while you are working, pension and allowances for your spouse and children in the event of your death, and benefits for ill-health retirement.

Our pension scheme is provided by Scottish Public Pensions Agency. This scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards. All benefits including life insurance and family benefits are explained on the SPPA website <http://www.sppa.gov.uk/>

Annual leave entitlement (including public holidays):

35 days' annual leave on appointment
37 days' annual leave after 5 years
41 days' annual leave after 10 years

Free car parking

Continuing professional development opportunities

Discounts at the Golden Jubilee Conference Hotel

Leisure Club membership – Get fit and healthy at the Centre for Health and Wellbeing with a discounted membership rate of £30 per month.

Discounted Room Rates - Rooms rates discounted subject to specific conditions.

Discounted Dining - 20% off food and beverage when dining in the hotel.

Golden Bistro (Hospital Restaurant) - Discounted food in our award winning hospital restaurant.

NHS Staff Benefits

As a staff member in NHS Golden Jubilee, you will have access to a wide variety of offers and discounts from local and national businesses using your NHS ID badge. For more information and to view these discounts, visit www.nhsstaffbenefits.co.uk - new offers are added on a weekly basis.