|  |
| --- |
| **JOB IDENTIFICATION**  **Job Title: Practice Educator**  **Responsible to: Lead Nurse, Medicine South**  **Department: General Medicine, South Sector**  **Directorate: Medicine Directorate, South Sector** |
| **2. JOB PURPOSE** |
| To work within the nursing and multi-disciplinary teams actively contributing to the education and training strategy within the directorate, by means of group educational teaching sessions, one-on-one teaching sessions and on ward, real time teaching. To ensure practice development activity and pre and post registration education development needs are met within the clinical specialty. A key role of this post is to support staff in meeting competency requirements and staff are equipped with the skills required to perform their role to the optimum. The post holder will support educational initiatives with the General Medicine Services within South Sector and promote continuous improvement of patient centred care, by exhibiting effective skills of encouragement, persuasion and tact. They will be responsible for advocating that clinical practice within this specialty is up to date utilising guidelines, evidence based practice, research and audit.  Be responsible for the development, delivery and evaluation of specialty specific educational programs and sessions incorporating the needs of both registered and unregistered staff as well as professional development of new nursing staff. To contribute to continuous professional development programmes within General Medicine Services.  The post holder will be expected to contribute to the development of the quarterly education report and training needs analysis for the directorate team in line with key government targets and initiatives. The post holder will provide updates on compliance rates of current training sessions. The post-holder will support staff clinically with particular emphasis on post registration nursing education.  A key component of this role is working alongside the education team to facilitate the provision of operational support related to the quality improvement agenda and the ongoing evaluation of the subsequent impact on clinical practice. A core component of this work will be the support of clinical teams with the implementation of CAS and Excellence in Care. |
| **3. ROLE OF DEPARTMENT** |
| To assist in coordinating the provision of seamless care in conjunction with the other Practice Development Nurses, Lead Nurses, Advanced Nurse Practitioners, Clinical Nurse Specialists and Medical staff. Regular liaison with other members of the Multi-disciplinary Team to facilitate investigation, treatment, transfer or discharge of the acutely ill patient as quickly and efficiently as possible within the context of care for the older adult.  To provide a high quality safe and supportive environment in order to care for patients within the Rehabilitation and Assessment Directorate across the South Sector. |
| **4. ORGANISATIONAL POSITION** |
| Lead Nurse  Senior Charge Nurses  Charge Nurses Band 6  CNS/Nurse Practitioners  Chief Nurse  Clinical Services Managers  Practice Development Nurses |
| **5. SCOPE AND RANGE** |
| * Contribute to the setting, implementation, and evaluation of standards of nursing practice, by delivering education and teaching sessions based on current gold standard practice * Contribute to the recruitment and retention of staff by assisting in the development and coordination of education and training requirements of nursing staff, registered and unregistered * Provide clinical leadership to nursing staff facilitating the clinical practice, professional and educational development of these individuals. * Assist in the design and delivery of ongoing education and training within the General Medicine Service, South Sector * To support the assurance that all mandatory training needs within the directorate are met to ensure staff competency and safety * Develops links with nursing colleagues and universities to assist with widening nursing educational initiatives and assist in recruitment and retention * The overarching aim of practice development is to promote safe, effective and person centred practice |
| **6. MAIN TASKS, DUTIES AND RESPONSIBILITIES** |
| * To contribute to, and encourage the development of, evidenced-based practice and to incorporate research and evaluation into all Practice Development activities * Provide clinical leadership for the assessment of patient’s needs, implementation and the evaluation of programmes of care, which are evidence based * To contribute to the development of a competency based preceptorship programme and the regular review to fit the needs of an evolving service * To act as a skilled experienced practitioner ensuring clinical skills are enhanced * To provide support and clinical supervision to newly qualified registered staff and their preceptors, monitoring their progress and developing action learning plans to enable them to develop their practice and function autonomously * To establish and maintain a robust system to record training activities and individual competencies * Maintain patient records in line with NMC guidelines * Assist with creating a culture where clinical nursing practice is proactive and responsive to changing health care needs of the patients within the acute clinical area * To provide mentorship, coaching and facilitation for all nursing staff in their clinical duties * Maintain a current knowledge base of clinical development and best practice.   **Clinical Practice**   * Advise, guide and inform clinical nurses and midwives on clinical issues as appropriate to practice development initiatives * Maintain clinical practice via regular clinical sessions * Utilise clinical knowledge and experience when participating in clinical practice and advising staff on the assessment, planning, delivery and evaluation of patient care * Ensure that own practice reflects current clinical knowledge and evidence * Promote and support innovation in practice * The post holder is expected at all times to practice competencies that demonstrate insight, understanding and mutual respect of patients, their families, carers and work colleagues. Whether in a clinical or non-clinical role the post holder is expected at all times to be an exemplar of person centred care, embracing their Code of Conduct to a high standard as part of an integrated health professional team   **Research and Audit**   * Contribute to the identification of opportunities, and facilitate research and audit, encouraging utilisation of findings which will contribute toward safe, effective and person centred practice * Support directorate nursing and midwifery staff in developing research activities and to contribute to the achievement of identified research priorities * Network with other Divisional staff to share ideas and learn different practice   **Education**   * Participate in the assessment and examination of students undertaking practice development programmes at undergraduate (post registration) and postgraduate level as appropriate      * Work in partnership with directorate Practice Development Nurses, Lead Nurses, SCNs and clinical staff to influence the development of safe, effective, person centred care and the implementation of CAS * For delegated work, contribute to regular training need analysis to facilitate the development, organisation, delivery and evaluation of formal and informal educational / development activity that meet the needs of nursing / midwifery staff working within Acute Services * Contribute to partnership working with HEI’s / FEI’s and other relevant bodies (eg NES, RCN) to develop and maintain academically accredited programmes that are delivered by   Practice Development   * Participates in disseminating and supporting implementation of legislation at an operational level |
| **7a. EQUIPMENT AND MACHINERY** |
| * Telephone * Answering Machine * Fax Machine * Printer * PC * Photocopier * LCD Machine * Manikins * Clinical skills equipment e.g. infusion devices, physiological parameters equipment * Laptop * Projector for presentations * Nutrition Screening equipment e.g. scales, height meters * Pager |
| **7b. SYSTEMS** |
| * Ability to utilise Microsoft office packages, internet and intranet usage and able to present and speak to audiences using available technology e.g. PowerPoint would be desirable * Ability to use Microsoft publisher for newsletter production and develop and maintain arrange of excel and access data bases would be beneficial but not essential |
| **8. DECISIONS AND JUDGEMENTS** |
| * The post holder will have a high level of autonomy and will work in a self-directed way within the parameters set for the post. They will prioritise workload and ensure delivery of an effective and efficient service in both a proactive and reactive manner * Judges when to challenge decisions and behaviour of others appropriately, utilising a range of effective communication and problem solving skills * Is subject to confidential, personal and professional information that requires the post-holder to have a high level of discretion * The post holder is expected to work closely with the Practice Development Nurses, Lead Nurses, Senior Charge Nurses and clinical staff providing professional advice to support decision making relating to the implementation of standards of care * Be responsible for monitoring and evaluating professional standards and provide professional advice      * The post holder is required to influence a wide range of multi-disciplinary staff to ensure collaboration to deliver the work plan through clear and confident presentation of evidence based practice, research and audit outcomes * The post holder will have their work plan agreed with their line manager through the supervision process; monitor progress towards achieving agreed objectives. The implementation of the work plan is determined by the manager and includes time management. The manager uses discretion with regards to ensuring higher managerial engagement in decision-making |
| **9. COMMUNICATIONS AND RELATIONSHIPS** |
| * The post holder must establish strong communication networks with our education colleagues, Clinical Nurse Specialists, Allied Health Professionals, Practice Development teams and Practice Education Facilitators across South Sector and NHSGGC * The post holder requires highly developed interpersonal and communication skills * Robust communication is required to motivate staff and ensure collaborative working with practitioners and stakeholders across acute services |
| **10. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| |  | | --- | | **Physical Demands:**   * Regular use of computing equipment including laptops and data projector * Lifting and carrying materials/resources/equipment– for awareness raising events, presentations and training * Required to travel across South Sector, occasionally Greater Glasgow and Clyde and where relevant adjoining health board areas   **Mental Demands:**   * Retention and communication of specialist health knowledge and information * Post holder will have to deal with frequent interruptions that will require him/her to respond to requests for specific information and focus on a different task or activity      * Concentration required when analysing computer and paper generated data, reading/writing documents and reports, especially when working to tight deadlines   **Emotional Demands:**   * Frustrations and challenges with partnership agencies. This can relate to conflicting agendas between partner agencies and the need to work towards an agreed goal or outcome * The Post holder is required to challenge practice of NHS staff, ensuring that practice development initiatives are seen as priority and integral to planning and practice * Required to respond to difficult and sensitive situations e.g. local concerns over service changes. As with any job working directly with the public/service users there is a need to deal with public anxiety and occasionally verbal abuse from individuals and groups | |
| **11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** |
| * Acting as an effective change agent at operational and professional level, communicating in potentially hostile, antagonistic or highly emotive atmosphere * Working to tight time schedules * Responding to unplanned requests for information and immediate responses to documentation * Diversity of work * Frequent requirements for prolonged and occasional intense diligent concentration throughout the working day * Dealing with challenging behaviours such as negativity and reluctance to engage when acting as a change agent * Adaptation of teaching to meet the learning styles and development needs of individuals and groups * Achieving and maintaining effective teamwork; group motivation and harmonised working in adverse circumstances such as personality conflicts and variations in learning styles * Developing and maintaining effective communication with all members of the multidisciplinary team * Ensuring the continued commitment and support from a wide range of stakeholders to enable the implementation and delivery of action plans in the context of competing priorities within a highly complex organisation |
| **12, KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** |
| * Registered Nurse with current NMC Registration * Educated to degree level * Comprehensive post registration experience that demonstrates the required breadth of knowledge required to lead safely, effectively and efficiently * Comprehensive knowledge of clinical guidelines and standards within Medicine Services * Evidence of ongoing professional development * Well developed multi-disciplinary/partnership working skills * The post holder will possess excellent team-working/leadership skills and have the ability to motivate others and work using own initiative. * Strong communication/Interpersonal skills * Highly competent in oral communication * IT skills with demonstrated ability to use a range of software packages |