

## PERSON SPECIFICATION

<b>JOB TITLE:</b>	<b>Clinical Scottish Vocational Qualification (SVQ ) Coordinator</b>
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Listed below are the key requirements needed to perform this job, candidates will be assessed against these criteria throughout the selection process. NB – Any criteria in the “Essential” box must apply to all candidates. You must stipulate at which stage of the selection criteria will be assessed, i.e. Application Form (AF) or Selection Process (SP)

	Essential Criteria		Desirable Criteria	
	Criteria	AF / SP	Criteria	AF / SP
<b>Qualifications</b>	1 <sup>st</sup> level Registered Nurse.  Ordinary degree in nursing or healthcare, or equivalent experience.  SVQ Assessor qualification (A1/L&D9DI)		SVQ Internal Verifier qualification  Post graduate teaching qualification	
<b>Experience</b>	Extensive general nursing experience.  Experience of supporting learners in a clinical environment		Perioperative nursing experience Previous experience in delivering SVQ programme, specifically Healthcare Support (Clinical).  Prior involvement in delivering education and training.	
<b>Skills and Knowledge</b>	Knowledge of SVQ programmes.  Knowledge of acute adult nursing departments, and other multidisciplinary roles.		Knowledge of Scottish Qualifications Authority SVQ award strategy and procedures  Knowledge of operating theatre environment.	
<b>Personal Attributes</b>	Excellent interpersonal skills and an approachable and supportive manner.		Time management and organisational skills	
<b>Other Requirements</b>	Flexibility in working hours to accommodate SVQ candidate needs		Demonstrates behaviours that support Board Values	

**GOLDEN JUBILEE NATIONAL HOSPITAL**

**JOB DESCRIPTION**

**1. JOB IDENTIFICATION**

**Job Title: Clinical SVQ Coordinator/ HCSE Development Nurse**

**Department(s): Clinical Education**

**Job Holder Reference:**

**No of Job Holders: x 1**

**Band 6: 1.0 WTE**

**2. JOB PURPOSE**

This post holder will be responsible for the supporting the development, implementation and ongoing evaluation of a clinical SVQ programme. Post holder will work with the Clinical Educator (Vocational training) in the wider review and scoping of development opportunities for clinical Health Care Support Workers (HCSWs) within the Board.

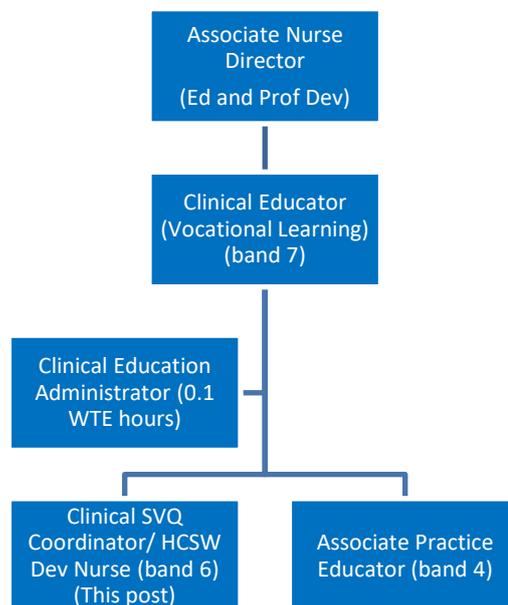
The post holder will continue to develop framework for development and implementation of vocational awards for clinical HCSWs and support wider ongoing training opportunities for this staff group including overseeing mandatory training programmes.

This post holder will be specifically tasked to co-ordinate, support and manage the development of the HCSW workforce within the Nursing and Allied Healthcare Professions (AHP) departments, to enable the progression of staff through Levels 1 to 4 of the Career Framework.

This post holder will oversee assessment, standardisation and quality assurance processes for all clinical SVQ awards ensuring a fair and equitable approach is firmly embedded within the SVQ process.

There is an expectation that 50% of time will be spent working clinically with SVQ candidates. This will be in a variety of acute adult settings including perioperative environment.

### 3. ORGANISATIONAL POSITION



### 4. SCOPE AND RANGE

- No direct reports
- No budgetary responsibility
- The post holder will be responsible for own work load and time management and will report to the Clinical Education Vocational Lead(CEVL).
- Maintain and develop systems, procedures and policies to effectively facilitate the smooth delivery of SVQ programmes meeting current organisational requirements and which are aligned to future workforce needs.
- Support NHS Scotland directives in the development of staff using S/NVQ awards.
- Coordinate clinical education opportunities and competencies for nursing HCSWs in conjunction with the clinical educators/ nurse managers and clinical HCSWs as directed through AHP managers.

### 5. MAIN DUTIES/RESPONSIBILITIES

#### SVQ education

- Responsible for enrolment of clinical HCSWs (Nursing Assistants and AHP assistants) to the programme and supporting their training towards attainment of the qualification. This

may be expanded to support additional HCSWs depending on development of additional awards.

- Along with the CEVL post holder, maintain and coordinate support mechanisms for SVQ candidates, assessors and internal verifiers to maintain a standardised approach in the effective delivery of Vocational Learning.
- Promote the benefits of staff development using SVQ awards linking these with other learning and development opportunities and encourage the development of the knowledge skills and competences required for the future workforce across the Board.
- Prepare and complete assessment plans in consultation with each candidate
- To assess and internally verify (if required) evidence provided by SVQ candidates ensuring the provision of advice, support and feedback to candidates as necessary to achieve their qualifications.
- To promote and provide information on SVQ programmes and to contribute to the quality assurance and internal verification processes
- To liaise with colleagues in SVQ Centre in NHS Greater Glasgow and Clyde (NHSGGC) as directed to contribute to the quality assurance of processes.
- Mentor and coach Assessors, Internal Verifiers (if required) and Expert Witnesses involved in the provision of SVQs as directed.
- Influence individual Continuous Professional Development for succession planning to support the future planning and delivery of SVQ Programmes meeting service and future workforce needs.
- The assessor is required to assess and judge the competence of those undertaking SVQs at SCQF levels 6 and 7 within the Board.
- Maintain regular contact with candidates, (at least monthly), to ensure that they achieve SVQ standard by a mutually agreed date.
- Maintain adequate records of all contact and progress made with each candidate. This should be reviewed on a regular basis and updated as necessary to ensure continuous achievement of SVQ standards.
- Complete and return candidate progress statistics, withdrawals, internal verification forms and new registrations on a month end basis as directed.
- With the CEVL deliver and co-ordinate a range of training and development interventions to provide theory based learning which focuses on clinical practice including legislation specific to the award being undertaken by candidates.

### **HCSW development**

- Coordinate clinical education opportunities for nursing and AHP HCSWs in conjunction with the clinical educators and as directed by the CEVL,
- Scope wider training opportunities for HCSWs including review of external resources available.
- Plan HCSW training opportunities in conjunction with the CEVL
- Monitor and develop nursing HCSW competencies in conjunction with Clinical Educators and monitor sign off of competencies.

### **Wider**

- Post holder will represent the Board at National SVQ meetings as directed and any other national HCSW development related meetings providing updates of activity at GJNH and completion of national reports as required.
- Post holder will contribute to regular quarterly reports on activity and contribute to updating action plans regularly and report on issues on a regular basis.
- Produce and contribute to update papers on progress for various groups and committees as required and directed (ie for Senior Management Team, Board meeting etc.)
- Post holder will speak at local, regional and national meetings, conferences and events as required.
- Work with the CEVL to promote and publicise SVQ programmes within the Board by the design, preparation and presentation of workshop material to candidates, managers and others as the need arises and on an “ad hoc” basis and by invitation.

### **Policy and Procedures**

- Contribute to implementation of a Board wide SVQ Strategy and action plan, development of Board policies, procedures and guidelines to provide effective frameworks for working practices
- Ensure uniform practice advice and assessment methods are being maintained both to the National Occupational Standards and to the quality assurance of the SVQ programme throughout the Board.
- Provide positive professional leadership and guidance on all SVQ and related matters necessary for the delivery of effective SVQ programmes.
- Evaluate SVQ programmes and undertake audits to track candidate progress.
- Responsible for quality assuring the assessment process including judgements made by assessors regarding standards of practice for HCSWs and the formulation of a quality assurance random sampling plan.

- Organise and co-ordinate mandatory/non-mandatory standardisation events as specified by the awarding bodies to provide ongoing support to established assessors to achieve consistent standards of assessment and facilitate candidate completion within set timescales.
- Ensure all quality processes and procedures are fit for purpose and reviewed to support the continuous delivery of SVQ programmes in accordance with the terms agreed for SVQ Centre approval and mandatory Awarding Body requirements.
- Contribute as part of a multi-disciplinary team to the development, implementation and maintenance of S/NVQ policies, procedures, processes, standards and systems in accordance with specified awarding body requirements. This will ensure adherence to mandatory quality assurance requirements to maintain S/NVQ Centre accreditation, and the delivery of the highest standard of patient care as part of the assessment process.
- Other duties as required or delegated within the boundaries of this role.

## **6. DECISIONS AND JUDGEMENTS**

The post holder reports to the Clinical Education (Vocational Learning) and is expected to fulfil this post with minimal supervision within the parameters of established local and national priorities and action plans, which are set in conjunction with the Nursing Strategy and AHP strategic plans.

The post holder uses own initiative to make decisions with the support of the CEVL and will work closely with the CEVL to deliver of key objectives in relation to workforce planning targets and delivery of SVQ programmes within the Board.

Identify problems/issues and resolving same in collaboration with candidate and/or other stakeholders.

Post holder will deputise for the CEVL as directed at attendance at national, regional or local meetings as required.

Liaise as necessary with candidates' line manager to facilitate assessment process.

Coach, motivate, direct and support candidates towards completing the SVQ award. Accurately assess evidence of competence provided by SVQ candidates, including direct observation of work activities, against National Occupational Standards.

Internally verify (if required) assessors' judgements, carrying out standardisation and quality assurance procedures as required by SVQ Centre.

Maintain own CPD in relation to both assessment practice and quality assurance requirements as specified by the SVQ Centre and awarding bodies and KSF requirements and maintain occupational competence and professional registration.

## **7. COMMUNICATIONS AND RELATIONSHIPS**

It is essential that the post holder has excellent communication skills and is able to communicate in a clear, constructive and persuasive manner, and takes a professional and logical approach in delivery of the requirements of the role,

Examples of key contacts may include:

Clinical Nurse Managers

Senior Charge Nurses/ Clinical Educators

Rehabilitation Manager/ Radiology Manager/ Cardiology Manager

E health colleagues

SVQ Centre (NHSGGC)

Awarding Bodies (SQA and City& Guilds)

External Verifiers/ NES

The post-holder will have agreed objectives and actions set and reviewed with the CEVL

The post-holder is responsible for ensuring the delivery of the objectives and managing the ongoing prioritisation of their professional workload.

## **8. DEMANDS OF THE JOB**

### **Physical:**

Duties require post holder to concentrate for long periods of time at VDU. Standing to observe candidates in clinical areas, deliver presentations.

### **Mental:**

Explanation and clarification of complex national occupational standards to candidates and managers

Concentration required when assessing candidates work

Supporting, motivating, guiding and advising staff regarding SVQs in groups and a one to one basis

Time management skills including flexible approach to gathering evidence for candidates, candidates may be required to change duties or cover for others at short notice.

Efficient in prioritisation of workload

Ensuring completion of reports/documentation following assessments/internal verification within timeframes.

### **Emotional:**

Working with colleagues with different levels of experience, motivating and facilitating staff development

Dealing with candidates after outcome of assessments both positive and negative outcomes.

Supporting candidates who have other deadlines and agendas whilst participating in the award.

Dealing with positive and negative issues from a variety of staff and managers who have different levels of involvement with SVQs

Influencing and persuading workplace managers to facilitate assessment

**Environmental:**

Working within professional training setting including wards, clinics and other patient areas to observe and assess candidate performance and quality assure the assessment. This may include some out of hours work within the hospital to meet with candidates at start or end of night shifts.

Shared open office environment, frequent telephone and office interruptions, agile working including working from home as agreed with CEVL.

**9. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

Supporting the developing capacity and capability of SVQ provision with the Board.

Developing policy and procedures with reference to SVQ to achieve the needs of the Board in longer term goals of SVQ development.

Supporting candidates to achieve SVQs in the workplace taking into account competing priorities on candidates' time.

Extra concentration within environments where work patterns are unpredictable i.e. due to change duties or cover for others at short notice making assessment difficult.

Ensuring all information in connection with candidates and their progress is accurately, recorded and passed to S/NVQ Administrator within appropriate timeframes.

Adhering to quality standards and operational procedures whilst observing regulatory requirements set by the qualification Awarding Bodies.

**10. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

This post is predominantly to support and develop Nursing HCSWs therefore the post holder requires to be a Registered Nurse with a First Level nursing degree (or equivalent or working towards attaining this award) and demonstrated progressive experience in acute care.

The post holder will:

- Work as part of a wider team and be flexible to meet the needs of the team possessing excellent team working skills
- Work on own initiative
- Have knowledge of learning and teaching strategies and techniques

- Have excellent planning, organisational and communication skills demonstrating the ability to motivate/guide /support/coach/ mentor and advise learners in a one to one setting
- Have knowledge and understanding of SVQ processes
- SVQ assessor qualification (D32/33, A1, L&D9Di) is essential
- SVQ Internal Verifier Qualification (L&D11 or V1) or willingness to work towards this within first 6 months in post.
- Computer literacy skills essential
- Show commitment with enthusiasm to staff development using S/NVQs

### 11. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

**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](http://www.nhsgoldenjubilee.co.uk)



Chair: Susan Douglas-Scott CBE  
Chief Executive: Jann Gardner

Recruitment line: 0800 0283 666

Dear Candidate

### **POST: Clinical SVQ Coordinator/ HCSE Development Nurse**

**HOURS: 37.5 hours per week**

**CLOSING DATE: 16 June 2021**

The Golden Jubilee Foundation 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

**Golden Jubilee Foundation**

**General Information for Candidates**

- This information package has been compiled to provide prospective candidates with details of the post and background information about the Golden Jubilee Foundation (GJF).
- 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.
- GJF 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 to:-

**recruitment@gjnh.scot.nhs.uk**
- 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

**Golden Jubilee Foundation**  
**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 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.

Golden Jubilee Foundation

Benefits

**NHS Superannuation scheme:**

New entrants to the Golden Jubilee Foundation 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 £25 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 the Golden Jubilee Foundation, 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](http://www.nhsstaffbenefits.co.uk) - new offers are added on a weekly basis.