



## Job Description

**Job Title:** Lead Practice Educator

**Responsible to:** Director of Care and Executive Nurse

**Job Purpose:**

To work as a Lead Practice Educator using acquired specialist knowledge and skills and lead the coordination, development and implementation of quality assured training that meets the needs of the paediatric patients, service, individual staff members and multi-disciplinary teams working within Acorns Children's Hospice.

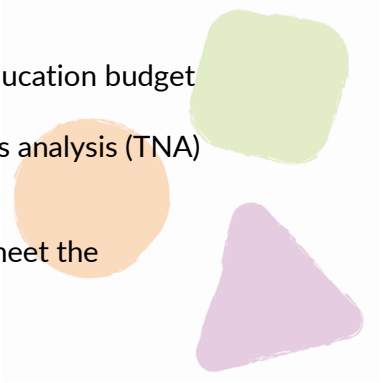
The postholder will contribute to the development of Acorns care education portfolio, working collaboratively with the care workforce. The postholder will design, develop and maintain robust lesson plans and training resources to ensure standardisation of care education across multi-sites. They will ensure provision of opportunities to meet essential training requirements and achieve mandatory compliance.

The Lead Practice Educator will lead, teach and support the Practice Educators to provide education support to staff, deliver training and simulation sessions for all care staff employed by the Acorns Children's Hospice.

**Main Duties:**

1. The postholder will be expected to work with a minimum of supervision and to coordinate his/her activities to support the wider Clinical Education Service in relation to paediatric education in ensuring that an efficient and resilient service is provided to Acorns.
2. The postholder will be responsible for assisting in the planning, organising and implementing of specific training of all new and existing staff employed by the hospice.
3. The postholder will be expected to coordinate his/her activities, with a level of autonomy, to effectively manage his/her own workload, time, clinical and operational responsibilities.
4. The department operates across all hospice sites and the team will be expected to travel to different locations, where their role requires them to do so.

**Budgetary and Resource Management**


1. Work with Care Senior Leadership Team (SLT) to manage the Clinical Education budget in line with hospice policy
  2. Identify funding required to meet the needs of the service training needs analysis (TNA) and staff development needs
  3. Cost courses to allow for personal and service development.
  4. Liaise with Care SLT to ensure that equipment and available resources meet the requirements of the hospice curriculum.
  5. Ensure good use of resources minimising waste.
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### Management, Supervisory, Teaching and Training Responsibilities

1. Provide orientation and support to new staff joining the Practice Education Team.
2. Teach, train, supervise, coordinate work streams and responsibilities of the Practice Education Team to ensure the hospice education remit is achieved
3. Assess requirement, design, develop and facilitate education sessions for staff providing care to children and young people.
4. Facilitate provision, delivery, monitoring and evaluation of clinical skills and simulation-based education and training programmes for all grades of hospice staff
5. Ensure uniformity and quality of care-based training by using judgement and analytical assessment skills to decide if competency has been attained based on hospice and current and relevant guidelines.
6. Act immediately upon any unsafe practice being identified, submit relevant documentation and escalate to Care SLT as appropriate
7. Work collaboratively to maintain & monitor accuracy of centralised, computerised training records, ensure deficiencies are reported to the Care SLT as appropriate.
8. Promote hospice attendance at role specific training and update sessions.
9. Ensure any complaints are dealt with promptly and courteously in accordance with hospice policy and the standards expected within the service
10. Ensure that all training equipment required is available and in working order.
11. Report any issues to the appropriate lead for each service as necessary and where appropriate.
12. Work collaboratively with the Deputy Director of Quality Assurance to produce education quality assurance reports and quality improvement plans where required.
13. To act as a source of advice and support to colleagues
14. As part of the Education team, represent the hospice in a professional and responsible manner acting as a positive role model for staff.
15. Be fully conversant with the relevant code of professional conduct and abide by their guidance.
16. Adhere to all hospice policies, procedures and guidelines in relation to both professional practice and general conduct.
17. Participate in all mandatory training required by the hospice relevant to the role of a Lead Practice Educator
18. Take responsibility for own professional development, ensuring awareness of latest issues and equipment, including the protocols and guidelines from the relevant governing bodies
19. Attend local & national meetings and conferences as appropriate and as requested by Care SLT
20. Ensure that patient and staff confidentiality is always maintained.
21. Be aware of general and care specific Governance initiatives and support their implementation as appropriate.
22. Ensure that infection control guidelines and policies are strictly adhered to.
23. Maintain the Health & Safety Regulations of Acorns Children's Hospice Trust including Fire Regulations within the Acorns buildings.

### Research and Development

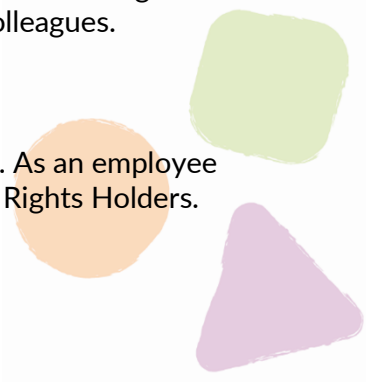
1. Collaborate with Care SLT to engage with hospice teams to develop the education, simulation and clinical skills portfolio
2. Communicate effectively with care teams to identify training requirements to ensure safe and effective service is implement
3. Work with Care SLT to respond to risks, incidents and complaints.
4. Design and disseminate information, training and record information.
5. Network with other organisations and experts to share and develop best practice.
6. Participate in regional/national educator forums, sharing information and learning

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7. Undertake other research audits and projects as requested by Care SLT
  8. Attend events, collecting education-based information to enhance and further develop the hospice portfolio.
  9. Seek and provide appropriate feedback on performance
  10. Collate data as requested by Care SLT in support of quarterly reports on training activity, non-attendance, for the purposes of CQC, clinical governance, performance review and trust and national requirements.
  11. Participate in trialing new products, evaluate and feed back to the Deputy Director of Quality Assurance and Head of Facilities on effectiveness

### Other Duties:

1. To act as an ambassador for Acorns raising awareness of its charitable aims and objectives and enhancing its reputation through exemplary behaviour, conduct and team working.
2. To contribute to Acorns fundraising aims by raising awareness with your stakeholder groups about how vital fundraising is to the charity's mission and sharing opportunities for fundraising support
3. To put the needs and interests of Acorns children and young people and their families first in all aspects of their work.
4. Be aware of available sources of staff support and ensure that they are accessed if necessary.
5. Ensure that all aspects of the role specification are met and that the service provided is culturally sensitive and appropriate for all sections of the communities we serve. Equal opportunities will be applied to all aspects of service delivery, and work should actively address access inequalities.
6. Ensure that our services are 'individualised', 'family centred' and 'family led' and be aware of the need to promote and maintain a positive environment both within Acorns and in all our external contacts.
7. Take responsibility for ensuring good teamwork and a flexible approach are maintained within the Acorns Care Team and the wider organisation, as well as with key stakeholders in other aligned services.
8. Take responsibility for ensuring good communication, including key plans eg ACP and key clinical updates, using the appropriate channels, is always maintained within the organisation. Including the sharing of clinical updates and learning from adverse incidents.
9. To ensure compliance with Acorns policies for diversity, employment, equal opportunities, health and safety, information governance and safeguarding.
10. To actively participate in a performance and development review process and any training and development identified to further enhance your role with Acorns.
11. To be innovative, commit to continuous learning, researching new ideas, monitoring new technology advancements, sharing good practice across the team and colleagues.
12. Promote a coaching culture within Acorns.
13. Carrying out any reasonable duty as requested by your line manager.

Acorns adheres to the United Nations Convention on the Rights of the Child. As an employee you will be a Duty Bearer for Children's Rights and support all children to be Rights Holders.




## Person Specification – Lead Practice Educator

|                           | ESSENTIAL   | DESIRABLE  |
|---------------------------|---|--|
| <b>Qualifications</b>     | <ul style="list-style-type: none"> <li>&gt; Qualified Healthcare Professional</li> <li>&gt; Recognised Education &amp; Teaching Qualification or working towards</li> <li>&gt; BLSi</li> <li>&gt; Relevant Safeguarding Training</li> </ul>   | <ul style="list-style-type: none"> <li>&gt; Physical Assessment Skills</li> <li>&gt; ILSi</li> </ul>   |
| <b>Experience</b>         | <ul style="list-style-type: none"> <li>&gt; Registered Health Care Professional with evidence of post registration experience.</li> <li>&gt; Maintained relevant CPD activity of essential hours</li> <li>&gt; Additional professional development and leadership activities</li> <li>&gt; Care and Assessment of the acutely unwell child</li> <li>&gt; Experience of identifying, reporting and recording safeguarding concerns for both Adults and Children.</li> <li>&gt; Using Evidence Based Practice to influence the development and delivery of clinical updates</li> <li>&gt; Experience producing and delivering education and training using the VARK model of learning</li> </ul>  | <ul style="list-style-type: none"> <li>&gt; Experience of working with children with special needs or disability.</li> </ul>   |
| <b>Skills and Ability</b> | <ul style="list-style-type: none"> <li>&gt; Demonstrate leadership qualities clinically and as required to lead on projects</li> <li>&gt; Clinically credible within their role and demonstrates an ability to work with a multitude of front-line staff</li> <li>&gt; Ability to demonstrate a sound understanding of clinical skills to include IV therapy, patient assessment skills, airway management and to develop further skills as required.</li> <li>&gt; Ability to demonstrate a sound understanding and knowledge of resuscitation practice</li> <li>&gt; Able to write / produce accurate, clear written and verbal reports within the service</li> <li>&gt; Ability to populate and use Excel and other current IT systems</li> <li>&gt; Participating and implementing change</li> <li>&gt; Evidence of supporting and training others in clinical environment</li> <li>&gt; Delivery of formal and informal teaching sessions within clinical environments</li> <li>&gt; Flexibility in approach and attitude with proven ability to in prioritising workload in the face of competing demands</li> <li>&gt; High level of work organisation, self-motivation and drive for improvement</li> <li>&gt; Open and honest style with strong personal integrity</li> <li>&gt; Personal resilience in dealing with distressing, emotive and highly challenging situations and discussions</li> <li>&gt; Willingness to learn new skills</li> <li>&gt; Flexible approach to working/shift patterns</li> <li>&gt; Ability to fulfil the travel requirements of the post</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Experience of participating in audit programmes and processes</li> <li>&gt; Experience with managing a budget</li> <li>&gt; Knowledge of equal opportunities</li> <li>&gt; Conducting a Training Needs Analysis</li> <li>&gt; Basic knowledge of human factors in healthcare</li> <li>&gt; Handling of complaints/incidents</li> <li>&gt; Understanding of resource management, health and safety</li> </ul> |
| <b>Training</b>           | <ul style="list-style-type: none"> <li>&gt; Ability to train others</li> <li>&gt; Ability and willingness to undergo further appropriate training.</li> </ul>   |  |

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|--------------------------|---|--|
| <p><b>Other</b></p>      | <ul style="list-style-type: none"> <li>&gt; Ability to work under pressure/ tolerate stress within themselves and others.</li> <li>&gt; Ability to travel independently around the Acorns geographical region.</li> <li>&gt; Commitment to equal opportunities.</li> </ul>  | <ul style="list-style-type: none"> <li>&gt; To be able to support individuals who express strong emotions</li> </ul> |
| <p><b>Behaviours</b></p> | <ul style="list-style-type: none"> <li>&gt; Will challenge the status quo</li> <li>&gt; Positive, enthusiastic approach &amp; can-do attitude</li> <li>&gt; Curious, always seeking to understand and improve experience of customers</li> <li>&gt; Open to change and continuous improvement</li> <li>&gt; Innovative mindset and passionate about learning</li> <li>&gt; Commitment to the Acorns strategy &amp; its success</li> </ul> |  |



## Terms And Conditions of Employment



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|------------------------|---|
| <b>Position:</b>       | Lead Practice Educator  |
| <b>Reporting To:</b>   | Director of Care and Executive Nurse  |
| <b>Location:</b>       | Nearest Acorns Hospice with travel across all Acorns sites  |
| <b>Hours:</b>          | 37.5 hours per week<br>Monday to Friday, 9am to 5pm but with some flexibility to do some evenings and weekends if service needs require it. |
| <b>Salary Range:</b>   | £43,000 - £49,000 per annum   |
| <b>Notice:</b>         | 12 weeks rising in line with statutory provision  |
| <b>Holidays:</b>       | 262.5 hours (35 days) per annum   |
| <b>Pension:</b>        | Contribution to Group Personal Pension Plan or NHS Pension Scheme (if already in NHS Pension Scheme)  |
| <b>Life Assurance:</b> | Acorns Group Life Assurance Scheme or NHS Pension Scheme Life Assurance cover   |

All terms and conditions will be detailed in writing together with Employee/Health & Safety handbook, which must be read and observed.