

Job Description

Job Title:	Trainee Clinical Practice Educator
Responsible to:	Lead Practice Educator
Accountable to:	Deputy Director of Care- Practice Development and Quality Assurance

Job Purpose:

As part of the Care Education team, work collaboratively across the Care Directorate to deliver training and education to ensure compliance with regulatory requirements and meet current and future organisational needs in the delivery of safe and effective care. The postholder will complete an education/teaching qualification alongside this.

Main Duties:

1. Work in accordance with your Registered Bodies Code of Professional Practice/ Standards and Scope of Professional Practice remaining professionally and legally accountable.
2. Work with the Lead Practice Educator and Deputy Director of Care- Quality Assurance to support the development and delivery of an education plan that supports Acorns strategy and workforce development in order to meet the needs of children, families and individual team members.
3. Demonstrate commitment through support to Registered Managers to ensure that compliance with all mandatory training is achieved.
4. Act as a Resuscitation officer for Acorns developing and maintaining own skills as required for this role.
5. To work clinical shifts alongside staff to support with personal development.
6. Support in the onboarding of new starters (permanent and bank).
7. Work with clinical teams across Acorns and externally to develop and deliver educational opportunities to ensure competence and confidence in complex care.
8. Assist the work with clinical teams to ensure clinical competency and skills development to support delivery of evidence-based care. This includes the ongoing development and review of the Acorns clinical competency process.
9. As part of the Care Education Team, demonstrate our caring value by ensuring a responsive and flexible service that reacts to the changing needs of individual children and families and reflects the learning needs of staff and volunteers
10. As part of the Care Education Team develop/ deliver, and evaluate digital and face to face learning packages to meet identified learning needs including bespoke clinical skills including "train the trainer" sessions.
11. Working with the Care education team, use the Acorns digital learning platform to monitor and analyse training and report on compliance.
12. Act as a central point of contact to universities to enable student placements across Care Services and support the teams to mentor students updating and cascading relevant information and resources as required.
13. Support the setting up of honorary contract arrangements and support individuals on placement at Acorns or externally

14. Be courageous and act as a positive role model demonstrating professionalism, accountability and leadership to others and fostering a culture that promotes innovative learning and encourages reflection while challenging poor practice.
15. Work collaboratively and attend/lead appropriate internal and external meetings and workgroups as agreed.
16. participate in research and audit relevant to development and delivery of the service.
17. Maintain own clinical skills through identified learning opportunities in liaison with the line manager.
18. Completion of an education/teaching qualification
19. Maintain professional registration through revalidation.
20. Be curious and use research and professional networking to advise on changes in clinical practice and contribute to policy development.
21. Maintain knowledge and awareness of safeguarding and ensure appropriate steps are facilitated through effective multi-professional agencies.
22. Maintain standards and ensure clinical governance is central to the function of the service.
23. Maintain clear and contemporaneous paper and electronic records in line with Acorns Policy.
24. Completion of annual appraisals– fulfilling own responsibility for appraisal process and agreed personal development/ training plan.
25. To report incidents, near misses and potential complaints in line with Acorns policy and procedures.
26. Always remaining professional, acting as a role model to other team members whilst maintaining professional boundaries.
27. To promote communication with the children and young people, encouraging them to express their wishes and concerns to their best ability (this may include non-verbal, electronic or alternative communication methods).
28. Work autonomously and as part of a team to deliver care.
29. To promote and contribute to effective team working.
30. Contribute towards and deliver presentation materials for promoting the Palliative Care service to other professional groups within and outside the organisation.

Infection Prevention and Control

All Employees and Volunteers of Acorns will be expected to follow all infection prevention and control policies and procedures to ensure a safe and healthy environment. This includes maintaining best hygiene practices, using personal protective equipment (PPE) as required, and adhering to safety protocols to minimise the risk of infection. It is everybody's responsibility to promote a clean and safe environment for staff, children, young people and their families.

Health and Safety

All Employees and Volunteers of Acorns are required to comply with all health and safety policies and procedures in accordance with the Health and Safety at Work Act 1974. This includes taking reasonable care of their own health and safety, as well as that of others who may be affected by their actions. The role involves using personal protective equipment (PPE) when necessary, following established safety protocols, reporting hazards or unsafe conditions, and participating in health and safety training. All Employees and Volunteers of Acorns must actively contribute to maintaining a safe and healthy environment and cooperate with the employer to ensure compliance with relevant health and safety legislation.

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Environmental sustainability

All Employees and Volunteers of Acorns are required to support in minimising environmental impact wherever possible, including recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

Safeguarding

Acorns is committed to safeguarding and promoting the welfare of children and adults and expects all staff and volunteers to share this commitment. It is the responsibility of all staff to always safeguard and protect children and adults at risk, staff must report any concerns as per safeguarding policies and procedures which are available on Acorns internal systems. Every staff member must undertake regular mandatory safeguarding training at a level relevant to their role.

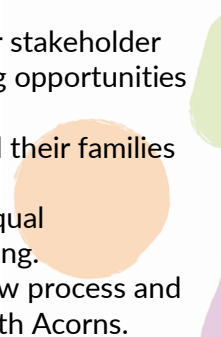
Data Protection and Confidentiality

All Employees and Volunteers of Acorns are required to comply with all relevant data protection laws, including the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). This includes ensuring the confidentiality, integrity, and security of personal and sensitive information. All Employees and Volunteers of Acorns must handle all data in accordance with organisational policies and procedures, ensuring it is only used for its intended purpose and is not disclosed to unauthorised individuals. The role may involve safeguarding personal data, reporting any data breaches, and always maintaining strict confidentiality to protect both individuals' privacy and the organisation's legal obligations.

Equality, Inclusivity and Diversity

All Employees and Volunteers of Acorns are required to promote and uphold the principles of equality, inclusivity, and diversity in all aspects of their work. This includes ensuring that all individuals are treated with respect and fairness, regardless of their race, gender, age, disability, sexual orientation, religion, or any other characteristic protected by law. All Employees and Volunteers of Acorns must comply with relevant legislation, including the Equality Act 2010, and contribute to creating an inclusive environment that values diverse perspectives. The role involves actively challenging discrimination and bias and supporting the organisation's commitment to providing equal opportunities for all.

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. To ensure compliance with Acorns policies for diversity, employment, equal opportunities, health and safety, information governance and safeguarding.
 5. To actively participate in an annual performance and development review process and any training and development identified to further enhance your role with Acorns.
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6. Promote a coaching culture within Acorns and provide coaching expertise as a resource across the organisation.
7. To carry out any other 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: Clinical Practice Educator

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> > Educated to degree level or equivalent or working towards > Registered Healthcare Professional > Evidence of Continuing Professional Development 	<ul style="list-style-type: none"> > EPALS instructor
Experience	<ul style="list-style-type: none"> > Experience of supporting the change process > Knowledge of Safeguarding children > Experience working in a multi-disciplinary team in a healthcare setting 	<ul style="list-style-type: none"> > Experience of liaising with Colleges/Universities > Advanced respiratory skills > Experience of Paediatric Palliative Care > Experience of delivering care to for children with complex needs and disabilities > Experience of working with children with complex care needs
Skills and Ability	<ul style="list-style-type: none"> > Knowledge of the training cycle > Excellent interpersonal skills > Excellent communication, presentation and written skills including report writing. > Excellent IT skills including MS 365 with confidence to use a range of databases including generating reports > Competent in managing virtual meetings via Microsoft Teams > Flexible, self-motivated and able to work on own initiative. > Used to being accountable and able to prioritise own workload to meet deadlines > Accomplished public speaker > Ability to build good internal and external relationships > Ability to maintain boundaries > Ability to prioritise your own workload and work to deadlines > Ability to work as part of a small team > Ability to work collaboratively across teams and the organisation 	<ul style="list-style-type: none"> > Creative > Ability to manage delivering learning remotely
Other	<ul style="list-style-type: none"> > Willing and able to travel between sites and to external meetings and conferences > Commitment to lifelong learning & personal development 	
Behaviours	<ul style="list-style-type: none"> > Will challenge the status quo > Positive, enthusiastic approach & can-do attitude > Curious, always seeking to understand and improve experience of customers > Open to change and continuous improvement > Innovative mindset and passionate about learning > Commitment to the Acorns strategy & its success 	

Terms and Conditions of Employment



Job Title:	Trainee Clinical Practice Educator
Responsible To:	Lead Practice Educator
Accountable To:	Deputy Director of Care- Practice Development and Quality Assurance
Location:	Nearest Acorns Hospice (Walsall, Worcester or Selly Oak) with travel across all hospices
Salary:	Acorns Pay Level D3
Notice:	8 weeks
Hours:	37.5 hours per week
Holidays:	27 days plus statutory bank holidays
Pension:	Contribution to Group Personal Pension Plan or NHS Pension Scheme (if already in scheme).
Life Assurance:	Acorns Group Life Assurance Scheme or NHS Pension Scheme Life Assurance cover (if already in scheme)

All terms and conditions will be detailed in writing together with Employee Handbook which must be read and observed.