

1. Post Title	Professional Education Facilitator (PEF)
2. Band	6
3. Base	Shrewsbury and Telford Hospital
4. Department	Emergency Department
5. Professionally Accountable to	Band 7 Team Leader

Job Summary

- To facilitate clinical staff within the Trust in identifying opportunities for maintaining and improving standards of patient care.
- To support and facilitate innovation in care provision in a structured and systematic way.
- To offer professional guidance and support to clinical staff.
- To develop guidelines and implement developments in practice, and ensure these are audited.
- Provide education and training to clinical teams.

6.0 Job Purpose

- To work flexibly to teach and facilitate learning for all staff with a focus on the development of clinical/practice skills and the promotion of quality learning environments.
- To work with Trust senior nurses and managers to identify and help meet training and development needs for health care staff.
- To plan, develop and implement and deliver training programs for health care staff across the organization.
- To contribute towards the Trust Nursing and Midwifery Education Strategy to ensure there is effective and proactive development and training of nurses and midwives.

Key Relationships

- Corporate Senior Nursing Team
- Head of Nursing, Deputy head of nursing & Matrons.
- Clinical Placement Facilitators/ Educators.
- Department managers

- Corporate Education
- Principal and Lead Lecturers for Clinical Education at the Faculty of Health Staffordshire University/ Wolverhampton.

7.0 Main Responsibilities

7.1 Professional

- To be fully conversant with and work within the Nursing Midwifery Code
- Collaborate with education and service providers to ensure learning environments are reviewed as required
- Act as an expert resource for all clinical staff and students, and to advise accordingly
- To work alongside staff in clinical environments supporting staff in the direct delivery of patient care
- As the senior clinical practitioner, engage and promote clinical supervision.

7.2 Managerial

- Responsible for efficient and effective use of resources. To manage time effectively to meet project outcomes.
- Care for equipment and supplies within areas they work
- Participate in recruitment, selection of staff as required
- Maintain accurate written and computerized patient and staff records
- To contribute to the development of trust wide policies, to develop, and implement policies for Trust wide use relevant to education and training
- To meet agreed deadlines
- Provide Monthly reports on training % and development of the team.

7.3 Leadership

- To assess practice development needs and create a culture of reflective practice.
- By working with individuals within the clinical setting, facilitate practice by enabling and motivating staff to realize their potential within existing and available resources.
- Be aware of NHS initiatives and assist in change management.
- Ensure Trust policies and guidelines are adhered to, and regular updating of staff takes place.
- To maintain current records and progress reports on individual projects and initiatives.
- To maintain the high standards of the department by contributing towards individual and team objectives.

- To actively participate and contribute towards the setting and achievement of personal objectives.
- To support department senior staff and departmental managers and exercise leadership skills to achieve high morale.
- Exercise leadership skills to act as a catalyst for change.
- To develop and co-ordinate effective team working
- To communicate on a regular basis with team regarding trust objectives, plans & business developments

8.0 Training, Education and Development

- To plan, use and evaluate a range of appropriate work-based learning strategies that facilitate and support learning in formal and practice settings, focusing particularly on the development of generic and/or specialist knowledge and clinical skills as appropriate to professional experience.
- To deliver and facilitate training and education to health care staff in clinical settings.
- To work in clinical areas with health care staff to support their practice and development of skills.
- To assess and support others in assessing the Fitness to Practice of pre and post registration healthcare students undertaking professional qualifications.
- To work with Clinical Placement Facilitators and key partners in supporting the learning environment, providing quality learning experiences for all students.
- To be aware of the outcome of the educational audits and work with ward managers to develop and implement resultant action plans.
- To contribute to the design, planning and implementation of learning programs for healthcare workers.
- To contribute to the overall evaluation of learning programs, designing and/ or implementing evaluation strategies that determine the effectiveness of practice learning experience
- Identify and agree through performance review an individual professional development plan in consultation with line manager.
- Planning and contributing to the delivery and assessment of clinical skills including OSCEs
- Teaching and facilitating practice focused learning in classroom, skills laboratory, and clinical settings.

9.0 Use of Information

- To maintain database and records of staff training.
- To participate in audits relevant to health care training

- Ensure confidentiality in all matters relating to patients and information obtained during the course of employment in accordance with Data protection, Caldicott and Freedom of Information Acts.
- Ensure the maintenance of accurate and up to date patient records in line with NMC guidelines for Records and Record Keeping.
- Use of Electronic communication systems, personal computer systems and normal office equipment.

10.0 Decisions, judgements and freedom to act

- To work autonomously and independently to ensure services are delivered and targets met.
- To be accountable for decisions affecting their sphere of responsibility. To liaise with Heads of Nursing and other senior Nurses and managers on issues relating to financial, human resources and corporate quality and governance issues and service developments that have wider implications for services across the organization.
- To act in accordance with the Code of Conduct.

11.0 Communication and relationships

- To liaise and communicate with managers, staff and clients at all levels.
- Develop effective channels and systems of communication and ensure all staff are kept informed in a timely and appropriate manner.
- Facilitate communication and co-operation between trust, university staff and external organizations.
- To influence the delivery of training through negotiation and persuasion.
- To present written and verbal reports to trust board, senior management teams and managers throughout the organization in relation to training and development within sphere of role .
- To ensure that confidentiality is always maintained in conjunction with the Trust's Confidentiality Policy.

12.0 Physical, mental, and emotional demands of the post

- To maintain a patient focus in all service activities.
- To work flexibly to meet critical short term and long-term deadlines.
- To always act sensitively in ensuring that concerns of staff and clients are dealt with sympathetically.

Health and Safety

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g., incident reporting policy).

Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorized use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional Standards and Performance Review

As an employee of the Trust, you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and

- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.
- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous improvement

The Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower staff at all levels to have the confidence, capability, passion and knowledge, to test changes and make improvements at the Trust and the communities we serve. Following a successful five-year partnership with the Virginia Mason Institute in the USA, the Trust continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you to make improvements, whilst also providing training at various stages of your time at the organisation, as part of your continuing professional development.

This job description is a summary of the main responsibilities and is not intended to be an exhaustive list of duties or tasks. It will change and develop in line with organisational needs