

# **UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

## **Directorate of Clinical Education**

**Job Title:** Senior Clinical Skills Facilitator (acute skills and Lead Resuscitation officer)

**Band:** 7

**Responsible to:** Manager of the Clinical Skills Unit

**Professionally Accountable to:** Manager of the Clinical skills Unit

**Site Base:** Across all sites

**Hours:** 37.5 hours/week

**The post holder will work in conjunction with the Senior Clinical Skills Facilitator (planned skills) to provide senior cover for the unit**

### **JOB SUMMARY**

- Lead on and deliver the provision of acute skills training at UHL. This includes overall responsibility for the Trust wide provision and coordination of the resuscitation service, in conjunction with the skills team
- Assist/Lead if required as a member of the Cardiac arrest team to cardiac arrest calls and be responsible for contributing to the management of care of the patient during the incident. and feedback to the team during debrief sessions
- Support the concept of continuing professional development through the delivery of Trust wide relevant clinical skills programmes of education and training .
- Monitor and evaluate the effectiveness of education, training and development delivered through the clinical skills units.
- In partnership with the Medical School, the Post Graduate Deanery and other Educational Stakeholders support the education, training and development of learners on both Undergraduate and Post Graduate/ Registration programmes.
- Line manage a team of clinical skills staff
- Deputise for the Skills Centre manager.

### **KEY RESPONSIBILITIES**

#### **1. EDUCATION, TRAINING AND CLINICAL PRACTICE DEVELOPMENT**

- 1.1 Develop, lead and manage the delivery of acute skills training, including resuscitation training through the skills units

- 1.2 Have responsibility for Resuscitation policy and development across the organisation
- 1.3 Act as the expert resource within the Trust at all levels in matters relating to resuscitation practice
- 1.4 Liaise with other groups to develop and deliver multi professional and inter-professional clinical skills training including nationally accredited courses.
- 1.4 Lead on the process of audit data collection to improve education and service provision in the management of acute aspects of clinical care
- 1.5 Maintain clinical credibility by working and educating in practice. This will include taking an active role in the management of adult and paediatric cardio-respiratory arrests.
- 1.6 Work with the Medical, Nursing Education and Clinical Governance Leads to influence programme and curriculum development.
- 1.7 Ensure own professional development needs through regular appraisal and meeting of Personal Development Plans in agreement with the Unit manager
- 1.8. Assist with the implementation of the UHL Education and Training Strategy

## **2. STAFF MANAGEMENT**

- 2.1 Responsible for the line management of a team of clinical skills staff (acute team).
- 2.2 Actively facilitate staff development by ensuring clinical skills staff receive an effective mentorship.
- 2.3 Establish effective communication links between the Skills units and the nominated Directorate Medical and Nursing Education leads to ensure the development and delivery of a dynamic and evolving programme of clinical skills training and assessment according to clinical need and risk
- 2.4 Participate in the activity of the Resuscitation Committee, providing specialist input as needed.

## **3. INFORMATION MANAGEMENT**

- 3.1 Responsible for the maintenance of accurate skills training records in line with best practice and adhering to Trust guidelines.
- 3.2 To be jointly responsible for collaborating with Directorate Education leads to identify Speciality specific clinical Skills training for inclusion within the Directorate business planning process.
- 3.3 Actively participate in education meetings/events and networks within the Trust and University as required.

#### **4. PROMOTE EFFECTIVE LEADERSHIP**

- 4.1 Work alongside the Skills Unit manager to seek new opportunities to develop multi professional and inter- professional learning, training and assessment opportunities both Internally and external to the Trust
- 4.2 Act as a clinical expert and role model leading best practice, research and Professionalism.
- 4.3 Act as an expert resource for the Cardiopulmonary Resuscitation Committee In developing strategy, policy, standards of practice and procurement of Equipment for resuscitation purposes across the organisation

#### **5. RISK MANAGEMENT AND PATIENT SAFETY**

- 5.1 Encourage and foster a culture that supports 'lessons learned' from adverse events and to provide relevant education and training to improve practice and care ,through close working links with clinical risk colleagues
- 5.2 Ensure all training delivered reflects and complies with UHL policies, practices and recommended health care guidelines
- 5.3 Ensure as far as possible under their sphere of influence that all staff are 'fit for purpose and practice'.
- 5.4 Assist the wards to meet 100% compliance with statutory and mandatory training through the delivery of relevant education and training in line with Trust Policies and NHSLA Guidelines.

#### **6. CLINICAL GOVERNANCE, AUDIT AND RESEARCH**

- 6.1 Ensure the collection of audit data for all cardio-respiratory arrests.
- 6.2 Ensure the collection of audit data in respect of the readiness of all areas to manage a cardio-respiratory arrest.
- 6.3 Lead on the coordination of the Annual report for resuscitation and disseminate findings to appropriate forums.
- 6.4 Act as a clinical and professional expert and learning resource for the staff within the Directorate.
- 6.5 Assist with the implementation of the Trusts Directorate Education Training Development Strategy within clinical areas and across the Directorate

## **7. PROMOTE AND ESTABLISH EFFECTIVE COMMUNICATION AND TEAMWORKING**

- 7.1 Communicate effectively with the Education Leads, Matrons, Clinical Support Nurses, Ward Staff, and the interdisciplinary team.
- 7.2 Ensure that the importance and implications of education and research and ideas are raised in appropriate forums.
- 7.3 Share best practice within and outside of the Directorate.
- 7.4 Work closely and effectively with ward teams to deliver education, training and ensure development is linked to KSF appraisal / Personal Development Planning (PDP) process and needs of the service.
- 7.5 Provide clinical expertise to curriculum and programme development through partnership working with Higher and Further Education establishments.
- 7.6 Promote team working across the Directorate and the multi professional teams.

## **8. PATIENT AND PUBLIC INVOLVEMENT AND EXPERIENCE**

- 8.1 Promote patient and public involvement by developing new initiatives that support patient centred care.

## **9. KEY WORKING RELATIONSHIPS**

Directorate of Clinical Education staff, Directorate Education Leads, Ward teams, the Clinical Governance team Corporate Medical team, Higher Education stakeholders, Undergraduate and Post graduate Staff

## **10. GENERAL TERMS AND CONDITIONS**

### **CRIMINAL RECORDS BUREAU CHECKS**

This post requires a standard disclosure by criminal record certificates\* / enhanced disclosure by enhanced criminal records certificates\* as this post is regulated by the Protection of Children Act 1999, The Criminal Justice Courts Act 2000 and / or the Care Standards Act 2000 and such other authority committed by statute.

Failure to disclose details if you are currently / or in the future are the subject of police investigation / proceedings which could result in a conviction, caution or bind over order is a disciplinary matter, and may result in dismissal.

### **OCCUPATIONAL HEALTH SCREENING**

All posts are offered subject to satisfactory pre-employment health screening by the Trust's Occupational Health Service. Confidential health questionnaires must be completed and submitted to the OHS.

**IF** the duties of the post require the post holder to carry out exposure prone procedures or haemodialysis, further screening, including blood tests for Hepatitis B status, may be required unless documented results of identified validated blood samples tested by a UK accredited laboratory can be provided. This screening is required by the University Hospitals of Leicester NHS Trust to protect its patients from acquiring blood borne virus infections from staff. The OHS screening will be in accordance with Department of Health Guidelines and Trust policies.

## **GENERAL**

- All employees are subject to the requirements of the Health & Safety at Work Act. The post holder is required to ensure that as an employee, his or her work methods do not endanger other people or themselves.
- All employees are subject to the requirements of the Data Protection Act and must maintain strict confidentiality in respect of patient's and staff's records.
- All employees must comply with the Trust's Equal Opportunities Policy and must not discriminate on grounds of age, colour, race, nationality or ethnic origin, religion, belief, gender, marital status, sexuality, disability, trades union membership (or non-membership) or political affiliation, or any other grounds which cannot be shown to be justifiable.
- This job description is not to be taken as an exhaustive list of duties and it may be reviewed in the light of changed service needs and development. Any changes will be fully discussed with the post holder. The post holder will be required to carry out the duties appropriate to the grade and scope of the post.

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## Directorate of Clinical Education

**Post:** Senior Clinical Skills Facilitator (Acute and Resuscitation Officer)

**Directorate:** Clinical Education

**Band:** 7

	Essential	Desirable	How and When Tested
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>• Generic Instructor course (ALS, PALS, )</li> <li>• 1<sup>st</sup> Level Health care practitioner</li> <li>• Recognised other Teaching and Assessing Qualification</li> <li>• First Degree or proven ability to take the same level of independent thinking</li> <li>• Working towards a Masters Degree in relevant area or proven ability to take the same level of independent thinking</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised management qualification</li> </ul>	<p>Application form</p> <p>C.V.</p> <p>NMC PIN Check</p>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Suitable Post-qualification experience to include relevant speciality</li> <li>• Education and practice experience</li> <li>• Knowledge of nurse and medical education and clinical practice.</li> <li>• Evidence of the development and delivery of education/training programmes.</li> <li>• Evidence of innovations and achievements in clinical practice.</li> <li>• Evidence of continued professional development</li> <li>• Evidence of sound knowledge of National guidance on Resuscitation policy</li> </ul>	<ul style="list-style-type: none"> <li>• Experience at band 6 Level for a minimum of 4 years</li> <li>• Previous experience of education/ practice development.</li> <li>• Experience of the LCAT assessment tool</li> <li>• Experience of devising clinical simulation training</li> </ul>	<p>Application form</p> <p>Interview</p>
<b>Skills/Ability</b>	<ul style="list-style-type: none"> <li>• Teaching /assessment skills</li> <li>• Effective communicator</li> <li>• Leadership &amp; motivation skills</li> <li>• Evidence of audit and change management ability</li> <li>• Computer literate</li> <li>• Motivate self /others</li> <li>• Supervise, educate and develop others and the team</li> </ul>	<ul style="list-style-type: none"> <li>• Organisation and negotiation skills</li> </ul>	<p>Application form</p> <p>Interview</p>

<b>Personal capabilities</b>	<ul style="list-style-type: none"> <li>• Assertive and confident</li> <li>• Ability to demonstrate advanced personal and professional growth and development</li> <li>• Recognition of own limitations</li> <li>• Demonstrates enthusiasm and motivation</li> <li>• Demonstrate a desire to continue to develop own professional development and maintain professional accountability</li> </ul>		Presentation Interview