Practice Education Facilitator
Band 6
Part Time – 18.75 hours per week
Salary Range £25,783 - £34,530 per annum (pro rata)

This is a great opportunity to join a small team dedicated to delivering high quality education across NHS Shetland. Based in the Staff Development Department at Montfield Hospital, the purpose of this post is to influence the quality of the clinical learning environment by providing support, educational input and development activities for mentor/preceptors and students within HNC, pre-registration and post-registration education programmes.

We are looking for a qualified nurse also successful in postgraduate studies with excellent communication and organisational skills. The post holder will be working across several organisations and will be required to support mentors to support students which in turn will ensure excellent nursing education is delivered across the Organisation.

For an informal discussion, please contact Mhairi Roberts, Clinical Development Facilitator on 01595 743418.

Please quote reference number D24/SHOW

Closing date: Monday 10th June 2013

Interviews will be held during week commencing 24th June 2013.

We offer relocation assistance of up to £8,000 and all posts qualify for a Distant Island Allowance of £1,654 per annum (pro rata for part-time and fixed term positions).

For more information and an application form, please visit our website www.shb.scot.nhs.uk. Alternatively, contact the Human Resources Department, Brevik House, South Road, Lerwick, Shetland or telephone: (01595) 743067 (24 hour answerphone), quoting the appropriate reference number. All applications must be on our standard application form – CVs will not be accepted.

In promoting equal opportunities, we welcome applications from all sections of the community.
# Job Description

## 1. Job Identification

<table>
<thead>
<tr>
<th>Job Title: Nursing and Midwifery Practice Education Facilitator (PEF)</th>
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<tbody>
<tr>
<td>Responsible to: Clinical Development Facilitator</td>
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<tr>
<td>Department: Staff Development</td>
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<td>Directorate: HR &amp; Support Services</td>
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<td>Last Update: May 2013</td>
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## 2. Job Purpose

The Practice Education Facilitator Role is designed to influence the quality of the clinical learning environment by providing support, educational input and development activities for mentor/preceptors and students within HNC, pre-registration and post-registration education programmes. The role aims to enhance the quality of the practice learning experience and positively contribute to the future nursing/midwifery workforce. By enhancing the quality of the learning environment, the education and training needs of health care support workers and the full range of professional groups may be addressed.

- Ensure that the student experience is of the highest quality and enables the greatest benefit from the individual clinical learning experience.

- Provide support for mentors to ensure effective supervision, assessment and informed decision making in relation to learners, further support mentors in complex situations around the assessment and judgement regarding student work.

- Ensure the development of both new and experienced mentors and wider practice education support roles.

- Assist senior nurses to enhance the quality of the clinical learning environment through ensuring education and development needs of nursing and midwifery students and registered practitioners are addressed and supported effectively within the practice setting.
• Contribute towards cohesive partnership working between NHS Shetland, Higher Education Institutions and Colleges.

• Contribute to the nursing and midwifery workforce and policy agenda through facilitating quality practice learning opportunities which demonstrate improvements in patient outcomes and experience.

• Ensure the NMC standards around learning development and assessment are implemented and embedded into nursing practice.

• Maximise the numbers of students nurses and midwives who can be supported within clinical practice areas whilst maintaining an effective learner experience.

• Provide support for staff participating in education programmes and continuing professional development activities.

3. Dimensions (Job Facts and Figures)

Shetland NHS Board employs approximately 700 staff. The post holder will focus upon the provision of education for RGU students and qualified Nursing and Midwifery staff.

As Practice Education Facilitator, the post holder is expected to play a vital role in the team providing support, educational input and development of activities for mentors and students within pre and post registration education programmes. There are currently 18 audited placement areas in Shetland, with approximately 120 pre-registration students per annum.

4. ORGANISATIONAL POSITION – This post reports to the Clinical Development Facilitator.
5. Role of Department

The primary function of the Staff Development team is to concentrate on the development of workforce capability, capacity and commitment along with providing and enabling systems of working to enable NHS Shetland to achieve its strategic objectives and the provision of high quality standards and delivery of care. The team achieves this through the support, provision and facilitation of continuing professional development that is appropriate to individual staff, service teams and departments and the organisation which is timely, cost effective and of high quality. The team has a focus or individual and organisational development and service improvement which benefit our patients and clients.

6. Key Result Areas

Support and Development of Mentors

- To establish, develop and co-ordinate audit and evaluation of placement learning, and to ensure systems are in place to resolve emerging issues
- To enhance and support the role of the mentor/preceptor
- To assist mentors/preceptors to facilitate the integration of theory and practice in students/learners/trainees as appropriate, within the practice development environment
- To provide support to the organisation in the co-ordination and delivery of practice based education and Continuing Professional Development to students, including induction and assessment
- To ensure that the clinical learning environment meets the Quality Standards for Practice Placements
- To establish/explore strategies to enhance the clinical learning environment
- To liaise within NHS Shetland, H.E.I. providers and colleges regarding practice placement issues
- To contribute to the collaborative working relationships between the NHS (provider) and the HEI (provider) or College (provider) in respect of the environment for students whilst on practice placements
- To facilitate an increase in student numbers within the NHS whilst maintaining optimal student experience
- Support postgraduate student mentorship for example in the ECCF programme.
- Raise awareness and understanding of equality and diversity across mentor development activities to ensure an inclusive learning environment that will support all learners in practice.
- Participate in facilitating feedback to the practice placement area and HEI following student evaluation of their practice placement experience.

**Quality Clinical learning Environments**

- Develop communication networks and close working relationships with managers, mentors/preceptors, practice placement areas and HEI's
- Actively participate in the Practice Education Facilitators network
- Contribute to effective partnership working between N.H.S Shetland and H.E.I provider by building and maintaining links between the practice placement areas and the School of Nursing and Midwifery
- Support a wide range of learners this will typically include Health Care Support Workers and newly qualified practitioners as required.
- Establish, promote and support opportunities for inter-professional learning
- Contribute, as appropriate, to curriculum developments ensuring that they support the principles of work based learning and respond to clinical need
- Work in collaboration with senior staff and mentors/preceptors to ensure students receive induction and orientation to the practice placement area
- Contribute to the ongoing evaluation and development of the post and improve own knowledge utilising P.D.P. and adhering to the guidelines for Post Registration Education and Practice (PREP, NMC 2002)
- Comply with the N.M.C Code of professional Conduct and other relevant guidance documents which support and maintain standards of professional practice for nurses and midwives.
- Contribute to an Annual Report to the relevant stakeholders
- Work in collaboration with NHS Education for Scotland (NES) in the delivery of the Practice Education Facilitator National Priorities
### 7a. Equipment and Machinery

Use of computer to:

Develop and gather information about key stakeholders, communication networks, creation of posters, leaflets, documents, reports, fliers and presentations.

A working knowledge of the following software packages

- Word
- Access
- Excel
- PowerPoint
- Outlook
- Publisher
- Database construction and maintenance

Car driver to various local and national meetings and placement sites

### 7b. Systems

Microsoft Office full suite of programmes
Publisher
Database maintenance eg mentor database
Project Planning programmes
Maintain records of confidential student issues which are gathered and acted upon with sensitivity

### 8. Assignment and Review of Work

This Job Description will be used as a basis for individual performance review between the post holder, and the manager. Regular 1:1 meetings will ensure a regular review of work.

The Job Description covers only the key result areas and, as such, does not intend to provide a comprehensive list of objectives. Specific objectives will be reviewed each year, and may develop to meet the changing needs of the service. The postholder will need to take due account, in the way they achieve the key result areas, of Board policies and procedures.

Strategic Leadership will be provided by the Director of Nursing, Midwifery and Allied Health Professionals and regular 1-1 meeting will ensure an alignment with organisational objectives.

Monitoring the performance of students by close liaison with mentors and ward managers is integral to the review and assignment of work for the post holder.

The Board aims to maintain the goodwill and confidence of its own staff, service users and the general public. To assist in achieving this objective it is essential that at all times employees
carry out their duties in a courteous and sympathetic manner. The post holder will carry out their duties in accordance with the Board’s Equal Opportunities Policy, respecting the differing backgrounds of colleagues and clients.

9. Decisions and Judgements

Post holder is expected to work with a great deal of autonomy and be able to use their own judgement. The majority of work is self directed and requires minimal supervision. Regular reviews take place between the Practice education facilitator and the Clinical Development Facilitator.

10. Most Challenging/Difficult Parts of the Job

Identifying and promoting opportunities for partnership working in the field of education and development across a range of professional groups and agencies, including HEIs, Open University, Royal College of Nursing (RCN), Colleges of Further Education etc, for example arranging and supporting practice placements for Shetland College Access to Nursing Students and RCN Return to Practice Students

Building effective working relationships with staff and colleagues in supporting learning in order to advise on learning opportunities and keep up to date on service developments.

Evaluate partnership working as a result of both formal and informal feedback and make suggestions for improvements as necessary, for example reviewing and revising the Access to Nursing induction programme

Balancing the need for increased participation in education activities whilst ensuring quality of healthcare provision by the Nursing and Midwifery workforce

Balancing the need for increasing the availability of practice placements while ensuring a consistency in the quality of placements

Influencing service heads and practice mentors/preceptors to continue to offer placements in time of great demands on clinicians and services and encouraging them to overcome barriers such as lack of funding, time and space for student placements

Managing time effectively to achieve required outcomes

High degree of autonomy and ability to direct own work

11. Communications and Relationships

Taking an active role in the maintenance of a cohesive active partnership between NHS
Shetland and Higher Education Institution providers (HEIs) and Colleges e.g. RGU by organising and contributing to strategic and operational group meeting

Liasing with a variety of external partners including: HEIs/Colleges regarding practice placement issues e.g. discussing student performance with personal tutors, module leaders, programme leaders in HEIs/Colleges, mentors/preceptors and line managers, helping to solve problems by negotiating actions to be taken in cases of underperformance

Take an active role in Local and National Practice Education Facilitator strategy and operational meetings

### 12. Physical, Mental, Emotional and Environmental Demands of the Job

Use of equipment as described in equipment section

Physical movement of training equipment such as projectors tables and chairs will be required to set up training rooms

Controlling and storing of resources, materials and equipment

Ability to deal with angry or upset staff or students

Ability to deal with under performance of students/mentor/preceptors sensitively and constructively

Capability to challenge practice in practice areas sensitively and constructively

Maintain records of confidential student issues which are gathered and acted upon with sensitivity

### 13. Knowledge, Training and Experience Required To Do the Job

The post holder will:

Be a registered Nurse/Midwife educated to degree level with relevant post registration experience

Provide further evidence of professional education/experience in area of speciality including study days/courses/post graduate qualification, mentor preparation and experience

Demonstrate an ability to identify and manage a number of conflicting priorities and make
decisions in order to manage this workload, taking corrective action where appropriate

Demonstrate the ability to work flexibly and enthusiastically whilst remaining professional under pressure

Possess excellent team working skills and have the ability to motivate others and work using own initiative

Demonstrate effective listening, communication and interpersonal skills

Demonstrate effective time management skills

### 14. Job Description Agreement

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

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<thead>
<tr>
<th>Job Holder’s Signature:</th>
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<td>Head of Department Signature:</td>
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