JOB DESCRIPTION

JOB TITLE: **PRACTICE EDUCATION FACILITATOR**

BAND 6

PART 1: JOB PROFILE

1. Main purpose of job

The Practice Education Facilitator will work under the leadership of the Practice Education Lead to support the delivery, facilitation and evaluation of high-quality practice education across Care and Family Services.

The post holder will work collaboratively with clinical leaders, the Practice Education Team, the Quality and Governance Team and wider services to ensure that staff, including bank staff and volunteers where appropriate, have the knowledge, competence and confidence required to provide safe, effective and evidence-based palliative and end of life care.

The post holder will deliver clinical, mandatory and essential-to-role education; support competency assessment, induction and preceptorship; and contribute to the development and implementation of educational resources, programmes and practice standards.

The post holder will support student placements, apprenticeships and post-registration development activity delegated by the Practice Education Lead. They will maintain clinical proficiency and act as a positive clinical and educational role model across inpatient and community services.

2. Position of the role at Claire House

- The post holder reports to the Practice Education Lead and is accountable to the Head of Hospice Care, Quality & Governance.
- The post holder works closely with senior clinical leads across Care and Family Services, Quality and Governance, People Services, partner universities and education providers.
- The post holder is a member of the Practice Education Team and contributes to delivery of the annual education programme agreed by the Practice Education Lead.
- The post holder provides educational supervision, coaching and coordination and line management for members of the Practice Education Team.

3. Scope of job

- Deliver and evaluate clinical, mandatory and essential-to-role education in accordance with the agreed annual education programme.
- Assess individual and team learning needs through observation, discussion, audit, incidents, complaints, competency reviews and service priorities, reporting themes to the Practice Education Lead.
- Support staff to achieve and maintain competence through teaching, coaching, supervised practice, simulation and assessment.

- Contribute to the development and review of competency documents, educational resources, clinical guidelines and standard operating procedures including the implementation of clinical skills.net system.
- Coordinate induction, orientation and preceptorship activity delegated by the Practice Education Lead.
- Maintain accurate training and competency records and provide timely information on participation, completion, evaluation and emerging gaps.
- Coordinate day-to-day student placement activity and support students, practice supervisors and practice assessors.
- Support apprentices and staff undertaking post-registration programmes and liaise with education providers as delegated.
- Contribute to learning arising from incidents, complaints, audit findings, risk reviews and changes in clinical evidence or guidance.
- Maintain the clinical skills environment and ensure educational equipment and resources are safe, current and appropriately managed.
- Participate in clinical audit, quality improvement, research and service evaluation.
- Work clinically as agreed to maintain competence and ensure education remains grounded in current practice.

4. Dimensions and limits of authority

- Work with a degree of autonomy within agreed clinical, educational and organisational frameworks and remain professionally accountable in accordance with the NMC Code.
- Make operational decisions relating to the delivery and coordination of delegated education activity.
- Refer significant changes to the education programme, competency framework, placement capacity, external provision, expenditure or organisational training requirements to the Practice Education Lead for agreement.
- Escalate concerns relating to learner performance, clinical competence, patient safety, safeguarding or professional conduct promptly through the appropriate clinical, education and governance routes.
- Deputise for specific operational education activities when agreed by the Practice Education Lead.

5. Qualifications and skills level

- Registered Nurse with NMC in either Child, Adult or Learning Disability Nursing
- Extensive professional post registration experience
- ENB 998 or equivalent (degree level)
- Experience/ qualification in training (post reg qualification) including being a Train the Trainer Lead for an extended clinical skill
- Experience of developing and delivering training
- Proficient in core and extended clinical competencies
- Excellent interpersonal and communication skills
- Experience/ qualification in paediatric palliative and end of life care (EOLC)

PART 2: MAIN DUTIES AND RESPONSIBILITIES

2.1 Education delivery and learning development

- Plan, prepare, deliver and evaluate high-quality teaching for registered and non-registered staff, bank staff, volunteers and external learners where appropriate.
- Use a range of approaches including classroom teaching, bedside teaching, supervised practice, coaching, reflective learning, simulation, digital learning and skills assessment.
- Adapt education to differing professional roles, learning needs, levels of experience and reasonable adjustment requirements.
- Ensure teaching content reflects current evidence, professional standards, organisational policies and the needs of children, young people and families.
- Contribute to the annual review of the education programme and recommend improvements based on evaluation and outcome data.
- Promote a psychologically safe learning culture in which staff feel able to ask questions, acknowledge limitations and seek support.

2.2 Clinical competency and practice development

- Support the development, implementation and review of competency frameworks relevant to Claire House services.
- Develop or revise delegated competency documents in response to evidence, guidance, incidents, audit findings or service changes, ensuring approval through the appropriate governance route.
- Provide additional education and supervised practice where competence gaps are identified and escalate significant or persistent concerns promptly.
- Work with clinical leads to ensure that new equipment, treatments and ways of working are supported by proportionate education and competency assessment.
- Role model evidence-based, compassionate and family-centred practice and appropriately challenge practice that may compromise safety or quality.

2.3 Mandatory, statutory and essential training

- Support delivery of the mandatory, statutory and essential-to-role training programme as agreed by the Practice Education Lead.
- Maintain accurate training records, monitor completion and compliance, produce regular reports and escalate gaps or risks.
- Liaise with subject matter leads and People Services to support effective scheduling, communication and recording of training.
- Contribute to the review of course content, delivery methods and training frequency, providing evidence-based recommendations to the Practice Education Lead.
- Support staff and managers to understand training requirements and access appropriate development opportunities.

2.4 Induction, preceptorship and continuing professional development

- Coordinate and deliver delegated elements of Care and Family Services induction and orientation.
- Support the delivery and evaluation of preceptorship for newly registered professionals and staff who are new to role or returning to practice.
- Provide coaching, supervised practice and development support to staff undertaking new or extended clinical skills.
- Promote reflective practice, clinical supervision and continuing professional development.

- Support staff to identify appropriate learning pathways and signpost opportunities, while referring decisions involving organisational priorities, funding or study leave to the Practice Education Lead.

2.5 Students, apprentices and placement learning

- Coordinate the day-to-day operation of student placements under the oversight of the Practice Education Lead.
- Support placement allocation, learner induction, learning opportunities, evaluation and communication with practice supervisors and practice assessors.
- Maintain accurate placement records and assist with education audits, quality reviews and improvement plans.
- Monitor the learner experience and escalate concerns relating to placement quality, learner performance, conduct, wellbeing or patient safety.
- Maintain operational communication with partner universities and education providers as delegated by the Practice Education Lead.
- Support apprentices and staff undertaking post-registration programmes, monitor progress and escalate concerns to the Practice Education Lead and relevant provider.

2.6 Quality, governance, audit and research

- Use learning from incidents, complaints, safeguarding reviews, audit, risk and service evaluation to inform education and practice development.
- Participate in, and where delegated lead, education-related audit, quality improvement and service evaluation projects.
- Collect and analyse education data, including attendance, compliance, learner feedback, competency outcomes and identified gaps.
- Contribute to reports for the Practice Education Lead and relevant clinical or governance groups.
- Support implementation and evaluation of agreed improvement actions.
- Engage with relevant research and evidence, promote journal clubs and evidence-based discussion, and share learning appropriately.
- Contribute to policy, guideline and SOP development where education or competency requirements are relevant.

2.7 Clinical practice and professional responsibility

- Maintain clinical proficiency through planned clinical practice across relevant services, with the frequency and location agreed by the Practice Education Lead and operational clinical leads.
- When working clinically, assess, plan, deliver and evaluate care within the post holder's competence and professional scope of practice.
- Maintain accurate records and practice in accordance with the NMC Code, organisational policies and applicable professional standards.
- Promote safe medicines practice, infection prevention, safeguarding, effective communication and escalation of deterioration through education and clinical role modelling.
- Provide specialist advice and clinical support within the limits of competence, seeking senior or specialist advice when required.
- When delivering one-to-one clinical teaching or supervised practice, normally work supplementary to planned staffing requirements.

2.8 Communication and collaborative working

- Build effective working relationships across Claire House and with universities, education providers, hospices and relevant professional networks.
- Communicate complex or sensitive information clearly and respectfully to individuals and groups.

- Use influencing, coaching and facilitation skills to support change and high standards of care.
- Contribute to internal and external education events and presentations where agreed.
- Act as an accessible point of contact for practice education queries and refer strategic, financial, contractual or significant performance matters to the Practice Education Lead.

2.9 Resource and information management

- Maintain educational equipment, resources and the clinical skills environment so they are safe, organised and fit for purpose.
- Use organisational resources responsibly and identify resource requirements or value-for-money opportunities.
- Use Microsoft 365, learning management systems and relevant databases to maintain records, communicate and produce reports.
- Handle personal and organisational information in accordance with UK GDPR, the Data Protection Act 2018, confidentiality requirements and Claire House information governance policies.

6. General Claire House requirements

- Demonstrate Claire House values and behaviours in all aspects of the role.
- Adhere to organisational policies, procedures, guidelines and professional standards.
- Promote equality, diversity, inclusion and respect, and support reasonable adjustments for colleagues and learners.
- Maintain confidentiality and protect the privacy and dignity of children, young people, families, volunteers and colleagues.
- Comply with health and safety, infection prevention, risk management, incident reporting and safeguarding requirements.
- Participate in appraisal, supervision, mandatory training and continuing professional development.
- Embrace and support the positive contribution of volunteers.
- Work flexibly across Claire House locations and service settings, including occasional out-of-hours education or clinical support where agreed and appropriate.

This job description outlines the principal responsibilities of the post. It is not an exhaustive list and may be reviewed in consultation with the post holder to reflect service priorities and organisational development.

The post holder must act at all times in a professional and responsible manner and have due regard to confidentiality and Health & Safety legislation.

DBS level: Enhanced

Person Specification

Practice Education Facilitator (Band 6)

Criteria	Essential	Desirable
Qualifications & Professional Registration	• Registered Nurse with current NMC registration in Child, Adult or Learning Disability nursing, with relevant clinical experience • Educated to degree level or able to demonstrate equivalent professional knowledge and experience • Recognised teaching, mentorship, practice assessor or practice education qualification, including Train the Trainer in an extended clinical skill	• Qualification or modules in Paediatric Palliative and End of Life care • Clinical supervision or coaching qualification
Knowledge & Experience	• Significant post-registration clinical experience • Experience of teaching, supporting and assessing registered and non-registered staff • Experience of planning, delivering and evaluating individual and group learning • Experience of competency-based development and assessment • Understanding of clinical governance, patient safety, safeguarding and quality improvement • Understanding of NMC revalidation and the NMC Standards for Student Supervision and Assessment	• Experience of apprenticeship or post-registration learner support • Experience of simulation-based education • Experience of audit, quality improvement, research or service evaluation • Experience of developing clinical guidelines, SOPs or competency documents
Clinical and Educational Skills	• Competent in core clinical skills relevant to Claire House services • Able to teach, supervise and assess delegated extended clinical competencies within personal competence and professional accountability • Able to provide clear, constructive feedback and address performance or competence concerns appropriately • Able to translate evidence, guidance and policy into practical education	• Competence in simulation facilitation • Enhanced communication methods such as Makaton or PECS • Experience of digital learning design or delivery

Communication and Interpersonal Skills	• Excellent written, verbal and presentation skills • Able to build effective relationships and work collaboratively across professional and organisational boundaries • Able to appropriately challenge practice and influence improvement • Approachable, supportive and able to create a psychologically safe learning environment • Able to communicate complex or sensitive information clearly and respectfully	• Coaching or facilitation skills • Experience of presenting to external audiences
Organisation, Digital and Analytical Skills	• Able to plan and prioritise a varied workload and meet deadlines • Accurate record keeping and attention to detail • Competent in Microsoft 365 applications, including Word, PowerPoint, Excel, Outlook and Teams • Able to use learning management systems or databases and prepare routine reports • Able to interpret training, evaluation and compliance information and identify emerging themes	
Personal Qualities	• Professional, positive and enthusiastic • Reflective, reliable and accountable • Flexible and adaptable to changing service needs • Creative and improvement focused	
Additional requirements	• Able to travel between Claire House sites and Community settings as required • Able to work flexibly, including occasional evenings or weekends where agreed • Satisfactory enhanced DBS clearance	