

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB DETAILS

JOB TITLE: Practice Development Education Manager

BAND: 7

LOCATION: Birmingham Women's and Children's

DEPARTMENT: People and Education Directorate

HOURS OF WORK: 37.5 hours per week

ON CALL/OUT OF HOURS: YES / **NO**

ACCOUNTABLE TO: Deputy Chief People Officer for Education

RESPONSIBLE TO: Head of People Education

DIRECTORATE: People and Education

We know that organisations which have strong values and behaviours do well and that employees are engaged, happy and motivated in their work. We've worked closely with staff to develop and embed our values and we will continue to ensure that they underpin the way we care for our patients and each other.

Our mission:

To provide outstanding care and treatment, to share and spread new knowledge and practice, and to always be at the forefront of what is possible.

Our vision:

To be a world-leading team providing world-leading care.

Our goal:

To be the best place to work and be cared for, where research and innovation thrive, creating a global impact.

Our values:

- Ambitious
- Brave
- Compassionate

JOB PURPOSE

The postholder will:

Collaborate with the clinical colleagues from a variety of NMET professions, Practice Placement Managers (PPM's) and other key stakeholders the post holder will:

- Ensure the clinical education and development needs of the nursing workforce are identified and addressed.
- Utilising well developed communication skills, assessment skills, clinical experience and knowledge.
- Promote the Trust NMET initiatives e.g. Pathways, remodelling, supporting the continuing professional development of healthcare practitioners across the workforce.
- To support the core NMET placement provider core functions required of the service
- To ensure that all education delivered is evaluated in order to monitor standards and quality
- To ensure that accurate records are maintained in the Trust database that meet the requirements for the NMC, HCPC and internally for the leads of the ward/depts
- To lead on updated and revised NMC, HCPC proficiency standards etc.
- The post holder will assist in planning and implementing a range of training courses/educational activities in order to meet the training needs of those undertaking a supervisory or assessor role
- The post holder will support multi-professional practice and learning across the organization
- The post holder will assist in running externally accredited courses as required by the Trust in order to meet the training needs
- To work in partnership with HEIs and other external agencies to provide high quality education and training that is fit for purpose
- The post holder will provide professional/clinical advice to staff within the remit of their role
- Role modeling of leadership, professional attitudes and Trust values during face to face teaching and in placement settings and clinical situations
- To co-ordinate, organize and facilitate the education link worker forum
- Working clinically the post holder will support healthcare practitioners to develop appropriate clinical knowledge and skills, with achievement of competencies
- To facilitate the development and maintenance of a competent, multi-professional workforce providing high quality evidenced clinical practice. This will include assisting individual members of staff and staff groups with competency development
- The post holder will assist with audit and research projects
- The post holder will assist in ensuring that material used in training and education programmes is evidence based and in line with current national guidelines and that Trust policies, procedures and protocols are adhered to
- To assist in the implementation of the Clinical Education agenda across the organisation
- The post holder will assist in meeting Trust, local and national targets and standards
- The post holder will network with other Trusts and academic establishments regionally and nationally to raise the Trusts profile and share best practice

The post holder will be able to demonstrate the impact of the NMET service:

- Evaluation of the student workshops/masterclasses and development programmes will be undertaken and the information will be communicated to relevant stakeholders

- Maintain accurate and up to date records of learning, education and training opportunities provided for the pre-registered students and professional workforce, including attendance, statistics and cost
- Provision of an annual report reflecting an overview of activities, for presentation to the relevant stakeholders
- Meet regularly with the Education & Learning Quality Lead to discuss progress and relevant issues to support the post holder in achieving their key results.

JOB INFORMATION

Practice Placements:

The post holder will lead and manage the Placement Provider requirements outlined within the Learning & Development Agreement (LDA). This includes direct partnership working with the HEI's, Commissioners and Education Providers.

There is a safe, learning and practice environment for the Non-Medical Education & Training (NMET) student, the provision of professional support required to assure the practitioner is fit for/fit to register. The quality of the placements must be audited, action plans to be developed and monitored.

The post holder will work closely with all members of the Education & Learning Team (E & L), clinical colleagues, local universities and other key stakeholders to facilitate education, training and learning opportunities for students and newly qualified practitioners and remain flexible and responsive to identified personal, professional and organisational needs.

To facilitate and enhance support for students by ensuring practice assessors/ educators/ supervisors are equipped with the appropriate knowledge and experience to support and supervise students within a practice setting.

Be a visible role model, providing clinical support and practical guidance to wards and departments across the Trust; with a majority of the time spent in the clinical environment, which includes all clinical areas.

Participate in audit, identify deficit in clinical practice, linking with Education and Learning to formulate and implement action plans.

Preceptorship Skills:

Be able to support, identify and enable the Newly Qualified Practitioners learning and development during the Preceptorship period.

Liaise with line managers to ensure they and NQP apply with the national DH Preceptorship Framework; this includes the preceptee and preceptor.

Clinical Skills:

Working in conjunction with the Clinical Education Team, the post holder will also be responsible for assisting with the development of the workforce across the span of the career pathway.

The post holder will contribute to the organisation and delivery of the Clinical Education Training Programmes. The post holder will also provide support and supervision for practitioners in clinical practice to maximise learning opportunities and ensure that staff have the knowledge, skills and values to deliver high quality evidence based care.

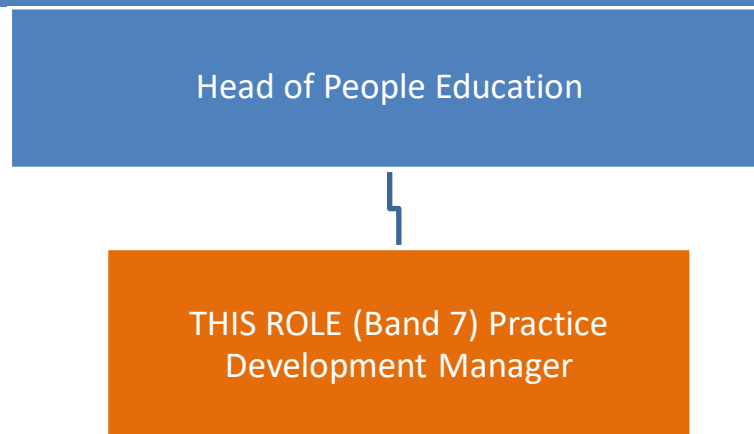
CORE KEY RESPONSIBILITIES

PROFESSIONAL: as above

CLINICAL: Close liaison with clinical staff when dealing with student placements in practice

PEOPLE MANAGEMENT: Will support the other band 7s in leading the band 6,5 and 3s within the team

ORGANISATIONAL CHART



COMMUNICATION AND WORKING RELATIONSHIPS

The post holder will be based mainly at the Birmingham Women's & Children's Foundation Trust and will be required to cover across both sites on occasion. The post holder will liaise with internal and external users of the service e.g. midwifery and nursing staff, Health Education England West Midlands, Universities, Colleges and other administrative staff etc. Communication can be in various modes e.g. written, emails, verbal etc.

ANALYTICAL AND JUDGEMENT RESPONSIBILITIES

Having the ability to escalate where situations remain unresolved needs to be recognised as well as take place. e.g. unable to complete a placement data/information return

PLANNING AND ORGANISATIONAL SKILLS

Be able to follow through tasks as instructed e.g. data inputting, co-ordinate placement information, booking requests, prioritise workload etc.

TRUST LEADERSHIP AND MANAGEMENT RESPONSIBILITIES

The following points must be included in all Managers job descriptions. It is envisaged that for the majority of clinical and general management areas, this will be posts at Band 7 and above, although in some roles these may be at a lower band.

Provide effective leadership and management to staff which promotes the Trust's values and high performance standards both individually and as a team, in the achievement of the Trust's objectives and priorities. The Trust's success will be dependent on all managers playing an active role to make sure the existing areas of good employment practice are universally embedded within the organisation. Managers will be expected to:

- Understand the Trust's key priorities and those of your Department and how these translate within your area/team.
- Ensure clarity and effectiveness in developing and designing roles.
- Ensure management of staff is consistent with Trust's Values to the achievement of equality, equity and optimum performance.
- Complete annual Appraisals for all staff which reflect these priorities and ensure staff have access to appropriate training and development.
- Communicate regularly through meetings with teams and individuals and provide opportunity for two-way feedback.
- Promote an effective team ethos.
- Promote equality, diversity and rights, and treat others with dignity and respect ensuring services are developed, managed and delivered to meet the specific needs of those belonging to protected characteristics.
- Promote equality, diversity and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity and outcomes in working practices.

PERSON SPECIFICATION

JOB TITLE: Practice Placement Manager (PPM)

BAND: 7

LOCATION: BW and BC site

QUALIFICATIONS	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT (A/I/T)
List qualifications required – include level of qualification and the subject required		
Registered Midwife	E	
OR RSCN/RN Child Branch		A
OR RN Adult		
OR Registered AHP		
Recognised teaching qualification or willingness to work towards	E	A
Developing managerial/leadership skills	E	A

KNOWLEDGE & NATURE OF EXPERIENCE	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT (A/I/T)
What level of experience is required for this post?		
Evidence of robust clinical knowledge and skills relating to practice	E	A/I
Ability to deliver skills training and simulation	D	A/I
Able to demonstrate knowledge of current clinical guidelines	E	A/I
Evidence of teaching within clinical environments	E	A/I
Evidence of implementation of guidelines in current post	E	A/I
Evidence of involvement in training programmes within an organisation	E	A/I
Knowledge of multi-disciplinary training equipment	D	A/I
Evidence of multi-professional team working	E	A/I
Evidence of teaching within the following formal environments: Eg Educational establishments, advanced life support courses etc.	D	A/I
Evidence of relevant Assessment Skills	D	A/I

ANALYTICAL AND JUDGEMENT SKILLS	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT (A/I/T)
---------------------------------	------------------------	------------------------------

What level of analytical skills is required? What level of judgement is needed and in what context?		
Knowledge of and evidence of participation in audit	D	I
Understanding of multi-professional policies, procedures and codes of conduct	E	A/I

PROFESSIONAL / MANAGERIAL / SPECIALIST KNOWLEDGE	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT (A/I/T)
What level of professional/managerial/specialist Knowledge is required? Which subject is this in? How will it be evidenced?		
People Management/Leadership/Resources:		A/I
Ability to demonstrate personal leadership skills	E	
Staff development and training	E	
Resource/Change management	D	
PERSONAL SKILLS / ABILITIES AND ATTRIBUTES	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT (A/I/T)
E.g. time management, Ability to work under pressure, Team member		
Communication/Relationship Skills:		A/I
Able to demonstrate well developed interpersonal skills	E	
Ability to relate and communicate to staff at all levels	E	
Ability to work effectively with multi-disciplinary teams	E	
Motivational skills that inspire others	E	
Ability to work with a range of competing stakeholders and internal partners effectively	E	
Strong written and verbal communication skills, including excellent presentation skills	E	
Ability to concentrate frequently for checking documents, writing reports and analysing results	E	
Familiarity with data collection techniques, including surveys and interviews	E	

Personal Skills:		
Self-motivated and enthusiastic	E	A/I
Sound presentation skills	E	
Prepared to work flexibility to meet the needs of the service. This may require involvement in recruitment/open day events on weekends and delivery of education/training across sites	E	
Clinical supervision, delivering feedback and coaching skills	E	
Planning & Organisational Skills:		

Ability to manage own workload, work and plan autonomously	E	A/I
Excellent report writing	E	

IT Skills:		
Computer literate	E	A/I

Approach/Values:		
Demonstrate alignment with the values and beliefs of the Trust	E	I
Demonstrate an understanding of the practices of equality and inclusion in the delivery of this role	E	I
Team working	E	I
Punctual and flexible across hours of work when required	E	I

OTHER REQUIREMENTS	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT (A/I/T)
Are there any other requirements specific to this job role that have not been included elsewhere in the PS?		
Physical Skills:		
Evidence of up to date manual handling training	E	A/I
Demonstrate safe handling and management of training equipment	E	

I understand and accept my accountabilities and responsibilities as outlined in this job description and person specification.

	Designation	Name	Signature
Post Holder			
Manager	Deputy Chief People Officer for Education	Jay Kumar	

Date of JD/Person Specification: 11th October 2021

Date of Review: Annual Appraisal

Version: 2.0