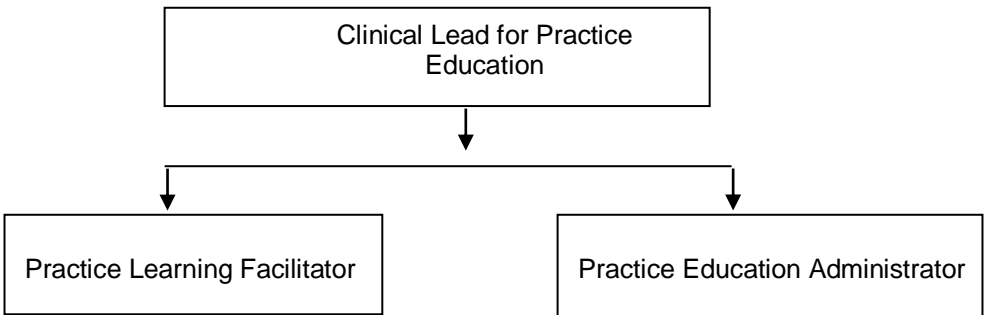


1. JOB DETAILS	
<b>Job title:</b>	Practice Education Administrator
<b>Accountable to:</b>	Clinical Lead for Practice Education
<b>Agenda for Change Band:</b>	Band 3
<b>Fixed term post:</b>	Permanent
<b>Location:</b>	Harrogate District Hospital – Practice Education Team
2. JOB SUMMARY (A brief description of the main purpose of the post)	
<p>To provide a comprehensive administration service supporting the delivery of all Trust Pre-Registration Nursing &amp; Midwifery student placement activity and quality assurance systems and support to the Practice Education Team.</p>	
3. ROLE OF DEPARTMENT (The function of the department in which the post holder works)	
<p>The Practice Education Team leads on the development, maintenance and monitoring of quality assured placements for pre-registration Nursing &amp; Midwifery students undertaking training within the Trust.</p> <p>This involves the support of Nursing &amp; Midwifery students undertaking pre-registration professional training programmes with Universities across the Yorkshire and Humber and Teesside regions.</p>	
4. ORGANISATIONAL CHART (Including in diagrammatic form to whom the post is responsible to and any posts which are responsible to the post holder)	
 <pre> graph TD     A[Clinical Lead for Practice Education] --&gt; B[Practice Learning Facilitator]     A --&gt; C[Practice Education Administrator] </pre>	
5. KEY WORKING RELATIONSHIPS (The range of individuals and organisations the post holder has contact with, how regularly and for what purpose)	
<p>Clinical Lead for Practice Education Higher Education Institutes Practice Learning Facilitators Learning Environment Managers Service/Directorate/Professional Leads across the Trust</p>	

## 6. DUTIES AND RESPONSIBILITIES OF THE POST

### Provision of in-house and external training programmes

1. To maintain high quality standards in the delivery and maintenance of PARE and ARC.
2. Responsible for the co-ordination of information from Learning Environment Managers (LEM's) across the Trust and collating the information to form part of quality assurance reports.

### Training Coordination

3. Arrange Practice Assessor up-date sessions.
4. Arrange Learning Environment Manager (LEM) meetings.
5. Maintain a database tracking student placement activity and produces reports on activity.
6. Explores and secures training venues suitable for learning and training activity.
7. Provides trainers with training materials as required for courses.
8. Liaises with internal and external speakers to establish requirements and ensure the smooth running of events.
9. Monitors course attendance and acts accordingly using own initiative.
10. Maintains training records and learning activity using the Trust's learning management systems and the Practice Assessor Register electronic systems.
11. Provides regular quality assurance reports as required to support LEM and practice learning leads.
12. Provides advice and guidance to students on practical issues related to their placement, eg car parking, point of contact for induction.
13. Refers employees to the Clinical Lead for Practice Education / Practice Learning Facilitator for complex training requests.
14. Maintains budget spreadsheet with accurate recording of funding and expenditure.

### Evaluation system

15. Maintain the evaluation system and process for PARE and ARC, recording evaluation information for the annual evaluation report.

### Administrative Support

16. Arranges meetings and training activity on behalf of the Clinical Lead for Practice Education and PLF.
17. Takes and produces minutes at meetings.
18. Deals with queries, answering where appropriate or passing on to the appropriate person, via telephone, email or face to face.

## 7. WORK SETTING AND REVIEW

(Who is responsible for setting and reviewing the work, the extent to which the post holder works unsupervised, and the extent to which they are free to act without direct reference to a more senior person)

Clinical Lead for Practice Education.

The post holder will be primarily office based but may be required to travel and attend meetings at various locations.

## 8. JOB DESCRIPTION AGREEMENT

Post holder's signature .....

Date .....

Line Manager's signature .....

Date .....

## PERSON SPECIFICATION

### POST TITLE: Practice Education Administrator

Factor	Essential	Desirable
Qualifications	<p>5 GCSEs or equivalent including mathematics and English.</p> <p>NVQ level 3 in Business Administration or equivalent experience.</p>	<p>ECDL or appropriate word processing qualification.</p>
Experience	<p>Work in a busy shared office and as an effective team member.</p> <p>Has attention to detail and able to produce information to a high quality.</p>	<p>Working within a clinical setting.</p>
Knowledge	<p>Knowledge of learning management systems.</p>	<p>Policies, practices and procedures e.g. NHS national policies, standards, requirements and directions that relate to measuring and improving the quality and safety of patient care.</p> <p>Knowledge of HEI and HEE arrangements.</p> <p>Knowledge of mentor register, LEMs and placement areas within a clinical setting.</p> <p>Knowledge of PARE and ARC platform.</p>

Skills and Aptitudes	<p>Word Processing using Microsoft word.</p> <p>Manage an office diary using Outlook.</p> <p>Good organisational skills.</p> <p>Ability to meet deadlines.</p> <p>Provides a confident customer service on own initiative.</p>	Ability to use other Microsoft Office packages.
Other requirements	<p><b>Demonstrates Core Values:</b> Able to demonstrate behaviours consistent with Trust Core Values.</p>	

#### PERSON SPECIFICATION AGREEMENT

Post holder .....

Date .....

Line Manager .....

Date .....

Each of the above points should be considered in the light of minimum requirements listed in the job description.