

## JOB DESCRIPTION

<b>Job title:</b>	Clinical Apprenticeship Lead
<b>Grade:</b>	Band 7 (indicative)
<b>Directorate:</b>	People
<b>Division:</b>	Corporate
<b>Service:</b>	Workforce Development

### 1. Job overview

Working together with the Apprenticeship and Early Career Manager the post holder will provide expertise and clinical leadership to facilitate the development, delivery and monitoring of the Trust's clinical apprenticeship programmes. Reporting to the Associate Director of Clinical Workforce Development and working closely with the Practice Education Facilitators (PEFs) and wider Clinical Education Team the post holder will be responsible for developing the clinical apprenticeship strategy ensuring alignment with the Trust's strategic workforce plan and widening participation deliverables.

### 2. Communication and working relationships

- To work collaboratively with relevant Trust service leads; Clinical Education and Development team and system partners to ensure effective delivery of the organisations apprenticeship programme.
- Establish effective communication and engagement channels to ensure and promote awareness of apprenticeships; priorities and progress.
- Represent the Trust in external meetings relating to apprenticeships.
- Lead; manage and escalate where required issues raised by apprentices and managers.
- Support recruitment of apprentices in line with Trust policies and procedures and selecting the most appropriate training provider.
- Work with training providers to ensure quality of programmes.
- Working together with the PEFs provide support to managers where learners may need support; ensuring effective communication and liaison in a timely manner.
- To act as a role model and be a visible leader.

### 3. Main tasks

- Act as the Trust specialist clinical lead for all existing and future apprenticeship programmes.
- Initiate; oversee and support the Trusts clinical career pathway initiatives.
- Work with the Apprenticeship and Early Career Manager to establish a sustainable clinical workforce pipeline with a specific focus on T-levels and work experience placements.



- Working with the professional leads; lead the planning and implementation of all aspects of learning activity required by the apprentices.
- Develop and facilitate an apprenticeship network for learners.
- Effectively manage competing demands of the role
- Ensure effective governance of the management; development and uptake of clinical apprenticeships.
- Develop effective relationships with Higher Education colleagues and attend relevant university meetings
- Work collaboratively with system partners on the development and potential procurement of apprenticeship programmes.
- Work effectively with system partners ensuring that appropriate and timely placements are available.
- Ensure an effective cycle of learner evaluation is in place; completed and results acted on.
- Exercise a high degree of professional autonomy and critical judgement. Make professionally autonomous decisions utilising knowledge and skills.
- Work as an innovator capable of leading changes in clinical practice and pioneering new frameworks to support practice and to increase the skills and confidence of practitioners.
- Participate in service and trust wide development to support management of change.
- Practice in accordance with your level of competency.
- Maintain own professional registration in accordance with relevant regulatory body standards.
- Demonstrate on going professional development.

#### 4. Main responsibilities

- Develop a sustainable apprenticeship strategy in consultation with a wide range of internal stakeholders.
- Working collaboratively with apprenticeship providers be responsible for ensuring clinical apprenticeships are in line with professional standards.
- Be responsible for the oversight of learner progress and working with the PEFs support the development of any action plans; in addition identify themes and proactively manage them for future learners.
- Be responsible for robust and effective evaluation of clinical apprenticeship programmes to ensure quality and effectiveness.
- In line with the organisational workforce strategy be responsible for expanding high quality apprenticeships.
- Develop and maintain a strong understanding of the local and national apprenticeship agenda; acting as the Trust subject matter expert.
- Monitor the progress of all clinical apprentices ensuring managers and apprentices have up to date guidance on apprenticeship standards.
- Produce quarterly reports aligning levy spend; apprenticeship starts; apprenticeship completions; retention; apprenticeship workforce planning and progress.
- Maintain own clinical competency and awareness of professional issues.
- Monitor the characteristics of those undertaking apprenticeships, identifying opportunities to support EDI activities to widen participation from under-represented groups.



## 5. Organisation chart



- a) The post holder may have tasks or responsibilities delegated to them, appropriate to their level of competence. They may also be expected to delegate tasks or responsibilities to other staff, as appropriate.
- b) The Delegation Policy sets out the expectation of staff regarding the safe delegation of clinical care and therapeutic interventions to unregistered practitioners and support workers.

## 6. Flexibility

- a) This job description is intended to provide a broad outline of the role. The post holder may be required to carry out other duties commensurate with their banding and competence.

## 7. Policies and procedures

- a) The post holder is required to familiarise themselves with all Trust policies and procedures and to comply with these at all times.

## 8. Confidentiality and data protection

- a) The post holder must maintain the confidentiality of information about patients, staff and other health service business and meet the requirements of the Data Protection Act (2018) and General Data Protection Regulation (2018) at all times.
- b) The post holder must comply with all Trust information and data protection policies at all times. The work of a NHS Foundation Trust is of a confidential



nature and any information gained by the post holder in their role must not be communicated to other persons except where required in the recognised course of duty.

## 9. Health, safety and wellbeing

- a) Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and must follow these in full at all times, including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment for patients, visitors and colleagues.

*For posts **without** line management or supervision responsibility:*

- b) The Trust is committed to support the health and wellbeing of all its employees. The post holder is required to familiarise themselves with the organisation's range of health and wellbeing support and report stress and ill health as early as possible.

*For posts **with** line management or supervision responsibility:*

- b) The Trust is committed to support the health and wellbeing of all its employees. The post holder is required to familiarise themselves with the organisation's range of health and wellbeing support, share with their team, and report stress and ill health as early as possible.

## 10. Equality, diversity and inclusion

- a) The Trust aims to grow inclusive teams in which you feel like you belong, we encourage a culture of learning from different points of view. We want to support you to be courageous and to overcome bias and challenge prejudice.
- b) We are a Level 3 Disability Confident Leader. We go the extra mile to make sure disabled people get a fair chance. As well as paid employment we offer work experience and apprenticeships for disabled people.

## 11. Use of technology

- a) The Trust is making increased use of computer technology. The majority of employees (both clinical and non-clinical) should expect to use automated information systems in their work in order to improve quality and coordination of services, and enable faster and more certain communication within the Trust. Necessary training will be provided.

## 12. No smoking policy

- a) SCFT operates a no-smoking policy, in line with government legislation. This applies to all staff, visitors and patients. It is a condition of employment for



staff that they do not smoke whilst on duty or in uniform or anywhere on Trust premises. This includes electronic cigarettes.

- b) Whilst we do not discriminate against employing smokers, they are expected to adhere to this policy and all prospective employees should be aware of this.

### 13. Professional registration

- a) All employees who are required to be a member of a professional body are required to hold relevant registration and must comply with the standards and guidelines of their professional practice, education and conduct and must act at all times within the boundary of the code of conduct.

### 14. Infection prevention and control

- a) Infection prevention and control is everybody's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's Infection Prevention and Control Policy and make every effort to maintain high standards of infection prevention and control at all times thereby reducing the burden of healthcare-associated infections (HCAI).

### 15. Safeguarding children, young people and vulnerable adults

- a) SCFT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. Rigorous recruitment checks are carried out and successful applicants may be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

### 16. Quality

- a) Excellent care at the heart of the community is our Trust vision. To make sure our care meets this high standard all staff must ensure that the three themes of quality care are provided in every encounter they have with our patients. The three themes are safe care, effective care, and patient-centred care.
- b) All staff, clinical and non-clinical, are expected to ensure that quality is a key consideration in all we do. This includes reviewing practice and being open to feedback on our performance, being open and honest, and seeking to identify, resolve, and appropriately escalate issues and risks.



## PERSON SPECIFICATION

This person specification lists the requirements necessary to perform the job. Candidates will be assessed according to the extent to which they meet or have the potential to meet the specification. It is therefore important that applicants pay close attention to all aspects of the person specification when deciding if their skills, experience and knowledge match these requirements.

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Criteria	Essential or desirable	Method of assessment
<b>Qualifications and/or professional registration</b>		
Professional Registration – NMC/HCPC	E	A/I
Educated to degree level	E	
Post Graduate Certificate in Health and Social Care Education or relevant qualification in education or working towards/willing to undertake	D	
Recognised teaching and assessing qualification	E	
Post registration leadership development	E	
<b>Experience</b>		
Significant post registration clinical and leadership experience	E	A/I
Experience in an education role	E	
Teaching/assessing/supervising/coaching experience	E	
Leadership and motivation skills	E	
Experience of collaborative working and learning	E	
<b>Skills and knowledge</b>		
Analytical skills and ability to analyse data	E	A/I
Effective communication and interpersonal skills	E	
Experience in interdisciplinary working/communication	E	

Criteria	Essential or desirable	Method of assessment
<b>Other requirements</b>		
Ability to work both on own initiative and within a team	E	A/I
Ability to manage a team	E	
Organisational and negotiation skills	E	



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