

People & OD Directorate
Airedale General Hospital
Skipton Road Steeton
Keighley West Yorkshire
BD20 6TD



Direct Line: 01535 294862
E-mail: airedale.recruitment@nhs.net

POST REF NO: 423-5987728-A

POST: Associate Educator Health Care Support Workers (Band 4)

BASE: AIREDALE NHS FOUNDATION TRUST

SALARY: £25,147 TO £27,596 PER ANNUM

HOURS: 37.5

TEMPORARY CONTRACT FOR 6 MONTHS DUE TO

The post holder will support the Nursing Practice Development team and clinical areas by facilitating education, training and development opportunities for unregistered healthcare practitioners and learners. These opportunities will contribute to the provision of a workforce that is kind, collaborative, expert and aspirational. The post holder will help to champion and co-ordinate the development of the HCSWs who are new to the trust and to the care environment. This will include supporting the Nursing Practice Development team in the delivery of the Care Certificate Programme and other clinical educational programmes to support learning opportunities linked to the requirement of the HCSW role. The post holder will be able to prioritise duties with the support of the Practice Educator for HCSW's and be accountable for their own actions and demonstrate initiative and ability to work autonomously with minimal direct supervision, but must work within their level of competence.

The post holder will, in the first instance, support the delivery of educational programmes across Airedale NHS Foundation Trust, such as the Care Certificate programme. This will include supporting HCSW's in clinical areas to achieve a high level of clinical care through the practice and attainment of the Care Certificate performance document.

There will also be the opportunity to be involved in other workforce and education projects within the team to shape the future of our workforce.

Any offer of employment for this post will be subject to the Trust being satisfied that the result of an *enhanced**** disclosure of criminal convictions, including checks for the Protection of Children/Vulnerable adults, does not indicate that you are unsuitable for the post.***

If you are successful, as a condition of your employment you must provide us with your original DBS Disclosure Certificate prior to commencing in post as part of the pre-employment check process unless you are registered with the DBS Update Service in which case you can provide us with your surname, date of birth and certificate number to enable us to complete a status check.

If you are offered a position which requires you to undertake a Disclosure & Barring Service (DBS) check, the Trust will administer the DBS check on your behalf and will recover the cost (Enhanced £47.50 or Standard £29.50) from your first full months salary. This is a condition of your employment.

You are encouraged to participate in the DBS Update Service and pay the £13 cost per year.

The Probation Policy is attached to all adverts on NHS Jobs as part of the job pack, in order that prospective candidates are aware of the need to complete a 6 month probation period and also the details of how the policy operates.

Thank you for your interest in the above post. It is with pleasure that we enclose further details. If you would like to discuss the post in more detail or arrange an informal visit, please contact

Rachel Clowes, Practice Educator – Apprentice HCSW's

Tel: 01535 294316 Ext 4316 (direct) Email rachael.clowes1@nhs.net

You should complete the application form as fully as possible, including any information which may help us judge your suitability for the post. Experience outside of paid employment, such as voluntary work or caring responsibilities, may be as relevant as paid employment. You will also need to ensure that the references you provide for this position cover the last three years of employment/voluntary work or training and that they are from someone who has had direct line management responsibility for yourself.

If you have a disability which makes it difficult for you to complete an application form, then we are happy to accept alternative methods of providing the required information. Please contact us to discuss this.

Your completed application form should reach us by **Thursday 2nd May**. Forms received after the closing date will not usually be considered unless by prior agreement. In the event of exceptionally high levels of response, we reserve the right to close the post before the date stated above in order to prevent the number of applications received being unmanageable. You are advised to submit your completed application form as soon as possible to have the best chance of being considered.

Please note that if successfully shortlisted for this role, all communication will be in electronic format where possible (e.g. Invite to Interview). Therefore please ensure that you regularly check your email/NHS Jobs account. Please be aware that depending on your email provider these emails may automatically go into your junk folder.

In order to keep administration costs at a minimum, we do not write to candidates who are not shortlisted. May we take this opportunity, therefore, to thank you for your interest in working with us at Airedale NHS Foundation Trust and hope that, if you are unsuccessful on this occasion, it will not deter you from applying to us again in the future.

**PLEASE READ THE 'IMPORTANT INFORMATION FOR APPLICANTS' DOCUMENT
AVAILABLE ON NHS JOBS AS SUPPORTING INFORMATION.**

JOB DESCRIPTION

1.JOB DETAILS

Job Title: Associate Educator for Health Care Support Workers (HCSWs)

Reports to: Practice Educator - HCSW's

Accountable to: Senior Nurse Practice Development

Band: 4

Unit/Department: Nursing Practice Development / Corporate Nursing

Directorate: Nursing

Location: Airedale NHS Foundation Trust

Job No: 423-5987728-A

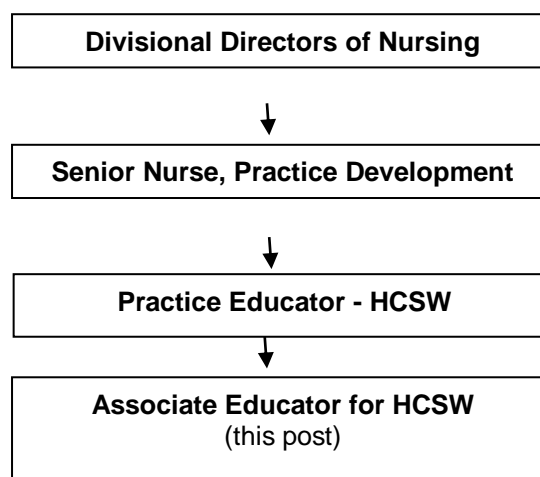
2. JOB PURPOSE/SUMMARY

The post holder will support the Nursing Practice Development team and clinical areas by facilitating education, training and development opportunities for unregistered healthcare practitioners and learners. These opportunities will contribute to the provision of a workforce that is kind, collaborative, expert and aspirational. The post holder will help to champion and co-ordinate the development of the HCSWs who are new to the trust and to the care environment. This will include supporting the Nursing Practice Development team in the delivery of the Care Certificate Programme and other clinical educational programmes to support learning opportunities linked to the requirement of the HCSW role. The post holder will be able to prioritise duties with the support of the Practice Educator for HCSW's and be accountable for their own actions and demonstrate initiative and ability to work autonomously with minimal direct supervision, but must work within their level of competence.

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3.ORGANISATIONAL CHART



4.PRINCIPAL DUTIES & AREAS OF RESPONSIBILITY

Clinical

- Support HCSW's in clinical areas for 80 % of their role to achieve a high level of clinical care in line with the Care certificate performance document.
- Provide direct care to patients in accordance with care plans in clinical areas, to include but not limited to personal hygiene, mobility, elimination, nutrition and hydration
- Demonstrate, support and supervise new HCSW in all aspects of direct patient care, cleaning equipment and record keeping.
- Assist in the implementation of Trust-wide nursing, midwifery and AHP policy and practice guidelines.
- Provide high quality care as an expert practitioner and act as a role model and resource for advice, support and guidance.
- Ensure and promote the maintenance of a safe, clean and secure working environment
- Supervise and maintain accurate records using the Airedale NHS Foundation Trust and partner organisations' documentation and electronic staff records (ESR).
- Undertake duties on other wards or departments as and when required by service demands or patient need.

Education and Training

- To support the co-ordination, facilitation and delivery of the Care Certificate programme for HCSW or other non-qualified roles.
- To work in conjunction with nursing practice educators to promote and support the delivery of range of generic and bespoke learning activities for new and existing HCSW.
- To set up and prepare teaching rooms and learning resources.
- To provide support, guidance, mentorship, and coaching to individual staff that are undergoing a performance review due to concerns raised regarding capability.
- To support the nursing practice development team in evaluating the effectiveness of learning activities and support redesign of programmes to meet the organisational needs.
- Exercise judgment in assessing training needs of HCSW and their progress with the Care Certificate. This involves analysis of a range of information against the 15 standards of the Care Certificate.
- To ensure effective communication between the ward managers/matrons to facilitate effective learning.
- To provide support to ward teams in identifying areas of learning for the HCSW.
- Promote an effective learning environment within the workplace.
- Facilitate and deliver clinical education programmes in clinical areas and in clinical education environments including induction programmes.
- Act in such a way that safeguards the health and wellbeing of children and vulnerable adults at all times. Is familiar with and adheres to, the ANHSFT safeguarding policies.
- Raise concerns with regards to risk, danger, malpractice or wrong doing by following the ANHSFT Whistleblowing policy and supporting processes.
- Participate in own appraisal.
- Undertake mandatory and priority training within the required time scales.
- Collaborate with the Organisational Learning and Improvement department in the provision of training and education.
- Contribute to the maintenance of detailed and accurate records regarding staff education.
- To ensure that ESR records are up to date with Care Certificate compliance.
- To undertake administrative duties as needed.

Leadership

- Provide support to clinical teams and work with Senior Nurses, Clinical Educators and Nursing Directorate Team, Team Leaders, Senior Sisters, Charge Nurses to develop new roles/ways of working.
- Motivate staff in the delivery of quality patient care.
- Contribute to Corporate Nursing and Midwifery objectives, service improvements, and to be responsible for delivery of educational key performance indicators.
- Actively promotes and uses the Trust Right Care Values to improve the quality and safety of the service.
- Act as a role model for new HCSW's, HCSW Buddies and other educators and staff.

Key Result Areas

- The development and delivery of the Care certificate programme
- The development of effective working relationships with clinical areas
- Reports on learner's progress as required to managers and to Corporate Nursing team.

5.Collaborative Working

Airedale NHS Foundation Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care. By working for Airedale Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership's ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.

7.Safeguarding Children & Adults

Understand and work within policies and local procedures relating to Safeguarding Children and the Protection of Vulnerable Adults.

8.Health & Safety

You are responsible, in respect to your area of work, for ensuring so far as is reasonably practicable and in accordance with Trust policies a healthy and safe environment for relevant clients and patients, employees and trainees, volunteers, visitors and members of the public on our premises, contractors and other people using the Trust's services, and for the provision of the information, training and supervision that is required to achieve this responsibility. This requires you to:

- comply with any health and safety regulations or trust policies or procedures that affect your area of work.
- Raise matters of non-compliance with your manager or other advisers to reach appropriate solutions.

- Are familiar with the Trust's Health and Safety Policy and your department's Health and Safety Control Book or Manual.

You are required to: co-operate with supervisors, managers and other employees to achieve a healthy and safe environment, to take reasonable care of your own health and safety and that of other persons who may be affected by your actions, to carry out your responsibilities in ways that help to ensure a safe and healthy place of work.

In the course of your work you are to bring to the attention of your supervisor or manager:

- Any situation which reasonably could be considered to represent a serious or immediate danger to the health and safety of any person.
- Any matter which reasonably could be considered to represent a shortcoming in the Trust's health and safety protection arrangements.

9.Manual Handling

Manoeuvre **light** goods and equipment in accordance with manual handling regulations and good practice

Manoeuvre **heavy** goods and equipment and assist people to move, in accordance with manual handling regulations and good practice.

10.Right Care Values

Responsible for embodying, and encouraging in others, the Right Care Values, using the behaviours identified for each value as a basis for decision making and your behaviour.

11.Equal Opportunities

Carry out your duties in line with Trust Equality policies and procedures, including relevant legislation, to deliver and promote equity of access to healthcare and equality of opportunity at work at all times.

12.Infection Prevention and Control

Be familiar with and follow the Trust Infection Control Policies and designated hand hygiene procedures appropriate to your post. In addition you should take action to report to your manager or appropriate person any incidents or poor practice that may result in the spread of infection.

13.Mandatory Training

Be aware of and undertake mandatory and other training requirements necessary for the successful and safe performance of your job, including relevant updates.

14.Information Governance

Maintain and process all information concerning patients, staff, contractors or the business of the Trust to which the post holder has access, without divulging such information to any third party or make use of information gained in the course of employment, except where this is clearly within the remit of the post holder and the other party's responsibility.

The Trust recognises the importance of reliable information. The quality of this data is crucial in that it should give a complete, accurate and timely representation of events to support patient care, clinical governance, monitoring performance, management and service agreements for healthcare planning and accountability. All information entered onto any record whether manual or electronic or any other media (film, tape etc.) should be accurate, timely, complete, valid, defined, appropriately sought, appropriately recorded and should be stored securely and confidentially. Further information on the Trust's "Health Records Policy" can be obtained from the Trust's Intranet site.

Any other duties necessary for the successful performance of the role.

Restriction on Smoking

The Trust is “Smokefree”. You may not smoke in Trust owned buildings or grounds except in the designated smoking zones.

The Trust is committed to supporting staff in balancing their work and home lives and encourages staff to discuss their individual needs with their department in order to arrive at mutually satisfactory working arrangements.

This job description is a reflection of the current position and may change in emphasis or detail in light of service developments. It will be reviewed annually as part of the appraisal/performance development review process.

PERSON SPECIFICATION

TITLE OF POST	Associate Educator for HCSWs
BAND	4
DEPARTMENT	Practice Development
LOCATION	Airedale NHS Foundation Trust

REQUIREMENTS	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
KNOWLEDGE	Knowledge of the NHS Constitution & 'Understanding the New NHS'		
SKILLS	Communication skills (verbal & written), with the ability to communicate effectively at all levels and grades of staff Ability to manage conflict Computer literacy ability to use a range of Microsoft packages Responsible for data entry utilising both paper and computer data entry systems Uses initiative to resolve issues within own control Ability to work well within the team. Understanding of skills and knowledge required to develop team members Able to perform key skills relevant to role such as cannulation, venepuncture, catheterisation and recording clinical observations		

	<p>Ability to demonstrate caring approach.</p> <p>Ability to organise and prioritise own workload</p> <p>Ability to promote an effective learning environment</p> <p>Ability to provide information and advice and guidance on career development</p> <p>Willing to develop teaching and presentation skills</p>		
QUALIFICATIONS	<p>Completed the Care Certificate</p> <p>Level 4 Diploma/Foundation Degree in a relevant subject area or equivalent level of experience</p> <p>Evidence of continuing professional development through a range of short courses or study days</p> <p>Willing to undergo training as necessary</p>	<p>Recognised teaching qualification such as post graduate certificate of education (PGCE)</p>	
EXPERIENCE	<p>Significant recent experience of working as a senior healthcare support worker Band 3 within an acute/social care setting to be able to teach others.</p> <p>Supervision of new and junior HCSW. Current issues in healthcare</p> <p>Understanding of approaches to teaching learning and assessment</p> <p>Delivery of education and training within the clinical area, including innovative learning styles to enhance nursing skills</p> <p>Understanding the unregistered workforce and their contribution to the Trust workforce.</p>	<p>Ability to teach fundamental skills in nursing care</p> <p>Evidence of training and development sessions of other colleagues</p>	

	<p>Understanding of workforce legislation and guidance from the Department of Health, for unregistered workforce.</p> <p>Awareness of ANHSFT guidelines, policies and structures</p>		
RIGHT CARE VALUES	<ul style="list-style-type: none"> -Honesty & Integrity - Listening & Communicating - Supportive & Approachable - Even Handed & Encouraging - Patient Centred & Compassionate - Leads by Example & Self Aware 		
OTHER	<p>Able to fulfil Occupational Health requirements for the post.</p>		