

JOB DESCRIPTION

Job Title:	Clinical Education Lead
Team:	Care Directorate/Quality and Practice Education Team
Salary range/pay band:	SSCH Pay Scale Band 7
Reports to:	Deputy Director of Care
Direct reports:	Practice Educators and Associate Practice Educator
Hours:	37.5
Location:	Christopher's Hospice Guildford/Shooting Star House Hampton
Job holder:	Vacant

Introduction to Shooting Star Children's Hospices

Shooting Star Children's Hospices

Shooting Star Children's Hospices provides specialist care and support to families who have a baby, child or young person with a life-limiting condition, or who have been bereaved. Rated 'Outstanding' by the Care Quality Commission, we support families across Surrey, north-west London and south-west London from diagnosis to end of life and throughout bereavement with a range of nursing, practical, emotional and medical care.

Our specialist care and support is free of charge to families and available 24 hours a day, 365 days a year. It includes specialist nursing in the community, symptom management and pain relief, overnight respite stays, end-of-life care, specialist bereavement care and a comprehensive range of therapies, groups and clinics for the whole family.

At the heart of what we do are our dedicated staff; their exceptional commitment and professionalism means every family has the opportunity to **make every moment count**.

Introduction to Team Care

Shooting Star Children's Hospices Teams

Care Directorate: Led by the Director of Care and Medical Director. The Care Teams are the heart of our organisation, consisting of dedicated Drs, nurses, healthcare assistants, allied health professionals and support staff. They provide compassionate and personalised care to children with life-limiting conditions, and those at the end of their lives focusing on pain management, symptom control, emotional support for both the child and their family and bereavement care after death. Holistic care is tailored to each child and family's needs.

Practice Education Team: Led by the Clinical Education Lead, the practice education team consisting of clinical educators and an associate clinical educator aims to support and empower our clinical workforce to ensure staff are equipped with the necessary skills, values, and behaviours to deliver compassionate, evidence based, patient-focused care.

Job Profile

a) Job summary

SSCH recognises that excellent education and training for all our clinical staff is essential to provide safe, effective services and to ensure the highest possible standards of patient care.

The post holder will lead the education team in delivering an education program across all

clinical settings including inhouse hospice services, psychosocial services, community hospice care and specialist palliative care.

The postholder will work across SSCH and contribute to the building of a learning culture throughout the organisation and work closely with other clinical services, quality team and wider organisation, to ensure the provision of an excellent and equitable education service.

The post holder will lead and deliver a range of projects to meet the requirements set out in the organisational strategy and care directorate business plan. The postholder will also support network wide educational programs and engage with the regional paediatric palliative care educational programs.

b) Main duties and key responsibilities

Key Duties and Responsibilities:

- To monitor and measure success against agreed performance indicators
- To ensure that service users and carers are actively invited and involved in the development, delivery and evaluation of education
- To share learning and development both internally and externally with our partners including presentations at events and conferences
- To support the Clinical Educators in leading and delivering against workforce development projects
- To support medical, nursing and AHP colleagues to challenge practice and identify competency issues
- To maintain a professional portfolio demonstrating clinical practice and skills
- To develop an annual internal and external education program
- To develop a multimodal educational portfolio to meet the needs of clinical care teams working across care settings
- To engage with the local and regional paediatric palliative care network, supporting educational opportunities and collaboration to optimise educational opportunities
- To lead on student nursing and nurse associate placements
- To engage with educational research, where appropriate, with the research team
- To champion higher education opportunities and internal educational development pathways for the workforce

Leadership

- Develop strong internal and external partnerships to meet the requirements of the organisation
- To lead and motivate staff to ensure a high standard of professionalism, efficiency and effectiveness, fostering a culture of continuous quality improvement.
- To review and make any necessary changes to care competencies
- Horizon scan for any changes that would benefit practice at SSCH
- To be responsible for the ongoing development and sustainability of high quality and innovative practice and educational development within the organisation
- To establish and maintain an effective communication network both within the services and with key stakeholders across the organisation
- To work closely with the Deputy Director of Care, Clinical Educators, Clinical Governance Facilitator and wider Heads of Care and service Leads, in the identification of services' learning and educational needs, that reflect workforce development and strategic priorities
- To ensure all education aligns with other activities across the organisation to promote efficient ways of working and an inter-professional approach to education
- To develop the annual education curriculum for both internal and external audiences

Managerial

- To participate in supervision in accordance with SSCH policy
- To line manage a team of Clinical Educators and ensure that the broader education team is kept abreast of and involved in training developments
- To manage projects within agreed timescales utilising project management skills to ensure projects are delivered and acceptable to key stakeholders
- To be responsible for the staff development and training budgets
- To support in the financial forecasting of current and future training & development programmes
- To support the Hospices commitment to patient, carer and public involvement in the way services are planned, developed and provided and to incorporate this approach in a way which respects issues of equality and diversity in all aspects of work
- To maintain external links with national bodies and paediatric palliative care networks and community to ensure our practice is in line with national guidance

Students

- Responsible for overseeing and managing student placements, monitoring progress and assessments and supporting the signing off a student's placement at the end. This includes recognising difficulties and rapid solution finding during placements to support process, personal and academic difficulties
- Provide pastoral support to students, including signposting to university support: Identify and address issues relating to student health and wellbeing, referring to the Deputy Director of Care for guidance as appropriate. Identify any concerns about student conduct, professionalism and/or health, and refer to Clinical Supervisor and/or Lead Tutor where appropriate.
- Support the placement of students based in clinical teams, including providing clinical experiences for students in line with the Learning Outcomes of the module; Provide oversight of medical students in the clinical environment; Offer formative feedback to students. Contribute to regular evaluation of placement, review student feedback and contribute to Annual Quality Reviews.
- Act as a single point of contact for our partner universities in mapping student placements, both planned and elective and oversee our student enquiries inbox
- Attend student LEL/CPF meetings as a representative of SSCH, sharing key points with the student link nurses in the organisation
- Work with the student link nurses to maintain adequate levels of practice supervisors and practice assessors to support students in practice. Aswell as undertaking an annual education audit in partnership with the clinical governance facilitator which gives assurance to SSCH and our partner universities that students are supported adequately within the organisation
- Have oversight of other student placement opportunities across SSCH (physiotherapy/nursing associate/advanced practice)
- Continue to develop the student placement offer across SSCH as needs present

c) Other Requirements

These requirements will be applicable to some posts.

- The post holder must be able and willing to get to and work in both hospices.
- The post holder should be prepared to attend SSCH meetings in different parts of the country. Some meetings may be during evenings or weekends.
- The post holder will be required to apply for an Enhanced Disclosure and Barring Service (DBS) check.

d) Mandatory Criteria

Other duties

The post holder will be working in a developing environment, and they will therefore be expected to undertake other appropriate duties as required for the effective operation of Shooting Star Children's Hospices.

Professional Codes of Conduct

The post holder will be required to respect professional codes of conduct and practice relevant to their role, as appropriate.

Health and Safety

The post holder will be responsible for health and safety in the area under their control and they must ensure that they are familiar with Shooting Star Children's Hospices policy on health and safety at work.

Mandatory Training

The post holder will attend all mandatory training relevant to their role

Our values and behaviours

Shooting Star Children's Hospices is a leading children's hospice charity for babies, children and young people with life-limiting conditions, and their families. We require that all of our staff share our common values and display behaviors that will enable us to achieve our goals.

Professionalism – *we will safeguard our families, each other and our organisation by working to ethical and professional standards at all times.*

Respect – *We will treat each other with the utmost respect.*






Integrity – *We will be open, honest and transparent in all that we do.*

Diversity – *We will respect individuality and ensure inclusion and fairness to all.*

Excellence – *We will strive for excellence in all that we do.*



Behaviour Framework

PRIDE values	Expected behaviours	Aspirational behaviours
 Professionalism We will safeguard our families, each other and our organisation by working to ethical and professional standards at all times.	Maintains high standards, respects confidentiality, demonstrates reliability, actively seeks development, adapts to change and collaborates effectively. Acts as an ambassador for the charity.	Leads by example in professional conduct, supports others and proactively contributes to projects to improve our services.
 Respect We will treat each other with the utmost respect.	Shows empathy and sensitivity, maintains respectful communication, actively listens, responds constructively to feedback and fosters an inclusive environment.	Champions and supports a culture of respect, promotes understanding and inclusivity, takes an active role in initiatives to create a positive workplace environment and actively encourages new ideas and perspectives.
 Integrity We will be honest and transparent in all that we do.	Behaves in an ethical manner, adheres to Shooting Star policies and procedures, demonstrates honesty and transparency, shows moral courage and maintains ethical standards under pressure.	Promotes an environment where concerns can be constructively raised, and takes responsibility and seeks solutions.
 Diversity We will respect individuality and ensure inclusion and fairness to all.	Values and respects diversity, treats everyone fairly, embraces learning and supports inclusive workplace initiatives.	Continuously expands knowledge and expertise, seeks out opportunities to improve organisational inclusivity, and challenges discrimination and shares knowledge.
 Excellence We will strive for excellence in all that we do.	Delivers high-quality work, consistently meets our high standards, seeks improvements, demonstrates initiative and creativity, and participates in organisational development.	Continuously strives for personal, professional and organisational improvement, and is regarded as outstanding.

Shooting Star Children's Hospices is committed to ensuring the welfare and safety of children and young people. All staff members are expected to adhere to our safeguarding policies and procedures. This includes undergoing appropriate training, following reporting protocols for any concerns related to child welfare, and promoting a safe and supportive environment for children and young people. We are committed to equal opportunities and consider all applicants in line with the Rehabilitation of Offenders Act 1974.

Before commencing employment, successful candidates will be required to provide satisfactory references and undergo a Disclosure and Barring Service (DBS) check

Person Specification:

Qualifications	
Essential requirement	Desirable requirement
Current registration with professional body such as NMC	Leadership qualification/course
PGDiP/Cert/MSc in education	Project management qualification

Recognised teaching/supervision qualification	Coaching qualification Clinical supervision qualification Prescribing practitioner
Experience	
Essential requirement	Desirable requirement
<p>Experienced practice educator for at least 3 years</p> <p>Significant experience of working with life limited children and young people with complex conditions and their families</p> <p>Proven record with implementing innovative practice and writing competency documents</p> <p>Proven management and leadership experience</p> <p>Proven experience of multidisciplinary education development and delivery</p>	<p>NICU/PICU/Respiratory experience of working with Level 1, 2 & 3 ventilated children, young people or babies.</p> <p>Hospice experience</p> <p>Experience of delivering supervision (individual and group)</p> <p>Experience of working within a clinical education or academic education setting</p> <p>Experience in educational research</p>
Knowledge and Skills	
Essential requirement	Desirable requirement
<p>Development of policy and practice change</p> <p>Tracheostomy/Ventilation knowledge and skills</p> <p>IV Competent</p> <p>Multimodal education knowledge</p>	<p>Involvement with local and national committees and have strong links with universities</p> <p>Experience in leading audit and undertaking research</p> <p>Ability to utilise a digital platform to host and record training, and to develop self-directed programs of learning</p>

What we offer

Pension scheme

- NHS Pension Scheme (eligible employees)
- Stakeholder pension scheme
- Employee contribution 3.5%
- Shooting Star Children's Hospices contribution 4.5%
- Additional contributions – we will pay 1% above the contribution up to a limit of 7%

Annual leave

- 27 days plus Bank Holidays rising with length of service
- 2 weeks paid sabbatical leave after 10 and 15 years' service

Contractual benefits

- Generous sick pay scheme

- Enhanced maternity, adoption, and paternity leave pay
- Flexible working arrangements
- Death in service benefits
- Reimbursed professional membership fees
- Employee referral scheme
- Blue Light discount card

Health and wellbeing

- Employee Assistance Programme
- Occupational Health
- Eye care
- Mental Health First Aiders
- Nutritionally balanced meals at Christopher's (free for employees) and free fruit at Shooting Star House

Equality, diversity and inclusion

Shooting Star Children's Hospice is committed to inclusion and diversity in everything we do. We know that getting things right is critical for us to live our organisation's values: Professionalism, Respect, Integrity, Diversity and Excellence.

We are always trying to improve our way of working to be more inclusive and equal. Our vision is for Shooting Star Children's Hospice to be a place where people of all backgrounds, groups and communities feel welcomed to work and volunteer.