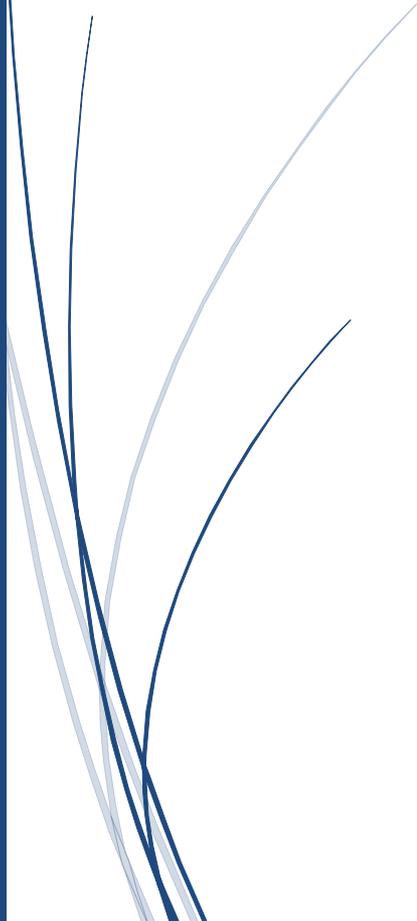


**Pennine  
Lancashire**  
TRAINING HUB

# Application Pack

**General Practice Education Facilitator**





## General Practice Education Facilitator – Job Description

### INTRODUCTION

The Lancashire and South Cumbria Training Hub (L&SC TH) has been developed to support the Health Education England deliverables outlined in both the Common Operational Guidance and Quality Framework. The primary functions of the Locality Training Hub is to: -

- Develop and expand placement capacity
- Ensure workforce planning is in place
- Increase recruitment to Primary Care
- Recruit and embed new roles
- Retain the workforce within Primary Care
- Offer placed based tariffs

Educational and workforce development opportunities will be provided across the Primary Care workforce which will include:-

- Apprenticeships
- New to Practice (Fellowships)
- Continual Professional Development
- Leadership Development
- Ad hoc opportunities offered by Health Education England

### Functions of the Training Hub; Lancashire & South Cumbria

Core Functions
1 Development and Expansion of Placement Capacity
2 Workforce Planning
3 Recruitment
4 Embed New Roles
5 Retention
6 Place-based tariffs





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## JOB DESCRIPTION

<b>JOB TITLE:</b>	General Practice Education Facilitator (GPEF)
<b>PAY BAND:</b>	£33.70 per hour including on-costs
<b>HOURS OF DUTY:</b>	3 Hours Per Week (Flexible within Core hours Monday to Friday 8:00 to 17:00)
<b>REPORTS AND ACCOUNTABLE TO:</b>	Pennine Lancashire Training Hub Lead

### JOB SUMMARY:

The post holder will be a registered nurse or AHP professional.

An opportunity has arisen for a band 7 equivalent (depending on experience) to join the Pennine Lancashire Training Hub as General Practice Education Facilitators. You will be highly motivated who thrives on the supporting the development of learners and can provide the very best educational opportunities. The post holder will be responsible for ensuring the provision of high quality multi-professional learning and will be required to support the breadth of the student, irrespective of grade or profession to ensure that learning opportunities are maximised.

### CORE ELEMENTS:

- To act as a representative for clinical education at local and regional level ensuring that national quality standards are met within practice placements to provide all students an experience of the highest quality.
- Able to identify trends in work-based learning and working in partnership with supervisors, assessors, and managers to ensure the learning needs of students are met in the workplace.
- Able to ensure sure that learning opportunities are maximised in the clinical placement environment for all learners by evaluating training and development programmes and implementing changes because of evidence gathered.
- Able to identify and promote opportunities for partnership working across a range of professional groups and agencies.
- To assist in the process of maintaining a robust database of audits of all clinical placements as well as up to date records of all Pennine Lancashire supervisors and assessors.
- Work with the Training Hub Locality Lead and Operations Manager to influence educators and managers to continue to offer placements in times of great demand on clinicians and services, balancing the need for increasing clinical placements while ensuring consistency in the quality of placements.



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## **QUALITY ASSURANCE:**

- With support from the Training Hub locality Lead and Operations Lead, take the lead in multi professional quality assurance monitoring/audits of clinical education in practice within primary care and in accordance with quality assurance standards in partnership with education providers.
- Assess the quality of learning environments against quality assurance standards, suggesting improvement measures to enhance learner experience.
- Where necessary, work with the various clinical placement providers ensuring they have relevant and up to date 'SMART' action plans in place to address any gaps in resources, education, development and knowledge in relation to the learning environment, which then feeds into the audit/quality monitoring visits.
- Maintain records and ensure all educators, assessors and supervisors are trained and up to date in accordance with the relevant regulatory body standards in relation to supporting and educating learners in practice.
- Provide best practice advice in a clinical setting for supervisors and staff in relation to clinical education.
- Constantly seek to improve the quality of clinical education using evidence-based practice, liaising with professional colleagues, reviewing literature, and evaluating learner feedback.
- Develop evaluation methods to assess the impact of clinical education practice on patient care.
- Support both learners and educators/mentors/supervisor/assessors with risk assessment to ensure health and safety within the practice
- Work in partnership with the educational institutes in the planning, delivery and development of programmes across primary care.
- Complete a monthly template report on activity and engagement and forward to the Operations Lead at the end of every month.

## **STUDENT SUPPORT:**

- Ensure high quality learning experiences are provided for all learners within primary care.
- Visit students within their placement supporting them with their education and assessments as well as ensuring no learning opportunity is missed.
- Support the quality of clinical placement learning environments by ensuring all placement providers have up to ILOs and understand the requirements of the learners whilst on placement.



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- Ensure all learners are provided with a multi professional placement booklet/portfolio to provide information about the experiences they may be able to access within the practice.
- Ensure all learners are provided with a strategic and local induction at commencement of placement.
- Support the development of a multi-professional, evidence-based educational/learning programmes (virtual or face to face) in relation to primary care to enhance the learning experience. i.e. CDM, immunisation awareness, vaccinations, wound care, contraception, health promotion, NHS screening etc.
- Where necessary, work alongside clinical educators, assessors, and supervisors in practice to support student development.
- Support educators, assessors and supervisors in complex decisions relating to the learner experience including the achievement of learning outcomes, competence, and fitness for practice.

## **ALLOCATIONS AND CAPACITY:**

- Facilitate the development of our portfolio of clinical practice educators, assessors and supervisors, providing support structures in order to build capacity, capability, consistency and efficiency.
- With support from the Training Hub Lead and Operations Manager, identify and develop new clinical placement capacity for our learners across our area by networking with clinical teams and managers to explore all possible learning opportunities.
- Support the Training Hub to map annual allocation of all learner placement plans for each HEI to enable long term capacity planning.
- Balance the need for increasing the availability of practice placements while ensuring a consistency in the quality of placements.
- Influence practice management, educators, supervisors and assessor to continue to offer placements in times of great demands on clinicians and services and encouraging them to overcome barriers such as lack of funding, time, and space for student placements.
- Identify further learning experiences that will enhance learning opportunities.

## **COMMUNICATION:**

- Communicate educational and practice information across placement providers and education institutions and undertake presentations relating to education in practice where necessary.
- Network locally, regionally, and nationally with peer group to support the sharing of best practice.



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- Ensure communication channels are used appropriately to facilitate the flow of information between internal and external partners.
- Ensure confidentiality for all stakeholders is always adhered to.

## **OTHER:**

- Ensure that equality and diversity issues are recognised, addressed in accordance with legislation, policies, and procedures.
- Understand the clinical, educational bodies and regulations associated with Health and Social Care professionals working within primary care.
- Flexibility to adapt the role as required due to the evolving nature and growth of the Pennine Lancashire and Lancashire & South Cumbria Training Hubs.

## **TERMS**

- Fixed Term Role
- Pay and Hours as above, travel may be expected at some point.



## RECRUITMENT PROFILE

<b>About you</b> This section details the personal attributes we require for this role. If you feel these describe you, we would welcome your application	
<b>Behaviours and Values</b>	<b>Skills and Attributes</b>
<ul style="list-style-type: none"> <li>➤ Strives for safe, quality, effective and efficient service provision</li> <li>➤ Promotes open and honest dialogue, valuing individual differences, respect aspirations and commitments, and seeks to understand priorities, needs, abilities and limits</li> <li>➤ Aware of the impact of own behaviour on others</li> <li>➤ Leads by example and actively role models the NHS and L&amp;SC TH Values in all work, fostering an inclusive culture with compassion and humanity</li> <li>➤ Interprets equality, diversity and rights in accordance with legislation, policies, procedures and good practice</li> <li>➤ Constructively challenges and accepts feedback from others</li> <li>➤ Ensures all initiatives are designed and implemented with best quality patient care in mind</li> <li>➤ Maintains confidentiality at all times</li> </ul>	<ul style="list-style-type: none"> <li>➤ Has the ability to plan and implement new ways of working,</li> <li>➤ facilitates collaborative working to improve service performance where there is resistance to change</li> <li>➤ Critical thinking to evaluate information and data</li> <li>➤ Negotiation and influencing skills supporting service development</li> <li>➤ Excellent track record in writing high quality reports and business cases</li> <li>➤ High level of work organisation, self-motivation, drive for performance and improvement, and flexibility in approach and attitude</li> <li>➤ Strong sense of commitment to openness, honesty and integrity in undertaking the role</li> <li>➤ Good written and verbal communication skills</li> <li>➤ Good analytical skills, ability to analyse complex facts and provide composite reports</li> <li>➤ Calm and objective under pressure</li> <li>➤ Ability to establish credibility and develop and maintain effective working relationships at operational and senior management level</li> <li>➤ Computer literate with experience of Microsoft Word, Outlook, Excel and excellent and accurate</li> <li>➤ Experience of working across multiple sites</li> </ul>



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Experience and Knowledge	Qualifications and Training
<ul style="list-style-type: none"> <li>➤ Experience of working in a Primary Care setting, healthcare environment and/or public sector is essential</li> <li>➤ An understanding of health and care services across the whole of community to include political and economic awareness</li> <li>➤ Experience of developing and delivering training for all levels of staff</li> <li>➤ Knowledge and application of change management</li> <li>➤ Extensive experience of teaching, supervising and assessing healthcare students in the practice setting</li> <li>➤ Experience of having worked across professional and organisational boundaries</li> <li>➤ Experience of staff management/staff supervision</li> <li>➤ Experience of presenting to all levels of stakeholders</li> <li>➤ Experience of developing and implementing new systems and procedures</li> <li>➤ Demonstrable application of governance and quality frameworks</li> <li>➤ Knowledge and experience of primary care, private, voluntary and independent sector</li> <li>➤ Demonstration and application of audits/coordinating and undertaking audits</li> </ul>	<ul style="list-style-type: none"> <li>➤ Registered Health Care Practitioner</li> <li>➤ 1st level degree or equivalent experience Specialist knowledge of education in practice at Masters level equivalent e.g. mentorship module at Masters level; or equivalent</li> <li>➤ Broad range of post qualifying clinical experience</li> <li>➤ Evidence of Continual professional</li> </ul>