

JOB DESCRIPTION

Job Details:	
Job Title:	Education & Professional Development Lead
Grade:	Band 7 Registered Nurse
Department:	Education & Research
Directorate:	Patient & Family Services
Reporting to:	Head of Education & Research
Location	Dorothy House, Winsley. (Required to travel across the geographical patch as needed)

Job Summary / Main Purpose:

- This role will suit someone who is passionate about education and understands the value of enhancing quality of care for our patients and their families.
- The successful candidate will be working with the current members of the education team to ensure that we deliver a robust evidence based education package for internal and external participants, including accredited programmes with our local HEIs.
- This post has a lead role on the design and delivery of learning and development programmes and interventions for a defined work stream, supporting the organisations strategic objectives and operational plans. This will be achieved by promoting a strong culture of learning and development in line with Dorothy House values and in support of the organisations commitment to putting education at the heart of everything that we do to continually enhance organisational performance and effectiveness.

Principle Duties & Responsibilities

- To research, develop and deliver agreed educational projects relevant to the post, and the overall aims of the Education & Learning & Development Team.
- Work with departmental clinical managers in the development of learning opportunities for their staff and volunteers.
- To lead the design, provision and evaluation of essential to role and clinical skills programmes to support delivery needs for all Clinical Teams/Services working across Dorothy House (to include Nursing and AHP's).
- To devise, deliver and evaluate a range of education and training events (internally/externally) using a variety of teaching and learning approaches.
- To lead on the planning, delivery and evaluation of HEI contracted programmes for

End of Life and Palliative Care.

- Design and deliver specific training in line with the national and local strategies for End of Life and Palliative Care which takes account of the user experience, the developing agenda in health and social care, and multi-professional perspectives.
- Contribute to teaching and assessing students undertaking qualifications and on Further and/or Higher Education courses.
- Evaluate own teaching input and actively participate in quality assurance evaluation and audit.
- Be proactive in identifying ongoing educational needs and marketing study days that provide relevant educational opportunities.
- Identifies and supports the development of educational and learning strategies, policies and procedures to ensure that they remain current and responsive to the needs of the staff and reflect the needs of patients and service users.
- Deliver sustainable systems and processes of support and supervision for mentors, supervisors in the practice setting by identifying strategies and programmes to support managers to embed the supervision policy into practice.

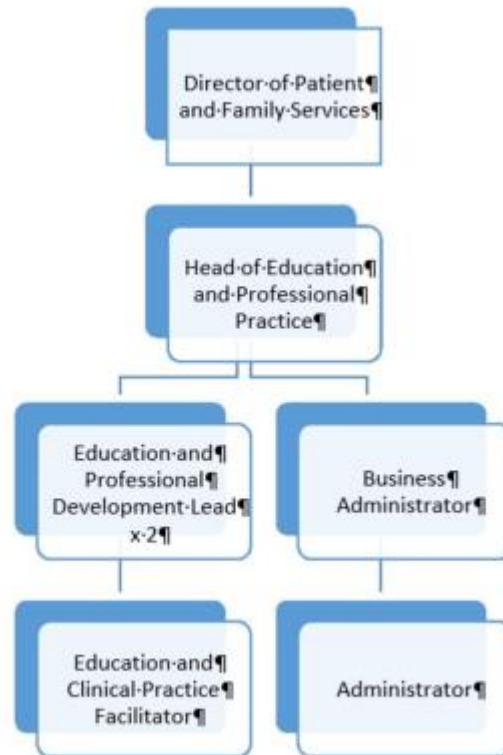
Research

- To remain up to date and ensure teaching is evidence based ensuring dissemination of research findings.
- To support the development and implementation of an Education and Development strategy for the hospice.

Professional

- To continue with own professional development, ensuring that clinical and academic training remains evidence based and current.
- Undertake required statutory and mandatory training.
- Participate in the Personal Development Review process.

Structure Chart



Key Relationships

- Head of Education & Professional Practice
- Education & Research Team members
- Heads of Departments, staff and volunteers of Dorothy House
- Staff in external health and social care organisations
- HEI's, BSW and other key stakeholders

Special Note

This job description does not form a part of the contract of employment but indicates how that contract should be performed. The job description will be subject to amendment in the light of experience and in consultation with the post holder.

No Smoking Policy

Dorothy House operates a No Smoking Policy for all staff, volunteers and visitors in relation to promoting health. It applies to the Hospice premises and grounds at Winsley, all Dorothy House shops and when staff are on duty in patients' homes.

Confidentiality

All of the work relating to patients, carers, donors, staff and volunteers and any other information gained are of a confidential nature and must not be communicated to other persons except in the course of duty.

Health and Safety at Work Act

It is the responsibility of all employees to ensure that the requirements of the Health and Safety at Work Act are complied with safe working practices are adhered to and that hazards are observed and reported to the appropriate office.

Safeguarding

Dorothy House is committed to promoting the wellbeing of all adults and children who use our services, ensuring that they live a life that is free from harm, abuse and neglect. We work in an open and transparent way and encourage staff, volunteers, patients and families to raise any safeguarding concerns. All staff should ensure that they are aware of their responsibilities and attend the mandatory training as required.

Person Specification

Criteria	Essential	Desirable
Qualifications		
Registered Nurse or Enrolled Nurse	✓	
Academic qualification in relevant subject to Masters level or above	✓	
PG Cert in education (or willingness to achieve this within the first 18 months)	✓	
Current clinical experience in Palliative, cancer care and/or End of Life	✓	
Knowledge and Experience		
Excellent in-depth knowledge of end of life/palliative care practice	✓	
Experience of designing, implementing and evaluating teaching and learning activities.	✓	
Experience of teaching a range of health and social care practitioners, including both non-registered and registered staff.	✓	
Sound knowledge of teaching and learning approaches.	✓	
Experience of using a range of audio visual equipment and digital learning platforms to support teaching activity.		✓
Experience of supporting and mentoring learners/students through modules/programmes of study.		✓
Skills and Attributes		

Ability to present to large groups of peoples e.g. Induction, internal/external programmes of learning.	✓	
Have an understanding of diverse learning needs and to be able to adapt to meet different learning styles.	✓	
Able to facilitate both face: face and online learning.		✓