



JOB DESCRIPTION

POST: Preceptorship Facilitator (Fixed term 12 months)

GRADE: Band 6 (TBD)

RESPONSIBLE TO: Preceptorship Lead

ACCOUNTABLE TO: Head of Professional Development

Core Responsibilities

The post holder will work in conjunction the Preceptorship Lead to ensure that the Trust wide Multi-professional Preceptorship Policy is implemented and the programme within the policy is delivered effectively and efficiently, in accordance with the Trusts Learning Development Agreement criteria.

Directed by the Preceptorship Lead, s/he will be responsible for the clinical facilitation of a 12 month period of structured transition for the newly registered practitioner during, which he or she receives clinical / pastoral guidance and support as stated within the policy.

The post holder will be responsible for supporting the Trust education, training and development strategies by the delivery of some aspects of clinical education required within the Preceptorship period.

In conjunction with the Preceptorship Lead the post holder will be involved in the training and co-ordination of effective preceptors within the Trust, by supporting them in the clinical area to develop their Preceptees' confidence to become autonomous professionals.

The post holder will be an exemplary role model for Preceptees exhibiting the expected Trust values and behaviours throughout the Preceptorship period and as they continue on their career and journey of life-long learning.

MAIN DUTIES AND RESPONSIBILITIES

Education, Leadership and Clinical Practice

- To support and develop the Multiprofessional Preceptorship programme in relation to both Preceptors and Preceptees, ensuring the implementation of the framework, supports the continuing development of all healthcare professionals across the Trust.
- To support the reviewing, implementing and auditing effectiveness of the Trust wide Preceptorship Policy in line with local and national policies and service reconfigurations.
- To support an equitable delivery of the Preceptorship process in relation to Community and Trafford services who have more recently joined CMFT.
- To be visible in the clinical environments liaising with Preceptees on the Preceptorship programme and supporting their partnership between them and preceptors.
- To audit the effectiveness of the teaching, learning and support activities that have been offered to all newly qualified multi-professional registrants in order that they can be amended accordingly.
- Contribute in developing all learning environments within Organisations by proactively promoting a learning culture and leading by example, thus contributing to quality standards of care and improvement.
- Contribute to the development of Preceptorship 'e' learning packages and assessment tools.
- To assist in the delivery of Preceptorship training days.

Communication and Relationships

- Develop and maintain communication with identified stakeholders by being visible in the clinical area thus facilitating the development of newly qualified staff, by assisting the preceptors to identify the Preceptees competence and recognising any areas for development.
- Develop effective relationships by being visible in the clinical area to ensure the programme is implemented and supported by the Preceptorship policy ensuring fairness and consistency when applying process throughout the organisation.
- To work alongside the Preceptorship Lead in developing partnership with the Higher Education Institutions and colleagues in other NHS organisations in developing programmes that support the Preceptorship Framework.
- Provide specialist advice and support to new registrants within scope of own knowledge and experience.
- Communicate effectively at a variety of forums, through use of presentations and discussion to ensure all staff has an understanding of the Preceptorship programme.
- To work with Preceptees gaining continual evaluation of the programme, particularly focusing on areas for development and support to retain CMFT newly qualified staff within the first 12 months of employment.
- Contribute to the work within nursing and midwifery looking at retention of staff nurses and midwives.
- To support the Preceptorship Lead in providing reports and briefing papers to Trust wide groups and committees as required.

Planning and Organisational Skills

- Able to work as part of a team to develop and share good practice. Organise and manage own diary in order to meet relevant timescales and deadlines.
- To develop a timetable to visit clinical areas ensuring all Preceptees are given equitable support and advice.

- Create, maintain and enhance effective working relationships with the Clinical Teams promoting a positive Preceptorship culture within CMFT.
- Project manages a variety of topics as and when required and directed by the Preceptorship Lead.
- To attend Preceptorship IMG meetings, deputising as Chair / minute taker as required.

Financial and Physical Resources

- Work in conjunction with the Preceptorship Lead to consider how the on-going investment received in regard to Preceptees Account for Learning (PAL) will be utilised within CMFT to support newly qualified staff within the first 12 months of employment.
- Exercise a personal duty of care in relation to Trust resources.

Regulation, Quality Monitoring and evaluation

- Working with the Preceptorship Lead to establish effective Preceptorship systems and processes are in place so that Trust can report and obtain strategic organisational support.
- To review the implementation of the Preceptorship programme and its effectiveness via a recognised audit process.
- Contribute to external reviews/inspections in relation to education and practice.
- Contribute to the development of a longitudinal Preceptorship education evaluation tool to demonstrate value for money and measure patient safety key performance indicators.

- Contribute, through discussion, where required to HEI providers facilitating changes in education programmes that support the Trust's strategy requirements and the needs of the workforce.

General Responsibilities

- To report back to Preceptorship Lead on all role activity in a timely manner and meet formally on a monthly basis.
- Undertake annual appraisal of the role and function with the Preceptorship Lead and ensure that the role remains dynamic and sensitive to the needs of service users
- Maintain own professional registration and practice through CPD.
- Maintain professional portfolio of supporting evidence in line with Agenda for Change Knowledge and Skills Framework requirements.
- Develop and use personal clinical knowledge and skills to promote excellence in clinical care and educate staff.
- Maintain personal standards of conduct and behaviour consistent with Trust and NMC guidelines.
- Prepare accurate and concise reports, both written and verbal, for the Preceptorship Lead and Head of Professional Development.
- Deploy effective communication strategies to ensure that information and knowledge is imparted sensitively according to needs of patients, staff and students in training.
- Be an active member of relevant Trust committees and groups contributing to developing/implementing local/national strategy.
- Keep relevant records and submit reports in a professionally acceptable manner.
- Promote a positive relationship with all stakeholders within the service.

Health and Safety

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.

The post holder has a responsibility to ensure they attend corporate and clinical mandatory training on a yearly basis.

Infection Control

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust Infection Control manual. The post holder has a responsibility to ensure that you attend the appropriate training and assessment to reduce hospital infections.

Child Protection & Vulnerable People

Ensure that the policy and legalisation relating to child protection and vulnerable adults are adhered to. It is the responsibility of all staff to safeguard children reporting any concerns to the identified person within your department/division or area of responsibility.

Security

The post holder has a responsibility to ensure the preservation of NHS property and resources.

Confidentiality

The post holder is required to maintain confidentiality at all times in all aspects of their work.

Team Briefing

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

Smoking Control Policy

The Trust operates a strict no smoking policy at any time on Trust sites. Smoking cessation advice is available via the Trust's Occupational Health service.

This job description is an outline of the key tasks and responsibilities of the role and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services, as well as the personal development needs of the post holder.

Where particular Directorates require the post holder to focus on specific issues and/or areas of concern, this will be discussed through the performance management process.

THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER

Signed (Employee):

Date:

Signed (Manager):

Date:

Person Specification

Factors	Essential	Desirable	Method of Assessment	Comment/record of Interview
Qualifications	<ul style="list-style-type: none"> • Registered healthcare professional with a current qualification. • If the candidate is a nurse/ midwife they will require registration with the NMC. • Candidates from other backgrounds should have comparable professional registration qualifications. • The candidate must be at minimum, working towards degree level education. 	1 st level degree Appropriate teaching qualification	NMC/HPC Certificate s/Portfolio	

Skills/knowledge & understanding	<ul style="list-style-type: none"> • Excellent communication skills, both written and verbal • Excellent interpersonal skills able to engage and build effective relationships at all levels in stakeholder organisations • Ability to present to large groups of people • Ability to teach and facilitate in a variety of settings with different groups of staff • Able to plan, implement and evaluate Preceptorship Study Programmes • Excellent organisational and time management skills • Knowledge of different methods/ styles for teaching and learning • Microsoft office – Word, Excel, PowerPoint, Access 	Project management skills Clinical Supervision / Counselling Skills Sound knowledge of how to escalate concerns	Application Form	
Experience	<ul style="list-style-type: none"> • Broad range of post qualifying clinical experience for a minimum of 3 years • Experience of teaching, supervising and assessing healthcare students in the practice setting • Experience of having worked across professional and 	Experience of effective multi-disciplinary working, decision making and conflict resolution	Application Form	

	<p>organisational boundaries</p> <ul style="list-style-type: none">• Practical experience of facilitating change• Experience of developing and implementing new systems and procedures• Current knowledge of relevant professional and NHS Policy• On-going recent evidence of leading clinical innovation or leading change with clinical practice• Extensive experience of supporting and Developing staff			
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Personal attributes/abilities	<ul style="list-style-type: none">• Excellent communication skills, both written and verbal• Excellent interpersonal skills able to engage and build effective relationships at all levels in stakeholder organisations• Ability to work under pressure and to meet deadlines• Ability to work without supervision and use own initiative• Ability to work flexibly and manage competing priorities• Consistently high attention to detail and quality of work• Ability to work as a member of a team• Ability to establish and maintain good working relationships with people from a wide range of personal and professional backgrounds• Adaptable to meet differing learning styles/ preferences• Willingness to work across organisational and professional boundaries• Ability to write evidence based reports			
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	<ul style="list-style-type: none">• Understanding of quality improvement methodology and outcome measurement• Excellent Listening Skills• Ability to appropriately escalate any concerns raised to them in an appropriate manner• Being approachable and Trust worthy so that staff feel comfortable to discuss their progress			
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