

**JOB DESCRIPTION**

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| **JOB DESCRIPTION AND PERSON SPECIFICATION FOR:** | Clinical Trainer |
| **AGENDA FOR CHANGE BAND:** |  \*\*\*subject to banding\*\*\* |
| **HOURS AND DURATION:** | As specified in the job advertisement and the Contract of Employment |
| **AGENDA FOR CHANGE REFERENCE NUMBER:** |  |
| **DBS LEVEL:** | Standard DBS |
| **REPORTS TO:** | Training Manager |
| **ACCOUNTABLE TO:** | Training Delivery Lead |
| **LOCATION:** | The post holder will initially be based at the location specified in the job advertisement and the Contract of Employment. However, the Trust reserves the right, with consultation, to relocate post holders to any base within the Trust in line with service requirements. |
| **JOB SUMMARY:** |  |
| The post holder is responsible for assisting in the delivery of a broad range of mandatory training topics including but not limited to Moving and Handling, Safety Intervention, Resuscitation and FFP3 Mask Fitting. The purpose of the job is to support Leicestershire Partnership NHS Trust in achieving and attaining compliance with the mandatory training register. |

# MAIN DUTIES AND RESPONSIBILITIES:

* To deliver mandatory training in accordance with the Mandatory Training Register. This will include but is not exclusive to the delivery of Moving and Handling training, Safety Intervention training, FFP3 mask fitting and Resuscitation training such as Basic Life Support. It is expected that on average face to face training delivery will be a minimum of 70% of the role.
* To act as a point of contact for all delegates attending mandatory training. To respond to any enquiries from delegates and act as a ‘host’.
* To receive complaints and compliments from delegates and to provide an appropriate response, ensuring that all complaints and compliments are escalated as appropriate.
* To support the planning and development of training sessions under the supervision of the Training Manager, Subject Matter Expert and/or Training Delivery Lead accordingly.
* To assess learners in training sessions to determine whether the individual demonstrates safe or potentially unsafe practice. This may result in the need to advise delegates that they have been unsuccessful in meeting course requirements.
* To support the evaluation of training and support the service in responding to themes which may arise from delegate evaluations.
* To take part in the self-evaluation of trainer performance, using a model of reflective practice to work towards continual improvement of training delivery.
* Under supervision, demonstrate an awareness of local and national guidance relating to areas of practice and relate these in lesson plans and teaching solutions.
* To undertake administrative duties and keep relevant records in order to inform the organisation of compliance in relation to national and local standards.
* To support the management of a stock of all training consumables such as those required for First Aid or Resuscitation training, ensuring that levels of stock are appropriate and that all consumables are within any dates set by the manufacturer.
* To ensure that all equipment required for training is in a good state of repair and fit for use. To report and faults and defects promptly.
* To work in conjunction with the Training Manager and the Training Delivery Lead in order to provide a flexible and responsive service.
* To participate in appraisal and personal development planning processes and update

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| knowledge and skills to the required standard set by the service. This will include attending the relevant updates as required per subject area.* Be aware of current developments such as themes developing through local incident reporting within the relevant training areas and alert the Training Manager

/Training Delivery Lead of any discrepancies that need to be addressed in terms of alterations to lesson plans and delivery.* To contribute to the development of innovative and creative ways of learning that address the challenges that cause poor uptake of training reflecting a responsive, flexible and outreach model of delivery.
* Work under the direction and guidance of the Training Manager and the Training Delivery Lead to promote mandatory training compliance whilst maintaining quality.
* Deliver mandatory training programmes that meet the requirements of the organisation in accordance with relevant legislation and guidance from the Subject Matter Expert.
* Assist in the development of innovative learning systems making full use of technology and contemporary product developments.
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| **COMMUNICATION AND WORKING RELATIONSHIPS:**Training ManagerTraining Delivery Lead Moving & Handling AdvisorLearning and Development colleagues Staff from across all Trust services External stakeholders and customers |
| **ENVIRONMENTAL FACTORS:****PHYSICAL DIMENSIONS**This role requires occasional travel to other training venues. There will be occasions when the post holder is required to attend meetings. The post-holder will also be required to spend significant periods of standing delivery training sessions and moving furniture for preparing training venues.The nature of the training to be provided requires a significant degree of physical exertion, such as that required to restrain a person or move a dynamic load.The post-holder may be required to carry a laptop and project to training sites. |

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| **EFFORT AND ENVIRONMENT****Mental:**Requirement for prolonged concentration for delivery of training sessions.**Emotional effort required in the job:**Frequent exposure during training sessions to emotional issues for example relating to the content of safeguarding training.Requirement to manage delegates who may challenge the content and delivery of the session.Requirement to manage delegates who are denied access to sessions due to late attendance, being unsuitably attired or not being fit for training.**Working conditions of the post (Environment):**Required to use VDU equipment and car for travelling to training venues. Required to manage a range of medical devices and training equipment. |
| The job description is not exhaustive and will be reviewed in the light of changing needs and organisational development. Any changes will be discussed with the post holder who may be required to carry out the duties appropriate to the grade and scope of the post. |

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Leicestershire Partnership

NHS Trust

**Our Pledge**

'We are LPT;a values based Trust that delivers high quality integrated health and social care developed around the needs of our localpeople,families and communities.We want LPT to be a great place to work,Wherewe have a cultureof continuousimprovementandrecognitionandWherecollective leadershipempowers highperforming,innovative teams."-DrPeter Miller,Chief Executive

Our pledge reflects ourvalues and has been developed with staff andstaff side representatives to make clear the expectations we have of each other inorder for us all to deliver high quality,patient-centred care which is at the heart of everything we do.

As a staff member 1 will **.**.

Commit to doingthe best Ican Beloyalto and supportive of my organisation

Be ateam player

Willingly share myideas,knowledge and

experience

Continue to improve myself and my service for the benefit of our service users

Be ftexible and adaptable inmy work

Maintain high quality and high standards Embrace diversity and the richness it brings

Take ownership of my work and be held accountable

Provide opportunities for development and career progression

Appreciate and recognise your contributiontoourTrust

rrovide a safe and secure working

environment

Promote a culture that proVides a happy and friendly work place foryou and your team

Give youthe tools to do yourjob

Support you to maintain a healthy worl</life balance

Listento yourviews toinform our decision making

Communicate withyou in an honest. openand timely way

Inspire a shared purpose and provide clarity of expectations Be visible, accessible and approachable

Be supportive, open,llOnest and transparent Listen. hear and give a voice to all

Value and celebrate the successes of my teamand individuals Promote healthandwellbeing withinmyteam

Give mystaff freedomtoact andencourage collective leadership

LruVl

Chair: cathy Ellis

Chief Executive: Or.Peter Miller

# ADDITIONAL INFORMATION:

The organisation is in a period of rapid change due to developments and rationalisation of services. This will lead to a modification of structures and job descriptions. The post holder will be expected to co-operate with changes subject to consultation, at any time throughout the duration of their contract.

# MOBILITY:

The person specification for the role will detail the mobility requirements of the post.

However, employees may be required to work at any of the other sites within the organisation subject to consultation.

# POLICIES AND PROCEDURES:

All staff should comply with the Trust’s Policies and Procedures. It is the employee’s responsibility to ensure that they are aware of the relevant Policies and Procedures for their area of work. Key Policies and Procedures will be explained as part of local induction arrangements.

# SAFEGUARDING CHILDREN AND ADULTS:

The Trust takes the issues of Safeguarding Children and Adults, and addressing domestic violence very seriously. All employees have a responsibility to support the Trust in its duties by;

* attending mandatory training on Safeguarding children and adults
* being familiar with individual and the Trust’s requirements under relevant legislation
* adhering to all relevant national and local policies, procedures, practice guidance and professional codes
* reporting any concerns to the appropriate authority

# MENTAL CAPACITY ACT:

All clinical staff will be aware of their responsibilities under the Mental capacity Act and will ensure that assessment for Deprivation of Liberty Safeguards is in place for any patient that is deemed to lack capacity to consent to their care and treatment.

# MAKING EVERY CONTACT COUNT:

All staff are positively encouraged to contribute to improving health for themselves, their patients, service users and colleagues. This happens when, in everyday contact, the opportunity is taken to raise the subject of choosing better health by stopping smoking, reducing alcohol intake, eating more healthily and becoming more active. The Trust’s Making Every Contact Count programme has further information.

# HEALTH AND SAFETY:

It is the duty of all employees of the Trust to ensure that a safe working environment and safe working practices are maintained at all times.

Any specific duties you are required to fulfil as part of the job you are employed to undertake will be detailed as part of your job description.

# All employees must comply with the duties imposed on them by the Health and Safety at Work Act 1974, i.e.

* To take responsibility for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
* To co-operate with their employer as far as is necessary to meet the requirement of the legislation.
* Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare

These duties apply to all staff whenever and wherever they are engaged on Trust business.

# DATA PROTECTION:

In line with national legislation, and the Trust’s policies, you must process all personal data fairly and lawfully, for the specific purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.

The post holder must be familiar with and comply with the all Trust Policies on Data Protection, Confidentiality and Information Security and Access to Health Records and know how to deal with a request for personal information.

The post holder must be familiar with and comply with the Eight Data Protection Principles contained within the Data Protection Act 1998.

Personal Data must be:

* Processed fairly and lawfully
* Processed for specified purposes
* Adequate, relevant and not excessive
* Accurate and kept up-to-date
* Not kept for longer than necessary
* Processed in accordance with the rights of data subjects
* Protected by appropriate security
* Not transferred outside the EEA without adequate protection

# CONFIDENTIALITY:

The Trust attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, personal data and other data held and processed by the Trust. All data should be treated as confidential and should only be disclosed on a need-to-know basis.

Some data may be especially sensitive and is the subject of a specific organisation policy, including information relating to the diagnosis, treatment and/or care of patients and individual staff records. Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data.

Due to the importance that the organisation attaches to confidentiality disciplinary action will be considered for any breach of confidentiality. All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.

All employees should be mindful of the six Caldicott principles when dealing with person identifiable information.

1. Justify the purposes of using confidential information
2. Only use it when absolutely necessary
3. Use the minimum that is required
4. Access should be on a strict need to know basis
5. Everyone must understand his or her responsibilities
6. Understand and comply with the law

# If there is any doubt whether or not someone has legitimate access to information, always check before you disclose.

**EQUALITY AND DIVERSITY:**

All employees must comply with, and apply in their working lives, the Equality and Diversity Policy and must not unlawfully discriminate, either directly or indirectly, on the grounds of race or ethnicity, nationality, religion or belief, sex, marital or civil partnership status, sexual orientation, disability, gender reassignment, age, pregnancy/maternity or any other grounds, The Trust is committed to promoting equal opportunities to achieve equity of access, experience and outcomes and to recognising and valuing people’s differences and each employee has an obligation to help achieve this. This applies to all activities as a service provider and as an employer.

# INFECTION CONTROL:

All employees have a responsibility to protect themselves, as well as making all reasonable effort to reduce risk of infection in their working environment and to other people whether they are patients, other staff or visitors.

All staff have a duty to make themselves familiar with and comply with Infection Control Policies and Procedures, carry out duties required by legislation such as the Health Act 2008 (and subsequent legislation), and to attend mandatory training relating to infection control.

# COUNTER FRAUD:

Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on **0800 028 40 60.**

The job description is not exhaustive and will be reviewed in the light of changing needs and organisational development. Any changes will be discussed with the post holder who may be required to carry out the duties appropriate to the grade and scope of the post.

# SMOKING AT WORK:

The Trust has a “Smoke Free Policy”, which applies to:

* All persons present in or on any of the Trust grounds and premises
* All persons travelling in Trust owned vehicles (including lease cars) whilst on official business.
* Privately owned vehicles parked on Trust grounds or when transporting Service Users, Visitors on official Trust business.
* When wearing an NHS uniform.

# ELECTRONIC ROSTERING:

‘Our Electronic Rostering system is key to ensuring staff are in the right place with the right skills at the right time, to ensure we carry out this responsibility effectively; all LPT staff must adhere to the rostering standards and guidelines set out in the Electronic Rostering Policy, pertaining to their role’.



**PERSON SPECIFICATION**

**JOB TITLE: Training Facilitator**

**AFC REF NO:**

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| **Person Specification Selection Criteria**: | **3. Essential/ Minimum****1. Desirable** | **Stage measured at. You must demonstrate the required criteria at all stages indicated** |

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|  |  | **Appli- cation****form** | **Intervi****-ew** | **Test** | **Prese- ntation** |
| **Demonstrates a commitment to** |  |  |  |  |  |
| **the Trust’s Values** |  |  |
| 1.1 Compassion | 3 | x |
| 1.2 Trust | 3 | x |
| 1.3 Respect | 3 | x |
| 1.4 Integrity | 3 | x |
| **Qualifications (Equivalent** |  |  |  |  |  |
| **qualifications will be** |  |  |
| **considered where their** |  |  |
| **equivalency can be** |  |  |
| **demonstrated)** |  |  |
| 2.1 A training qualification such | 3 | x |
| as a relevant NVQ at level 3, |  |  |
| DTLLS or equivalent experience |  |  |
| of teaching practical clinical skills. |  | x |
| 2.2 Current licence to deliver | 1 |  |
| Safety Intervention training. |  |  |
| 2.3 Current qualification to deliver | 1 | x |
| Moving and Handling training. |  |  |
| 2.4 Current qualification to deliver | 1 | x |
| Resuscitation training to a |  |  |
| minimum of Basic Life |  |  |
| Support. |  |  |
| 2.5 Current qualification to deliver | 1 | x |
| FFP3 mask fitting  |  |  |

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| **Person Specification Selection Criteria**: | **3. Essential/ Minimum** | **Stage measured at. You must demonstrate the required criteria** |
| **1. Desirable** |  **at all stages**  | **indicated**  |
|  | **Appli-****cation form** | **Intervi****-ew** | **Test Prese- ntation** |
| **Knowledge and Skills** |  |  |  |  |
| 3.1 Knowledge of relevant subject areas; moving and handling, Safety Intervention resuscitation and FFP3 mask fitting.. | 3 | x | x |
| 3.2 Knowledge of relevant legislative frameworks, such as the Health and Safety at Work Act 1974. | 3 | x | x |
| 3.3 Effective training skills. | 3 |  | x |
| 3.4 Ability to work with minimal supervision and to act on own initiative. | 3 | x | x |
| 3.5 An awareness of confidentiality and what this means in a training situation | 3 | x | x |
| **3.6** Understanding of different learning styles and ability to adapt own approach to meet learner needs. | 3 | x | x |
| **Experience (both work and ‘life’ related)** |  |  |  |  |
| 4.1 Experience of delivering Safety Intervention training. | 1 | x | x |
| 4.2 Experience of delivering moving and handling training. | 1 | x | x |
| 4.3 Experience of delivering resuscitation training. | 1 | x | x |
| 4.4 Experience of delivering FFP3 mask fitting.  | 1 | x | x |
| 4.5 Experience of providing care to patients in community and hospital environments. | 3 | x | x |
| **Personal Attributes** |

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| **Person Specification Selection Criteria**: | **3. Essential/ Minimum** | **Stage measured at. You must demonstrate the required criteria** |
| **1. Desirable** |  **at all stages**  | **indicated**  |
|  | **Appli-****cation form** | **Intervi****-ew** | **Test Prese- ntation** |
| 5.1 Conveys a commitment to a high quality service at all times. | 3 | x | x |  |
| 5.2 Reflects the values of the Trust at all times and the Academy’s inclusive approach to learning. | 3 | x | x |
| 5.3 A capacity to respond flexibly and creatively to a constantly changing environment and new challenges. | 3 | x | x |
| 5.4 Physical ability to deliver Moving & Handling Training and Safety Intervention Training  | 3 | x | x |
| 5.5 Willingness to learn new knowledge and skills. | 3 |  | x |
| 5.6 Able to develop partnerships on individual and organisational levels. | 3 | x | x |
| 5.7 Exemplary and effective role model, particularly whilst delivering training sessions. | 3 | x | x |
| **Standard Requirements** |  |  |  |  |
| Commitment to Equality & Valuing Diversity Principles | 3 | x | x |
| Understanding of Confidentiality & Data Protection | 3 | x | x |
| Understanding of the service users of the Trust (which could include lived experience of conditions the Trust deals with or of receiving services relevant to those the Trust provides) | 3 | x | x |
| **Mobility** |

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| **Person Specification 3. Essential/****Selection Criteria**: **Minimum** | **Stage demons** | **measured at. You must trate the required criteria** |
| **1. Desirable** | **at** | **all stages indicated** |
|  | **Appli-****cation form** | **Intervi****-ew** | **Test** | **Prese- ntation** |
| Own transport is required for thisrole. Dependence on public 3transport is not suitable for this role. | Applicati | on/Interview |  |