

Job Title:	Education Placement Facilitator
Reports to (job title):	Senior Learning Environment Lead
Line Manager to:	N/A

Job purpose

The Learning Enterprise (TLE) is the central resource to support operational teams in their educational needs. The post holder will work with the Senior Learning Environment Lead, and with the Head of Apprenticeships, and the wider organisation, in partnership with HEI's to develop and enhance a high-quality learning experience and placements for all learners. The role will cover a national footprint and involve being the key link between Higher Education Institutes (HEI), NHSE and operational / workforce development groups within HCRG Care Group.

Base

Office Base: Runcorn. Hybrid working with national travel as required.

Key responsibilities

- Work in partnership with national education providers to ensure delivery of key performance indicators relating to education practice placements are achieved.
- Maintain appropriate records and audit of placement activity.
- Develop reports as required and ensure KPIs are updated in a timely manner.
- Develop and manage relationships with NHSE and other key stakeholders.
- Identify education programme funding including apprenticeship funding opportunities and co-ordinate application processes to support the organisation to maximise external funding.
- Facilitate the enhancement of a high-quality practice learning experience for all learners which results in HCRG Care Group as a first choice for recruitment of health professional learners on qualification.
- Scope the practice placement position across local services (new and existing) identifying opportunities to increase placement capacity and develop capability, ensuring apprenticeships are included in workforce placement planning.
- Co-ordinate placement planning and implementation.

- Support all placement activity to capitalise on any relationships and synergies between programmes, teams, employers, education providers and other key stakeholders.
- Develop and maintain relationships with external partners / providers / employers to maximise practice placement opportunities for applicable educational programmes.
- Provide support to supervisors to ensure HCRG Care Group employed learners remain on programme.
- Work closely with the apprenticeships team and wider TLE team to deal with issues and develop improvements to processes.
- Be a member of the apprenticeships working group / steering group.
- Work closely with the wider TLE team to support educational programme application and interviewing processes.
- Share good practice and innovation with others to enhance the quality of the learning environment working with practice placements to ensure access to a range of learning resources including local library access and open Athens.
- Support the Head of Clinical Education and Senior Learning Environment Lead with placement areas to ensure enough capacity to support the range of learners in practice. Inform the Virtual Placement Team, and HEI's of any changes to placement areas, and manage any local issues arising.
- Maintain own professional and personal development.

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day, but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care

- Inspire

Think

- Challenge

Do

- Accountability

care·think·do

WE CHANGE LIVES BY TRANSFORMING HEALTH AND CARE

- | | | |
|--|---|--|
| <ul style="list-style-type: none">• Understand• Communicate | <ul style="list-style-type: none">• Improve• Learn | <ul style="list-style-type: none">• Involve• Resilience |
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Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images, or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients, and visitors. It is essential to always observe strict fire and security precautions.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance with the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy, and it is the responsibility of each employee to contribute to its success.

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

Personal Specification

Essential

- First level Degree
- Registered qualification with current NMC/ HCPC
- Relevant professional qualification in Education, Health or Social Care
- Experience of placement planning and co-ordination in or with a health and / or care provider setting
- Understanding of placement planning requirements including placement audits, record keeping and data recording
- Experience of working with students in a Higher Education and / or employment setting
- Ability to liaise effectively with all levels and disciplines
- Critical analysis skills
- Highly motivated
- Excellent verbal, written and communication skills
- Prioritise own workload and work to deadlines/organisational skills
- Awareness of current issues in nursing / allied health professions/ education

Desirable

- Recognised teaching qualification or equivalent experience e.g. CTLLS, ENB 730/998 PG certificate in education
- Postgraduate qualification in Education, Health or Social Care
- Understanding of educational funding streams
- Experience of supervising students on an educational programme
- TAQA (Training, Assessment & Quality Assurance Certificate)

Other requirements:

Energy, resilience, and a drive to deliver.
Integrity and a completer/finisher
Car driver with use of a vehicle

Job Description

Willingness to travel to meet the needs of the post.
Enjoys being a team member willing to support others.

Employee signature

Manager signature
