

*We partner with the NHS and Local Authorities and deliver publicly funded health and care services the Virgin Way: high quality, commercially sound services and problem-solving. As a result, we can invest the proceeds in the communities they serve to make positive differences to people's lives and help secure publicly funded health and care for the future.*



## Job details

**Job title:** Learning Environment Lead / Clinical Trainer

**Reports to:** Head of Clinical Education

## Role purpose

The Learning Enterprise (TLE) is the central resource to support operational teams in their educational needs. The post holder Learning Environment Lead (LEL) will work with the Head of Clinical Education and wider operational teams in Essex, in partnership with local universities, Anglia Ruskin, Essex and Hertfordshire to develop and enhance a high quality learning experience for all learners. The role will be the key link between Higher Education Institutions (HEI), Health Education England and workforce development.

The post requires a registered practitioner who has a passion for delivering work-based training and university approved programmes as part of the clinical trainer aspect of the role.

## Key responsibilities:

- Work in partnership with local forums, for example the Placement Learning Steering Group and other national networks to ensure delivery of key performance indicators of the schedule 2 Learning Development Agreements between local education training boards (LETBs) and HCRG Care Group.
- To monitor and undertake in partnership with the Head of Clinical Education and Senior Management team, regular capacity and capability reviews to maintain appropriate levels of supervisors and assessors to support the learning environment for the agreed numbers of learners in practice.
- To 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.
- To contribute to the embedding of a national preceptorship programme

- Scope the practice placement position across local services (new and existing) identifying opportunities to increase placement capacity and develop capability.
- Work with Service Leads, Supervisors & Assessors to support the implementation of any changes as a result of regulatory body recommendations and identify relevant experiences to meet learning outcomes in clinical services.
- To 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.
- To support the Head of Clinical Education with placement areas to ensure enough capacity to support the range of learners in practice. Inform the Practice Placement Team and their equivalents in other HEIs and placement offices of any changes to placement areas, and manage any local issues arising.
- To support the completion of training needs analysis and facilitate implementation of training which is required and reflects the needs of the transformational agenda of HCRG Care Services within Essex.

#### Clinical Trainer

- Effectively liaise with all other disciplines to co-ordinate and enable the delivery of clinical training
- Working within planned target objectives demonstrating a flexible and responsive approach to the learning needs of colleagues and be willing to deliver training provision outside of normal working hours as and when requested
- Contribute towards the planning, delivery and organisation of training programmes to assist the department in achieving training agenda.
- Exercise a continuous improvement mind-set when reviewing existing programmes
- Advise colleagues and appropriate external organisations on a range of issues relating to apprenticeships and training.
- Evaluates the benefits of these new skills in the practice setting which support the organisations ethos of care good enough for our families.

### Person specification

**Essential**

**Desirable**

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.

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| <ul style="list-style-type: none"> <li>• <b>First level Degree</b></li> <li>• <b>Relevant professional qualification in Education, Health or Social Care</b></li> <li>• <b>Recognised teaching qualification or equivalent experience e.g. CTLLS, ENB 730/998 PG certificate in education</b></li> <li>• <b>Evidence of recent continuing professional development related to education</b></li> <li>• <b>Ability to deliver excellent presentation, facilitation and coaching skills</b></li> <li>• <b>Able to liaise effectively with all levels and disciplines</b></li> <li>• <b>Critical analysis skills</b></li> <li>• <b>Highly motivated</b></li> <li>• <b>Excellent verbal, written and communication skills</b></li> <li>• <b>Prioritise own workload and work to deadlines/organisational skills</b></li> <li>• <b>Awareness of current issues in nursing / allied health professions</b></li> </ul> | <ul style="list-style-type: none"> <li>• Registered qualification with current NMC/HCPC</li> <li>• Postgraduate qualification in Education, Health or Social Care</li> <li>• Understanding of educational funding streams</li> <li>• Ability to design and deliver training solutions face to face and virtually</li> <li>• Knowledge of curriculum development and course design</li> <li>• TAQA (Training, Assessment &amp; Quality Assurance) certificate</li> </ul> |
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## About us

We've been part of the NHS since 2006. We partner with the NHS and with local authorities to provide high quality care and transform services to be sustainable for the future. We see more than a million people each year in community and primary care, social care and referral services across England.

- We're part of the Virgin Family, a worldwide family business spanning the globe which has invested more than £60m of its own money into our partnerships with the NHS
- Our shareholders have committed to re-investing any profits back into our partnerships with the NHS, including through a £100,000 a year innovation fund you can use to make a difference in your service.



- We're highly rated by the CQC. 97% of our services<sup>1</sup> are rated good or outstanding by the CQC and we're inspected more often – more than 80 times a year since 2013.
- We are one of just 22 organisations with a Government-backed quality award for our learning and development programmes run through our in-house development company, The Learning Enterprise.

## Our values

- **We think** - Challenging ourselves and others on what we do, how we do it, fostering a culture of improvement.
- **We care** - putting people over process, treating service users like our own family, understanding and walking in the shoes of others.
- **We do** – cutting through bureaucracy and getting stuff done – holding ourselves and others to account for high standards and not just talking about change but delivering it.

### Confidentiality and Information Security

As a Virgin Care 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 UK Data Protection laws 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 NHS Digital's 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

As a Virgin Care employee 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
- Adherence to the clear desk/screen policy
- Only using email accounts authorised by Virgin Care – eg @virgincare.co.uk, NHSmail etc. These should be used in accordance with the Sending and Transferring Information Securely Procedures and IT and Electronic Communications guidance
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person eg line manager, Head of Information Governance, Information Security Lead within and no later than 72 hours after identifying the incident
- Only using approved equipment for the use of Virgin Care business

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<sup>1</sup> As at September 2020



### **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 flourish. 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 Virgin Care 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**

Virgin Care is firmly committed to reducing Healthcare-Associated Infections. All colleagues are responsible for protecting themselves and others against infection risks, and ensuring a clean safe environment is maintained. All colleagues, regardless of whether clinical or not, are expected to comply with current Virgin Care infection prevention and control policies including Hand Hygiene and Maintenance of a Clean Environment. These policies must be followed to ensure patients are cared for in a clean environment and receive the highest standards of clinical care.

Colleagues must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) and Virgin Care policies and guidelines to ensure that we maintain a safe environment and safe working practices to protect service users, other colleagues and visitors. It is essential to observe strict fire and security precautions at all times. Ensure you know the fire procedures in your workplace; never obstruct fire exit routes or prop open fire doors. Always keep premises secure and check the identification of visitors or unknown persons in the workplace.

All staff have a responsibility to access Occupational Health, other staff support services and/or any relevant others in times of need for advice and support.

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**

Virgin Care is committed to safeguarding, protecting and promoting the welfare of children and adults at risk of harm. We expect all employees to share this commitment by working to relevant safeguarding legislation, multi-agency procedures and Virgin Care policies and guidance which promote safeguarding and safer working practices across our services.

As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. All colleagues working directly with people using our services will support them to participate in decision making in accordance with the Mental Capacity Amendment Act 2019.

### **Medicines Optimisation Responsibility**

All health care professional colleagues who are registered with a regulatory body, must comply with their regulatory body, including standards of professional practice / and conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

### **Nursing or registered healthcare professionals**

All staff are responsible for undertaking all aspects of medicines optimisation related activities in accordance with the company's medicines policies and procedures to ensure the safe, legal and appropriate use of

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medicines. All staff are responsible for maintaining their competencies in order to undertake the medicines optimisation activities.

Skilled non-registered staff

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

**Policies & Procedures**

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

**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.

As a Disability Confident Committed company, we work in partnership with the Department of Work and Pensions (DWP) to provide facilities, work environment adjustments and technical solutions to make our business an inclusive place for all. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.