

**JOB DESCRIPTION:** Practice Educator  
**ACCOUNTABLE TO:** Head of Hospice Education  
**BASED AT:** St Elizabeth Hospice

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## **JOB SUMMARY**

To provide education and training for those who work at any of the local hospice's (40%) external to the hospice (60%) by:

- Providing education and training for those who work in any of the local hospices and those external to the hospice as part of the three adult hospices education collaboration across East, West Suffolk and North East Essex (SNEE) integrated Care System (ICS)
- Plan and developing sessions, reviewing training and education across SNEE
- Supporting education programmes for hospice staff and responding to urgent or individual training needs if they arise.
- To support and expand the 'grow your own' pathways for staff across clinical teams
- The post holder will be required to work in any of the hospice education bases

## **RESPONSIBILITIES**

- To be a source of advice and knowledge on education and training matters around patient care and symptom control.
- To help identify training needs for those caring for patients and their families. In particular, working with members of the senior management teams at all three hospices.
- To prepare and deliver training in groups or individually that meets the need for the hospices and other providers.
- To liaise with other educators and trainers across the SNEE, if required to do so.
- To analyse education and training and take action to ensure continued high-quality delivery.
- To maintain links and collaboration with other specialist palliative care services pertaining to delivery of education and training. Promote and help develop a programme of training the hospice will offer to external agencies such as GPs and Care Homes across the ICS.
- To work with Clinical managers over matters of training and education promoting positive working relations.
- Contribute to the review and updating of the hospice's clinical competencies
- Maintain up to date skills and knowledge in specialist palliative care

## **PERSONNEL RESPONSIBILITIES**

- Adult Registered Nurse (Active NMC registrant)
- Professional qualification in teaching (or willing to work towards)
- Advanced communication skills
- Commitment to clinical excellence through regular professional updating and promoting best practice
- Experience of providing formal and informal teaching
- Ability to demonstrate compassion, self-knowledge, confidence, generosity and courage across own practice and style of leadership.
- To recognise the value of volunteer contribution and play an active part in their support and development where appropriate.

## **EDUCATIONAL RESPONSIBILITIES**

- To participate in the Hospice education and training programme across SNEE
- To give feedback from attended education programmes/study days. Support the team with blogs and social media



#### **PERSONAL DEVELOPMENT**

- To devise with the Head of Education a personal development plan in line with the Hospice objectives and personal needs.
- To explore and review education technologies, to develop resources for learning and development
- To maintain and increase personal professional skills.
- To recognise the value of volunteer contribution and play an active part in their support and development where appropriate.

#### **ORGANISATIONAL RESPONSIBILITIES**

- To work within the policies of the Hospice.
- To always uphold the Hospices and individual team values.
- To ensure effective use of resources.
- To always respect the confidentiality of information covering patients, staff and volunteers.
- To play an active part in the development and maintenance of good relationships with all who have business with the Hospice.
- To promote the Hospice philosophy of care towards patients, relatives and visitors.

Because of the special nature of the Hospice and its work the postholder may on occasion be asked to undertake other duties to help maintain our high standard of care.

THIS JOB DESCRIPTION IS NOT NECESSARILY EXHAUSTIVE AND MAY BE SUBJECT TO REVIEW BY THE LINE MANAGER IN CONJUNCTION WITH THE POSTHOLDER.

## PERSON SPECIFICATION – Practice Educator

	Essential	Desirable
Knowledge/ Training	<ul style="list-style-type: none"> <li>Professional qualification in nursing</li> <li>Evidence of highly developed specialist EoL and palliative care knowledge underpinned by theory and experience</li> <li>Knowledge of team leading or management</li> <li>Knowledge and understanding of palliative care services and recent initiatives in health and social care</li> <li>High standard of IT literacy (e.g. word processing, e-mail, PowerPoint)</li> <li>IT literate (e.g. word processing and E-Mail)</li> </ul>	<ul style="list-style-type: none"> <li>Professional qualification in teaching e.g. AET, CET, DET, PGCE (or willing to work towards)</li> <li>Additional IT literacy skills (Teams)</li> <li>Knowledge of educational and practice development related initiatives in the statutory and voluntary sectors</li> <li>Knowledge of assessment, education and development programmes and design.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Evidence of working within a professional multi-disciplinary team</li> <li>Evidence of effective training, teaching, facilitation and presentation skills</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a palliative care service</li> <li>Experience of working as a clinical educator</li> <li>Experience of teaching in a university</li> </ul>
Skills & Abilities	<ul style="list-style-type: none"> <li>Ability to work effectively with people with diverse skills, abilities and experience</li> <li>Excellent verbal, written and numeracy skills, able to convey ideas or concepts in a way that is easily understood</li> <li>Ability to devise and deliver training programmes, including delivering training to large groups</li> <li>Ability to plan and organise activities regarding practice to include education programmes</li> <li>Able to problem solve, formulate solutions and provide sustainable recommendations</li> <li>Ability to assess and benchmark clinical and other practice educational environments</li> <li>Ability to reflect on practice and propose changes</li> <li>A flexible attitude and approach to the changing work environment</li> <li>Ability to manage own time</li> <li>An understanding of what motivates staff</li> <li>Able to identify relevant research-based information as part of evidence based practice</li> <li>Self-motivated, pro-active, energetic and creative</li> <li>Able and willing to work within an EoL and palliative care environment.</li> </ul>	
Other Requirements	<ul style="list-style-type: none"> <li>Must have full driver's licence and own transport.</li> <li>Evidence of commitment to own continuing professional development</li> <li>Ability to travel across the region on a regular basis</li> </ul>	