



GYNAECOLOGY PRACTISE
EDUCATOR FACILITATOR
INFORMATION FOR CANDIDATES

ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

Our Vision:

“To provide excellent care for the communities we serve”

Our Values:



OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

COLLEAGUE BENEFITS

GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

HEALTH AND WELLBEING

PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

LEARNING AND DEVELOPMENT

COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



JOB DESCRIPTION

| | |
|-----------------------|---|
| Job Title | Gynaecology Practise Educator Facilitator |
| Band | 6 |
| Directorate | Women's and Children's |
| Accountable to | Gynaecology and Fertility Matron |
| DBS Required? | Enhanced |

JOB OVERVIEW

- To work flexibly to teach and facilitate learning for all staff with a focus on the development of clinical/practice skills and the promotion of quality learning environments.
- To work closely with Matron, Ward and Unit Leads and learning and development to provide expert advise and teaching in clinical practice across the division.
- To plan, develop and implement and deliver training programs for health care staff across the organisation.
- To contribute towards the Trust Nursing and Midwifery Education Strategy to ensure there is effective and proactive development and training within the division

KEY RELATIONSHIPS

- Corporate Senior Nursing Team
- Head of Nursing, Deputy head of nursing & Matrons.
- Clinical Placement Facilitators/ Educators.
- Department managers
- Corporate Education
- Principal and Lead Lecturers for Clinical Education at the Faculty of Health Staffordshire University/ Wolverhampton

PROFESSIONAL

- To be fully conversant with and work within the Nursing Midwifery Code
- To support staff in clinical areas to develop and maintain clinical proactive knowledge and skills which will enhance the clinical competencies of individuals in all areas of Gynaecology.
- To work as a role model for pre and post registration staff and learner for Gynaecology.
- Ensure a unified approach to staff development across the Division.
- Collaborate with education and service providers to ensure learning environments are reviewed as required.
- Act as an expert resource for advice and teaching in clinical practice and support.
- To work alongside staff in clinical environments supporting staff in the direct delivery of patient care
- To provide cover in urgent situations for clinical practice roles as and when appropriate. As the senior clinical practitioner, engage and promote clinical supervision.

MANAGERIAL

- Responsible for efficient and effective use of resources. To manage time effectively to meet project outcomes.
- Care for equipment and supplies within areas they work.
- Participate in recruitment, selection of staff as required.
- Maintain accurate written and computerised patient and staff records.

- To contribute to the development of trust wide policies, to develop, and implement policies for Trust wide use relevant to education and training.
- To meet agreed deadlines
- Provide Monthly reports on training and development of the team within Gynaecology.

Leadership

- To assess practice development needs and create a culture of reflective practice.
- By working with individuals within the clinical setting, facilitate practice by enabling and motivating staff to realise their potential within existing and available resources.
- Assume responsibility and take action that addresses deficits in clinical practice situations which result in potential harm to patients and others.
- Ensure Trust policies and guidelines are adhered to, and regular updating of staff takes place.
- To maintain current records and progress reports on individual projects and initiatives.
- To maintain the high standards of the department by contributing towards individual and team objectives.
- To actively participate and contribute towards the setting and achievement of personal objectives.
- To support department senior staff and departmental managers and exercise leadership skills to achieve high morale.
- Exercise leadership skills to act as a catalyst for change.
- To develop and co-ordinate effective team working
- To communicate on a regular basis with team regarding trust objectives, plans & business developments.

TRAINING, EDUCATION AND DEVELOPMENT

- To plan, use and evaluate a range of appropriate work-based learning strategies that facilitate and support learning in formal and practice settings, focusing particularly on the development of generic and/or specialist knowledge and clinical skills as appropriate to professional experience.
- To maintain a high profile within the Unit providing ongoing practical assistance to students/supervisors in achieving required competencies.
- To deliver and facilitate training and education to health care staff in clinical settings.
- To work in clinical areas with health care staff to support their practice and development of skills.
- To assess and support others in assessing the Fitness to Practice of pre and post registration healthcare students undertaking professional qualifications.
- To work with Clinical Placement Facilitators and key partners in supporting the learning environment, providing quality learning experiences for all students.

- To be aware of the outcome of the educational audits and work with ward managers to develop and implement resultant action plans.
- To contribute to the design, planning and implementation of learning programs for healthcare workers.
- To contribute to the overall evaluation of learning programs, designing and/ or implementing evaluation strategies that determine the effectiveness of practice learning experience.
- Identify and agree through performance review an individual professional development plan in consultation with line manager.
- Planning and contributing to the delivery and assessment of clinical skills including OSCEs.
- Teaching and facilitating practice focused learning in classroom, skills laboratory, and clinical settings.

The Use of Information

- To maintain database and records of staff training.
- To participate in audits relevant to health care training
- Ensure confidentiality in all matters relating to patients and information obtained during the course of employment in accordance with Data protection, Caldicott and Freedom of Information Acts.
- Ensure the maintenance of accurate and up to date patient records in line with NMC guidelines for Records and Record keeping.
- Use of Electronic communication systems, personal computer systems and normal office equipment.



PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

QUALIFICATIONS

| ESSENTIAL | DESIRABLE |
|---|--|
| <ul style="list-style-type: none"> • Registered nurse on the NMC Register • Nursing Education to degree level/or working towards. • Recognised teaching/ mentorship qualification. | <ul style="list-style-type: none"> • Leadership Course. |

EXPERIENCE AND KNOWLEDGE

| ESSENTIAL | DESIRABLE |
|--|--|
| <ul style="list-style-type: none"> • Evidence and ability to revalidate as required by NMC. • In depth knowledge of Gynaecology and women’s health. • Recent clinical experience at a higher level. • Ability to successfully manage people and change. • Evidence of professional development Knowledge • Evidence of teaching / presentation skills. • Ability to work autonomously and prioritise workload. • Proficient IT skills. | <ul style="list-style-type: none"> • Experience of guideline/policy writing implementation and review |

SKILLS

| ESSENTIAL | DESIRABLE |
|--|-----------|
| <ul style="list-style-type: none"> • Ability to understand, evaluate analyse and present complex data. • Excellent communication skills both verbal and written. • Able to share expertise and knowledge with others in a way that's help them understand and learn. • Ability to build effective relationships at all levels. • Ability to develop and maintain good working relationships with staff from a variety of back grounds. • Able to work in a changing environment. | |

OTHER

| ESSENTIAL | DESIRABLE |
|---|-----------|
| <ul style="list-style-type: none"> • • Calm, objective, supportive and approachable. • Motivated, enthusiastic, and passionate in providing a quality service. • Ability to act on own initiative Commitment to Trust Values (PACT) and Behaviour. | |

GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

HEALTH & SAFETY

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

INFORMATION GOVERNANCE

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.

- Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.
- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trust's Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to

take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

CONTINUOUS IMPROVEMENT

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

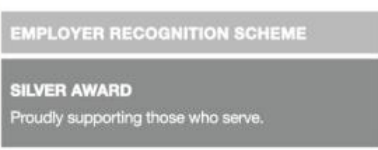
The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be 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.





The Royal Shrewsbury Hospital

Telephone: 01743 261000

Minicom: 01743 261213

Address:

The Royal Shrewsbury Hospital

Mytton Oak Road

Shrewsbury

SY3 8XQ

[Getting to The Royal Shrewsbury Hospital](#)

The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

[Getting to The Princess Royal Hospital](#)