

## JOB DESCRIPTION

<b>Job Title</b>	<b>AHP Clinical Development Educator</b>
<b>Grade / Banding</b>	<b>Band 6</b>
<b>Reports to</b> <i>Job title of direct manager</i>	<b>Senior AHP Clinical Development Educator</b>
<b>Accountable to</b> <i>If applicable - Job title of manager for professional accountability</i>	<b>Lead for Professional Development</b>
<b>Date of this version</b>	<b>V1 March 2026</b>

<b>Role Purpose</b>	<p>The post holder, who will work as an integral member of the Clinical Education and Development Team, will be committed to supporting the development, progression, experience, and retention of students and staff in clinical practice.</p> <p>The post holder will:</p> <ul style="list-style-type: none"> <li>➤ Positively promote and support in the development of educational standards within the trust</li> <li>➤ Work collaboratively with students and staff, within clinical practice, to improve the quality of the learning experience, whilst increasing the numbers of skilled practice educators</li> <li>➤ Support the co-ordination, delivery and evaluation of identified training and development programmes, including but not limited to the Preceptorship programme, professional development programmes, and any other role related training / education sessions / programmes</li> <li>➤ Support students and staff with their continuing development of knowledge, skills competence and confidence, ensuring a skilled and diverse workforce capable of delivering high-quality, compassionate, person-centred care. This will be achieved through the utilisation of a variety of teaching and supportive methods including coaching, mentoring, education, and guidance</li> <li>➤ Support the assessment of clinical competence of students and staff in their scope of practice and within their professional boundaries, competence and confidence</li> </ul>
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The post holder will have the opportunity to work within classroom (including face to face/hybrid/online) and clinical practice settings, delivering clinical education and supporting the assessment of learning in practice and assessment of clinical competence (in line with the postholders clinical specialism).

This role will provide a comprehensive and effective range of education and support as part of a variety of identified training programmes, working flexibly at venues across the Trust. They will provide clinical expertise on a range of projects, supporting best practice and enhancing the learning environment for all.

The post holder will assist in meeting the organisational commitment to training and development, positively promoting and developing educational standards within the Trust, whilst fulfilling national and local clinical standards, guidelines and policies.

<b>Key Activities / Responsibilities</b>	<ul style="list-style-type: none"> <li>• Act as a positive professional role model in promoting clinical excellence and ensuring that high levels of clinical excellence and attitude are maintained and promoted</li> <li>• Support the delivery of an effective service which meets the needs of students and staff in line with local and national plans, policies and procedures and contributes to better student and staff retention and improved student, staff, and patient experience</li> <li>• Ensure any clinical knowledge is up to date and in line with current standards of practice and promote professional practice in line with relevant research</li> <li>• Support the co-ordination of student placements by identifying and allocating appropriate placement opportunities for undergraduate, direct entry students and apprentices, in collaboration with the Apprenticeship and Learning Placement Manager/Team</li> <li>• Support, where required, with the recruitment process of apprenticeship students</li> <li>• Support clinical staff in decisions relating to student placements, including concerns, competence, fitness to practice and action plans as deemed appropriate by the Senior Clinical Development Educator</li> <li>• Provide and act upon feedback in relation to clinical practice areas, including supporting with action plans, as deemed appropriate by the Senior Clinical Development Educator</li> <li>• Ensures quality assurance of clinical practice areas, undertaking audits and assurance against appropriate standards, policies and regulatory body standards / recommendations</li> <li>• Provides best practice advice and support in a clinical setting for Practice Educators and staff in relation to clinical practice and governance regarding learners in practice</li> <li>• Provide a variety of high quality, evidence based, clinical education and training</li> </ul>
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sessions / programmes, including Induction, Preceptorship, professional development programmes and any other training relevant to area of work

- Ensure all training, information and guidance provided is up to date and evidence based
- Support registered Nurses and Allied Health Professionals (AHPs) to access and complete the Trust's Preceptorship programme within the recommended timeframe
- Support with the completion / achievement of the Care Certificate or similar (as required)
- Support the learning, development, practice and assessment of competencies in clinical practice (within own professional scope of practice, being aware of own professional limitations)
- Promote a positive working and learning environment and culture, providing support through coaching, mentoring, supervision and reflective / restorative practice to enhance knowledge and skills
- To continue to identify areas of growth within clinical settings to support quality improvement
- Work with clinical teams to support in creating a positive learning environment, and promote a culture of continuous learning, ensuring good quality placement profiles are completed, and working closely with Practice Educators, Preceptors, Preceptees and learners within clinical settings
- Support the Clinical Education and Development Team with regards to identifying learning needs in practice and meeting Organisational objectives
- Liaise and work collaboratively with clinical practice areas to ensure consistency across the setting and blended learning approaches to support the transfer of learning and skill attainment

- To continue to identify areas of growth within clinical settings to support the development of students and staff
- Support the Clinical Education and Development Team with compiling information and be an active part of internal and external audit processes i.e. Care Quality Commission (CQC) and at strategic / board level
- Contribute to the development of guidelines, policies and competencies for practice
- Provide support to students, staff, service users, and carers who are engaged in training and development activities
- Demonstrate effective use of evidence-based care and demonstrate commitment to and participation in research and audit
- To assist in the production of presentation and training materials for use by self and others
- Promote the importance of safe, effective and evidence based clinical practice across the Trust, acting as an education and training resource for students and staff
- Provide data and evaluation information as required by the Senior Clinical Development Educator
- Maintain information systems (i.e., databases and attendance sheets) for effective monitoring and communication of activities
- Ensure the effective use of Trust Resources in the delivery of locally based development and training activities
- Be able to keep and record actions taken in role and report back on outcomes both verbally and in formal written reports
- Work in a collaborative and co-operative manner with key stakeholders, including

HEI/AEI/external training partnerships and other healthcare professionals

- Advise Clinical Education and Development Team and clinical teams on practice development issues and associated education programmes
- Be flexible and adaptable as there will be a requirement to maintain appropriate clinical competencies and skills to proactively support clinical services at times of high demand or critical need
- Support divisionally, as required and agreed with the Lead for Professional Development, in line with and consistent with the nature, level and grade of the post
- Any other duties consistent with the nature, level and grade of the post

**COMMUNICATION**

- Can provide and receive complex, sensitive or contentious information, where persuasive, motivational, negotiating, training, empathic or reassurance skills are required. This may be because agreement or cooperation is required or because there are barriers to understanding
- Assess and interpret data to support decision-making, which may be complex and require reformulation and adjustment
- Be able to answer queries related to the area of speciality verbally or by other forms of communication to a highly specialised/expert specialist level and know who to signpost/escalate to, if these queries are outside their sphere of competence
- Ensure that all communication is within the boundaries of confidentiality and to seek guidance when unsure
- Ensure that any information related to risk or safety to service users, staff or others, is communicated immediately to direct line manager/ or the appropriate lead

- Demonstrate and promote effective, appropriate communication using a range of techniques
- Be responsible for effective communication with, and engagement of, learners, subject matter experts and other disciplines and agencies in the development and delivery of training and development programmes
- With oversight from the Senior, maintain links with service leads as appropriate, to ensure a point of contact for divisions
- Work in a collaborative and co-operative manner with other professionals
- Use specific communication skills to build relationships with individuals and be aware of where barriers may exist both within a classroom setting and within clinical areas

#### **QUALITY**

- Responsible for the collection of designated data and reporting for audit, research and service performance, submitting robust training reports as required with the agreement of the Senior Educator
- Contribute to the development of relevant guidelines, policies and competencies to improve clinical practice and education
- Maintain as required and monitor training packages, including using version control on changes
- Quality assures education that is delivered by team using national frameworks of quality assessment. An example, but not limited to, could be in the form of peer assessments
- To identify issues of concern at work and alert the appropriate personnel in the education structure/hierarchy within a suitable timeframe
- Recognises and highlights to Senior staff where improvements may be made to

	<p>service</p> <p><b>Risk</b></p> <ul style="list-style-type: none"> <li>• Safeguard and protect adults and children; promote the principles to others and where appropriate, follow the necessary safeguarding principles required to raise a formal alert</li> <li>• Have an awareness and use the Trust's Risk Assessment tools and follow procedures as required</li> <li>• Log accidents and incidents that may occur related to activity conducted in accordance with clinical guidelines and organisational procedures</li> <li>• Maintain contemporaneous records in line with policies and procedures</li> </ul>
<b>Freedom to act</b>	<ul style="list-style-type: none"> <li>• The postholder has some discretion to make operational decisions within their direct team: <ul style="list-style-type: none"> <li>o May not suspend or dismiss staff</li> <li>o May support with organising staff and allocating duties</li> <li>o Follows procedures and policies, accessing supervision and advice as needed</li> </ul> </li> </ul>
<b>Staff Responsibilities</b>	<p>To include all key responsibilities above and including:</p> <ul style="list-style-type: none"> <li>• Provide effective leadership, management, supervision and guidance to those within their team</li> <li>• Provide direct line management and leadership within their direct team, including responsibility for recruitment, career development, performance, work evaluation, delegation, deputising as required</li> <li>• Build good and effective working relationships with internal and external stakeholders, working in accordance with clinical governance guidelines and organisational Policies and Procedures</li> <li>• With your supervisor, identify your own developmental/training needs, and take responsibility for attending training courses identified</li> </ul>

	<ul style="list-style-type: none"> <li>• To attend, prepare, for and participate in regular supervision and joint supervision</li> <li>• To provide / facilitate supervision as required</li> <li>• Attend Team Meetings and meetings identified by Supervisor / line manager</li> <li>• Contribute to continual service development and improvement</li> <li>• Take responsibility for, prioritise, and reflect on your own actions, work and performance; maintain and further develop your own skills and knowledge</li> <li>• Participate in and facilitate appraisals</li> <li>• Work as part of a team, seek help and guidance when you are not sure, escalate concerns in a timely manner to the correct person; support or supervise colleagues as required, delegate well-defined tasks appropriately</li> <li>• Act as a role model; mentor peers; deliver training through demonstration and instruction</li> <li>• Promote a culture of learning</li> <li>• Work with minimal supervision to achieve outcomes</li> </ul>
<p><b>Financial Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Continually strive for delivering projects / function outcomes, value for money and greater efficiency</li> <li>• Contribute to the financial delivery of the service ensuring it is cost effective and delivered on time</li> <li>• Personal duty of care in relation to equipment, resources, handling cash, valuables, handling patient/client valuables</li> <li>• Maintain stock control, order supplies, equipment, activity materials as required</li> </ul>

	<ul style="list-style-type: none"> <li>• Safe and responsible use of equipment</li> <li>• Observes personal duty of care in relation to equipment and resources used in course of work</li> <li>• Considers travel planning and their responsibility with sustainability</li> </ul>
<b>Physical, Mental and Emotional Effort</b>	<ul style="list-style-type: none"> <li>• Light physical effort/moving, i.e., educational equipment</li> <li>• Travel across the Trust which could lead to tiredness</li> <li>• Concentration on clinical or educational work demands</li> <li>• Fluctuating workload and demand</li> <li>• Participation in conversations / training / meetings that may be of a challenging nature</li> <li>• Deals with complaints related to your area of work</li> <li>• Support, pastoral care related to your area of practice</li> <li>• Incident management/coordination related to your area of practice</li> <li>• Maintain enthusiasm within education and development settings</li> <li>• To identify personal resilience and use supervision effectively</li> <li>• There will be times when the postholder may witness or be informed of abuse which may be disturbing or upsetting in nature</li> <li>• To plan the use of annual leave appropriately to support health and well-being – mindful of individual work commitments and team planning</li> </ul>
<b>Working Conditions</b>	<p>This role requires the postholder to work in clinical areas and/or in an office/classroom environment</p>

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|  | <ul style="list-style-type: none"><li>• Some exposure to physical/verbal aggression, physical contaminants, chemical hazards</li><li>• Exposure to emotionally distressing incidents i.e., self-harm, psychological trauma</li><li>• May hear of distressing incidents during pastoral support, clinical supervision, incidents</li><li>• Regular use of digital technology</li><li>• Within the office there is exposure to prolonged sitting, computer and VDU work</li><li>• Driving and/or travelling will be required in this role</li></ul> |
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## PERSON SPECIFICATION

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<b>Date of this version</b>	<b>V1 March 2026</b>

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>Professional registration as an Allied Health Professional with the Health and Care Professions Council</p> <p>Educated to degree level or equivalent</p> <p>Evidence of continuing professional development</p>	<p>Teaching qualification i.e. PTLLS/Award in Education and Training</p> <p>Coaching experience</p>
<b>Experience needed – general or specific</b>	<p>Sound clinical knowledge, skills and experience</p> <p>Experience of working with staff from diverse communities</p> <p>Knowledge of working with safeguarding procedures</p> <p>Experience in planning, implementing and evaluating education / training / development sessions / programmes</p> <p>Experience of working with students / staff /</p>	<p>Project management experience with evidence of leading and managing improvement projects</p> <p>Demonstration of leadership and management skills with clinical experience in health or social care, within the appropriate environment</p>

	<p>learners with complex needs, and providing support in practice</p> <p>Confident and professional leadership approach with the ability to influence and negotiate to enthuse, motivate and involve others</p> <p>Knowledge of current national guidance in relation to the role</p>	
<p><b>What our services users expect of this post holder</b></p>	<p>Teaching / presentation skills and analysing and presenting information</p> <p>Advanced facilitation skills</p> <p>Advanced negotiating / influencing skills</p> <p>Excellent clinical skills and knowledge</p> <p>Excellent understanding of clinical and professional requirements according to internal policies / standards and external bodies (HCPC)</p> <p>Excellent verbal, written and numeracy skills</p> <p>Able to take responsibility for own workload, manage time effectively, whilst consulting with others</p> <p>Good organisational skills and the ability to meet deadlines and complete tasks whilst paying attention to detail</p> <p>Good IT skills (knowledge of Word, emails, PowerPoint and Excel spreadsheets, (or</p>	<p>Well presented, confident, respectful, sympathetic, self-reliant, aware of personal boundaries, resourceful, imaginative, enthusiastic, adaptable, affable, empathic</p>

	<p>willingness to learn) with ability to present reports appropriately</p> <p>Creative problem solver who perseveres in the face of setbacks</p> <p>Motivated and enthusiastic self-starter who uses initiative, with a 'can do' attitude</p> <p>Excellent team builder / player / member with a willingness to be flexible and be part of the team</p> <p>Sensitive and honest, with the ability to inspire and motivate staff and learners</p> <p>Ability to manage complex conversations with individuals and teams to provide supportive guidance on confidence and competence of skills</p> <p>Ability to interpret and analyse information, research and audit data to influence and initiate change</p> <p>A positive approach to teaching and customer care</p> <p>Ability to communicate with and cultivate relationships with all levels of staff and build relationships with key stakeholders</p> <p>Ability to work as part of a team and independently</p> <p>The post holder must be able to travel</p>	
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	<p>independently across the geographical area as required to fulfil the duties of the role. This may include having access to a vehicle and a valid UK driving licence, or suitable alternative arrangements to meet the travel requirements of the post</p>	
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## OUR VALUES

You are obliged to adhere to and implement the Trust Values which define the way we want to work, the way we want to treat each other and the people we support.:

### We CARE through:



**Compassion**



**Accountability**



**Respect**



**Excellence**

<b>Compassion</b>	we listen, we are kind, and put the needs of people first
<b>Accountability</b>	we work together openly and responsibly
<b>Respect</b>	we treat each person fairly, as an individual
<b>Excellence</b>	we empower people to continuously improve care

## HEALTH AND SAFETY

Everyone is responsible for their own safety and the consequences of their own acts and omissions that can affect the health, safety and wellbeing of others. The Trust is committed to promoting a healthy and safe environment for staff, visitors and patients that enter Trust premises. Employees have a duty under the Health and Safety at Work etc. Act 1974 to take responsibility for their own and others health and safety while at work or on Trust Business.

All employees are responsible for :

- Carrying out their work in a safe and competent manner, following detailed safe operating procedures, where applicable or directed by their relevant functional manager and in accordance with all Trust policies and procedures.
- Attending mandatory and statutory training sessions and other training, as directed by their line manager. Employees must bring to the attention of their line manager any outstanding training requirements needed to ensure they carry out their work activities in a safe and competent manner. A member of staff should not carry out any work activity if they are not qualified or trained to carry out these tasks.
- Conducting activities with due regard for safety of themselves and others within the scope of their knowledge and training. All employees are required to co-operate with

and assist workplace/departmental health and safety representatives as required, in accordance with the organisations' Health and Safety policy.

- Using any machinery, equipment, dangerous substances, transport equipment or personal protective equipment (PPE) provided, in a safe manner and in accordance with their level of competence and any training and instruction received.
- Reporting all health and safety related incidents/accidents, dangerous occurrences' and near miss events via the Trusts incident reporting system. If the incident or event requires immediate action to preserve evidence and an investigation is required, the member of staff should contact the Corporate Health and Safety Department.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

## **SUSTAINABLE DEVELOPMENT**

It is the responsibility of all employees to support the Trusts' vision for sustainable development. To undertake their duties in a way that is not wasteful of environment, financial and social resources.

## **EQUALITY AND DIVERSITY**

It is the responsibility of all employees to support the Trust's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of Equality & Diversity Strategies and Policies.

## **INFORMATION GOVERNANCE**

As an employee you will have access to information that is sensitive to either an individual or to the organisation and you are reminded that in accordance with the requirements of Information Governance, NHS Code of Confidentiality, Data Protection Act 1998 and also the terms and conditions in your contract of employment, you have a duty to process this information judiciously and lawfully; failure to do so may result in disciplinary action.

## **PERFORMANCE APPRAISAL AND PROFESSIONAL DEVELOPMENT**

The Trust is committed to providing a high quality service through the effective management and development of its employees. The Performance Appraisal process ensures that the

Trust is able to achieve its key aims of delivering cost effective, high quality and responsive healthcare, whilst enabling employees to understand how the outcome of their contribution fits within these overall aims.

All staff have the responsibility to support all learners and to keep their knowledge of supporting learners in practice up-to-date, according to appropriate governing bodies regulations.

### **STATUTORY AND MANDATORY TRAINING**

The Trust will assess the requirements for Statutory and Mandatory training for all new staff prior to commencement and aims to ensure that all Statutory and Mandatory training requirements are completed before staff start their full duties.

All required Statutory and Mandatory training must be completed within the first three months of staff start date and refresher training must also be undertaken on a regular basis and in accordance with the Trust's policy.

### **INFECTION PREVENTION AND CONTROL**

The Trust has designated the prevention and control of infection and the full implementation of the Code of Practice (2008) as a core component in the organisations clinical governance, managing risk and patient safety programmes. All employees are expected to follow consistently high standards in the prevention and control of infection, especially with reference to hand hygiene, adherence to dress/uniform code and for clinical staff all procedures involving aseptic technique. Be aware of and follow all Trust Infection Control guidelines and procedures relevant to their work. Participate in mandatory training and annual updates. Protecting patients from infection is everyone's responsibility.

### **SMOKE-FREE POLICY**

This Trust operates a Smoke-free policy. This means that smoking is not permitted anywhere within owned or leased premises, including within their grounds and within owned or leased vehicles. In the interests of promoting responsible healthcare all staff are to refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place. The policy also applies to all staff employed by the Trust at any location they may work, whether within or external to the Trust's premises. The policy contains further details including support facilities; subsequent failure to comply with this policy may result in disciplinary action.

### **CONFIDENTIALITY**

In the course of your employment you will have access to confidential information of a personal and/or clinical nature, including information relating to the Trust, its clients, patients, employees and other parties.

You must not use such information for your own benefit nor disclose it to other persons without the consent of the Trust and the party concerned unless required to do so by law. This applies both during and after the termination of your employment. Any breach of confidentiality during employment may be regarded as serious misconduct and could lead to summary dismissal

#### **REHABILITATION OF OFFENDERS ACT 1974**

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment but must be declared in writing at the appropriate stage during the recruitment process.

#### **SAFEGUARDING CHILDREN AND ADULTS AT RISK**

The Trust is committed to promoting the welfare and safeguarding of children, young people and adults at risk of abuse and neglect. As an employee, you are accountable to ensure that you know to how to respond when you are concerned for the safety of a child, young person or adult at risk, applying the principles of the Family Approach to ensure evidence based analysis, risk management and appropriate action and escalation. The Trust require staff to work effectively together using the Family Approach to achieve better outcomes for adults, children and families. The Trust will support you in this duty by providing ongoing training, support and advice and have a Corporate Safeguarding Team who can be contacted for guidance and the provision of safeguarding supervision.

#### **DATA PROTECTION**

As your employer, the Trust will need to process your personal information for purposes connected with your employment.

The sort of information we will process will include your contact details, your bank details and other information for payroll purposes, information about you from third parties when obtaining references and records relating to your career with the Trust (this is not an

exhaustive list). Further information about how your data is processed is available in the Privacy/Fair Processing Notice (workforce) available on the Trust intranet.

## **RECORDS MANAGEMENT AND QUALITY**

As an employee, you are legally responsible for all records that you gather, create or use as part of your work within the Trust and they remain the property of the Trust. This includes patient, financial, personal and administrative records, whether paper based or on computer. All such records are considered public records and you have a legal duty of confidence to all service users.

You should consult the Trust's Records Management Policy and ask for guidance from your manager if you have any doubt about the correct management of records with which you work. All staff have a responsibility to ensure information quality standards are achieved.

## **INFORMATION SECURITY**

Under the provisions of the Data Protection Act, it is the responsibility of each member of staff to ensure that all personal data relating to patients and members of staff, whether held in manual or electronic format, is kept secure at all times. Computer passwords must not be shared either between systems or users. The Trust may monitor e-mail messages, any files stored on the networks or on equipment and usage of the Internet, NHS.net and computer systems, irrespective of whether these relate to trust or personal use.

Access and usage of the Trust's computers must be in accordance with the Trust's Policies. Safeguarding procedures are to be used for all electronic transfers of personal data. This is in order to protect the Trust's patients and staff, and its reputation and to ensure that it complies with the law and other guidelines.

## **NHS CONSTITUTION**

You are obliged to comply with Staff Duties under the constitution, which are as follows:

1. To accept professional accountability and maintain the standards of professional practice as set out by the appropriate regulatory body applicable to your profession or role.
2. To take reasonable care of your health and safety at work for you, your team and others, and to cooperate with employers to ensure compliance with health and safety requirements.
3. To act in accordance with the express and implied terms of your contract of employment.

4. Not to discriminate against patients or staff and to adhere to equal opportunities and human rights legislation.
5. To protect the confidentiality of personal information you hold unless to do so would put anyone at risk of significant harm.
6. To be honest and truthful in applying for a job and in carrying out that job.