



Job Description: Education Facilitator, Somerset Training Hub

Job Title	Education Facilitator
Contract type	Fixed term 2 years with view to extension
Base	Home and Office based
Hours	24 hours per week must be flexible and include Thursdays (work pattern to be agreed with successful candidate)
Salary	AfC Band 7 equivalent (salary to be negotiated)
Accountable to	Somerset Training Hub Director
Reports to	Local Medical Committee (LMC) Executive Director or Deputy

Job Purpose

To support the delivery of the Health England (HEE) mandate across Somerset providing training, education and development of all non-medical staff working in primary and community care across Somerset.

Main Role and Responsibilities

To support the expansion of student and learner placement capacity across Practices and Primary Care Networks (PCNs), to assist in the development and sustainability of quality practice learning environments for learners undertaking studies, apprenticeships, and work based training.

To coordinate and manage the recruitment and placements of trainee Nursing Associates (NAs) in Primary Care.

To maintain effective relationships with local Higher Education Institutions (HEIs) Further Education colleges and other education providers.

To work closely with the Training Hub Director and Lead Nurse /Advisor as well as other members of the Training Hub, Somerset GP Education Trust (SGPET) and LMC Executive Teams

To work collaboratively with other Training Hubs across the South West Region, Health Education England (HEE) and the Somerset Clinical Commissioning Group (SCCG)

Key tasks

- Liaise with practice managers, nurse leads, PCN leads and HEI Placement coordinators, working alongside the LMC Nurse Advisor, to arrange placements for non-medical students and learners. To identify practical ways of becoming a suitable teaching and learning organisation for learners, work experience students and those returning to practice
- Provide information, advice and support to practice assessors and supervisors to ensure a good quality learning environment is maintained
- Enable positive interactions between interested practices, PCNs, students and relevant education partners
- Liaise with careers advisors/leads in schools and colleges to raise the profile of primary care and promote and encourage careers in health and social care
- Liaise with practices and PCN leads to encourage uptake of apprenticeships, providing information and support to overcome perceived barriers

- Work alongside the LMC Nurse Advisor to provide support and professional advice to practice nurses. This may include attending lead nurse forums, assisting practices with nursing workforce planning, and advising on their education and development needs
- Work with the Somerset GP Education Trust (SGPET) team to support training and education programmes, support study days and events
- To have the opportunity to deliver education and training if competent within your professional scope and competencies
- To work with other community care providers as necessary to enhance effective working relationships between practices and community and voluntary organisations
- To support the development of the Somerset GPN Fellowship programme and nurse preceptorship programme for nurses and NAs in primary care
- Assist with practice queries relating to education and training needs
- Contribute to the development of the STH website

GP TNA Programme responsibilities

- To lead, under direction, the General Practice Trainee Nursing Associate Apprenticeship (TNA) programme. Tasks will include:
 - providing support, advice and information to practices relating to the programme
 - managing placements for existing and future TNAs, working alongside Trust placement coordinators and HEI administrators and educators
 - assisting with recruitment of future TNAs as necessary
 - facilitating placements in primary care for non GP TNAs

The Role will also involve

- Promoting multi professional learning and supervision.
- Supporting multi-disciplinary forums to share good practice and provide any new information
- Attendance at and contribution to STH meetings as required
- Encourage the development of other roles – Assistant Practitioner and Physicians Associate
- Assisting with the implementation and embedding of new roles into Primary Care
- Contributing to the development and expansion of training opportunities for Nurses, HCAs and AHPs in primary care.
- Working alongside the CCG Quality and Improvement Lead to support and encourage leadership and innovation among GPNs and Allied Health Professionals (AHPs)
- Promote career development and progression to support sustainability and retention in Primary and Community Care

Training and Development

The post-holder will be required to:

- Contribute positively to team meetings, bringing relevant issues, assisting with the development of the Training Hub and projects
- Attend regular meetings with the SGPET as required.
- Undertake other duties that may reasonably be requested in this post.
- Maintain own professional development and update own evidence based practice, knowledge and skills

This job description is neither definitive nor exhaustive. It may be reviewed in the light of changing circumstances following consultation with the post holder.

Person Specification

Attribute	Essential	Desirable	Method of Assessment
Values and Behaviours	Act at all times with honesty and integrity Adopt a professional and positive approach to work Respect and value colleagues Self motivated Maintain personal CPD		CV Interview References
Experience and Knowledge	Understanding of Primary and Community Care in England Current full registration with appropriate professional body if appropriate	Wider NHS background Understanding of current primary and community health care educational issues Experience of working within the education/health sectors Experience of partnership working, including building relationships and networking with a wide range of multi-professional colleagues at varying levels of seniority.	CV Interview
Management and leadership	Capable of managing own workload	Leadership and management role	Interview
Skills and abilities	Strong interpersonal skills Evidence of strategic thinking Well-developed verbal and written communication skills Evidence of good working relationships with professional colleagues Ability to work effectively within a team Ability to motivate and influence others Computer literacy Ability to work as part of a team and autonomously Ability to manage difficult conversations	Proven leadership abilities Report writing Ability to present to wide range of stakeholders Ability to facilitate collaboration	Interview
Strategic Thinking	Problem solving Decision making	Research skills	Interview
Technology/IT Skills	Competent in Microsoft Office packages		

Qualifications and Training	Nursing or Allied Health Professional qualification	Mentoring/coaching or teaching qualification	
Physical	Able to carry out the duties of the post with reasonable adjustments where necessary		OH1

Creativity and innovation

Measures the extent to which the work requires innovative and imaginative responses to issues (frequently blue sky thinking)

Work with Training Hub Director to advise, inform and help develop strategy for the Somerset Training Hub

Links with other officers, constituents and service users

Looks at the type and level of people the job needs to deal with the purpose of the contact

Regular contact with Training Hub and SGPET Colleagues, practices and stakeholders

Generally no interaction with the General Public

Levels of responsibility

Discretion: identifies freedom to act and controls in place

General support to deliver day to day requirements of the core functions of the Training Hub

Assist in advising general practices on training education and workforce development needs

Effects of Decisions

Consequences: measures the outcome of decisions by effect, range and timescales

Ensure information and advice given is provided with reference to national guidance and in line with professional bodies.

Resources

Assesses the direct responsibility for physical and financial resources

Responsible for own work station/IT equipment

Work demands

Considers the relationship between work targets and deadlines and management of work priorities

Medium level of emails and attendance at meetings (mainly virtual but some face to face)

Requirement to reprioritise work continually to meet daily changing targets, objectives and agendas

Physical Demands

Assess the physical effort involved

High IT/computer use and use of virtual meeting platforms (Microsoft Teams, Zoom etc)

Working conditions

Combination of home working and working in open plan office.

Work context

Examines the potential risk to employees carrying out their duties

Travel required where appropriate and some out of hours work may be necessary

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