**Practice Educator**

**Surrey, North East Hampshire Breast Screening Programme**

**Location: Jarvis Breast Screening Centre - Guildford**

**Reports to: Superintendent Radiographer/Programme Manager – Surrey and North East Hampshire (SNEH)**

**Working with:**

**Internal (within InHealth)**

* Head of Screening
* Director of Screening
* Deputy Director of Screening
* Programme Manager
* Breast Care Nurse
* Trainee Breast Care Nurse
* Advance Practioners
* Senior Mammographers
* Assistant Practioners
* Apprenticeship Student
* Education Manager
* Apprenticeship Lead
* Deputy Superintendent Radiographer
* SNEH Breast Screening Service Unit staff
* InHealth Finance
* Procurement team
* Clinical & Information Governance team
* People Service’s team.

**External (Outside InHealth)**

* Regional Screening Quality Assurance Service (SQAS)
* NHS England & Improvement (NHSEI)
* National Health Service Breast Screening Programme (NHSBSP)
* St Georges University Training School
* Other Breast Screening Units
* Local Hospital Trusts

**Introduction:**

# The Surrey and North East Hampshire Breast Screening Service (BSS) is committed to delivering a high-quality breast screening service to our clients. This role supports work to improve the recruitment, retention and training for the breast imaging workforce and help to address a shortage of mammographers and associate practitioners in Surrey.

# The purpose of the breast screening practice educator roles is to:

# Provide greater access to high quality training and development within Trusts and in doing so improve retention as staff can see there are opportunities to develop and progress.

# Link clinical education and practice and assist staff in bridging the gaps

# Develop evidence-based practice in the Trust working with managers to coach and support staff to develop their practice

**What you will do:**

**MAIN DUTIES AND RESPONSIBILITIES**

* To be a clinical expert in mammography and breast imaging and to work with staff in clinical practice to promote the acquisition of new skills and knowledge. The post holder will spend a minimum of one day a week in the clinical area.
* To lead and develop education and training for Surrey and North East Hampshire Breast Screening Service by planning and providing clinical skills training to radiographic staff.
* To demonstrate clinical leadership and act as a role model always.
* To reduce clinical risk and promote client safety through the development of educational programmes, assessment of clinical skills and clinical competencies of all allocated learners.
* To be responsible for the clinical supervision and development of radiographic / associate and assistant practitioner’ or learners in conjunction with the team’s senior leadership.
* To be responsible for guiding, reviewing and supporting the development of the professional and educational needs of radiographic learners across the department.
* In conjunction with department leads, monitor the service’s educational & course requirements and all necessary planning, negotiation and commissioning processes.
* To be responsible for educational funding applications for radiographic / associate practitioner learners and coordinating the applications.
* To contribute to the development of clinical practice policies and evidence-based practice as appropriate.
* To create and maintain a suitable and acceptable learning environment within the breast screening sites.

**Clinical Responsibilities**

* To demonstrate clinical expertise and credibility in practice for at least one day of time in the clinical areas and work autonomously when required.
* To be responsible for the assessment of learner needs, to develop, implement and evaluate plans of training, working to agreed standards and ensure others are supported to achieve the required standards.
* To be actively involved in the assessment and review of clinical skills and competencies.
* To undertake all breast screening procedures in accordance with Trust policies and ensure that these procedures and policies are understood and adhered to by all staff when supporting staff in clinical areas.
* Maintain and ensure clear and effective communication with clients and wider clinical team is established. When dealing with difficult situations, ensure empathy and reassurance during the assessment, care and evaluation of clients’ needs.
* To ensure accurate and comprehensive client records are maintained using appropriate documentation.
* To establish effective working relations with all members of the multidisciplinary team to promote good communication and a multi-disciplinary approach to client care.
* To assist in the audit of the care standards, advise and recommend improvement as required.
* To act as an external assessor for any benchmarking tools being used in the clinical areas where necessary.
* To act as a member of a working party in the development of any new benchmarks where necessary. Provide training if required to facilitate the action plans as required.
* To participate in enabling and monitoring qualified radiographic staff to achieve a clinical portfolio of competency-based skills that reflect the needs of the clinical areas within Surrey and North Hampshire Breast Screening. Maintain and monitor records of this information.
* To encourage and foster a culture which supports learning including from adverse or untoward events and to provide relevant training and support.

**Policy Development and Education**

* To assist senior leadership in establishing an environment which is conducive for learning for all grades of staff within the breast screening service allowing staff to develop to their full potential.
* To ensure there is a local teaching programme for the clinical areas that is forward planned to facilitate learning within the clinical areas and to address relevant teaching and training needs.
* To be responsible for ensuring trainee staff, under your remit, attend mandatory training and receive continuing development and appropriate education and maintaining accurate records of training.
* To plan and facilitate the teaching and clinical assessment of post registration radiographers / associate practitioners in the clinical area in conjunction with the service leadership team.
* To assist in implementing new or updated clinical practices, guidelines and policies.
* To be responsible for addressing and resolving course funding issues with relevant department links
* To monitor and maintain accurate records of course uptake and outcome of learners’ results. To refer staff who fail or are unable to complete courses to senior leaders for further action.
* To ensure clinical competencies are used effectively. Update and further develop such competencies in line with service needs. This may include advanced practice skills for relevant staff in addition to entry level training.
* Develop and maintain orientation packages for new staff and be responsible for their orientation to the breast screening service.

**Safety and Protocol**

* Understand and adhere to the Company Health and Safety Policy
* Demonstrate safe, effective practice in line with the Company policies and procedures.
* Review and Develop modality specific protocols, in line with requirements, to support the service.
* Ensure compliance with NHSBSP guidance on radiation protection and ensure systems are in place for local rules and linking with the company policies and procedures.

**People Management**

* In conjunction with senior leadership, to be involved in the selection, recruitment and retention of learners.
* To plan, organise and orientate staff on induction and assist staff in working towards their professional objectives, competencies and knowledge and skills framework.
* To liaise with other national breast screening service staff and departments to promote and maintain effective working relationships, ensuring high standards of care and service.
* To ensure that there are effective communication systems in place to allow staff to keep abreast of developments in the organisation, and the NHS breast screening programme.
* In conjunction with senior leadership, support them in the assessment and supervision of staff performance when initiating the Trust Performance and Conduct Procedure.
* Review and evaluate policies and procedures in collaboration with clinical and managerial staff.
* To act as an effective role model in ensuring a high standard of care is always maintained and to organise own workload.
* To act as an effective mentor and preceptor and support other staff in performing this role.
* To participate in the appraisal of trainee staff in liaison with their line management.
* To act as a resource, supporting and motivating staff members.

**Responsibility for information resources**

* To be responsible for ensuring confidentiality and safekeeping of clients’ records.
* To ensure that clients records are accurate and updated with strict adherence to Trust procedures.

**Responsibility for research of development**

* To be aware of the research process and current trends.
* In collaboration with the senior leadership team, audit agreed clinical guidelines of practice, policies and benchmarks within the Surrey and North East Hampshire Breast Screening Service

**General**

* Maintain a high level of professionalism, customer care, and service provision
* Deal with complaints in line with InHealth complaints policy, acting as complaints handler ensuring that issues are comprehensively investigated and resolved.
* Adhere to the requirements of the Data Protection Act
* Ensure the smooth flow of clinical and administrative work
* Effectively communicate and appropriately respond to all visitors
* Take ownership of governance activities i.e. audits, personal development, and team meetings with the support of your colleagues
* Monitor essential stocks and re order as required
* Maintain a clean and safe working environment
* Comply with ISO standards in respect of Information Security Management.

**What people see in you:**

* A person who can proactively manage time and work independently
* A person who can prioritise tasks for self and the team and delegate appropriately
* A person with a strong sense of commitment, openness, integrity in the role
* A person who can adapt to unplanned changes in service delivery
* A person who has excellent communication skills and ability to deal with the public
* A person who can work innovatively in a work context.

**You will have:**

**Education**

* BSc Radiography or equivalent
* Member of an appropriate professional body and to hold a valid registration
* PG Cert, MSc or equivalent
* Proven diligence in CPD activity
* Certificate in mammography

**Skills**

* Expert use of imaging equipment
* Proven safety awareness skills utilising imaging equipment
* Professional and cooperative attitude towards patients, customers and colleagues
* Proven competency in verbal and written communication
* Ability to teach clinical practice
* Demonstrable organization skills
* Achievement – Drive for Results
* Accountability – Delegation
* Strategic Planning and Organising
* Relationship Building for Influence
* Technical Knowledge & Skill
* Team Working.

**You have experience of:**

* Working within a hospital or mobile environment
* Experience in leading and managing teams
* Working with NHSBSP or Breast Symtomatic services
* Working within a multi-disciplined team
* Experience working with Imaging Equipment
* Working with PACS or RIS