



JOB DESCRIPTION / SPECIFICATION

Post:	Nurse Tutor (Bank)
Reporting To:	Principle IQA Manager
Main Purposes of the Job:	To deliver high quality clinically based training to the Private, Voluntary and Independent Adult Social Care Workforce of Hertfordshire (may include some design and development work).
Pay:	Band M1 £25,000 -£29,000 pro rata-(£12.82-£14.87 – number of hours will vary)
Contract Terms:	Bank Hours as required (will be booked normally at least one month in advance) normally working between the hours of 9.00am - 5.00pm Monday to Friday)

This is an exciting position for someone to extend their **nurse educator** skills

It is essential that this candidate:

Has **passion** and **enthusiasm** to raise the standard of quality of care

Has a Nursing background

Has experience of adult social care

Has a minimum level train the trainer/mentor qualification

Specific Responsibilities:

- Design, prepare and deliver clinical level training courses to both care staff and nurses to meet observation requirements including Ofsted
- Undertake internal training to deliver the HCPA Care Certificate/general care and deliver these to HCPA standards with passion and enthusiasm
- Be able to develop course materials independently and with the Education Team
- Deliver quality provision of clinical and other care courses
- Deliver courses linked to on-going development programmes
- Be able to assess work or undertake qualifications to assess learners work
- Support providers who require tailored solutions to training staff by delivering appropriate courses
- Offer input to Forums relevant to HCPA membership
- Be responsible for feeding Education Department data into the development and implementation of HCPA's 'Matrix' and 'Endorsement' action plans utilising the feedback from our recent programmes.
- Network with external sector bodies and sector specific groups to share knowledge and represent HCPA's interest
- Work with the Education Team to ensure all training is planned, booked, communicated and recorded efficiently.

- Work with the Quality Team to ensure all courses are mapped to appropriate qualifications and standards and manage all quality assurance within the department.
- Undertake any projects as directed as they achieve funding - these may not necessarily be related to training but will link to quality and the HCPA key objectives
- Undertake CPD events as directed
- Hold key accountability for educational clinical input into courses and write up project reports and add input to tenders

This role will be approximately 90% direct delivery and 10% preparation, planning, assessing and networking

Person Specification:

- Own transport with insurance for business use is essential for this role as travel around Hertfordshire may be required
- Previous experience of teaching/training within a health or social care setting is an advantage
- Experience in working within the Health & Social Care Sector is essential
- Excellent communication skills both written, IT and verbal
- Must be fit and able: This job requires low level physical activity and the instructor must be able to demonstrate techniques
- Adaptable - training may be within the HCPA training centre, and may also be courses which need to be delivered at a client's site or alternative venues. These may not always be ideal venues for teaching and may require adaptability

Hours of Work:

This post is being offer on a Bank contract. This post is Office based in Welwyn Garden City currently. Training Sessions can be located anywhere in in the local area. Travel expenses will be paid from the office address to any training venue.

To apply – Application Pack is available on our website :

<https://www.hcpa.info/jobs-at-hcpa/>

Telephone: 01707 536020 email: jobs@hcpa.info