

<p>Job Description and Person Specification for: Practice Educator in the Osteopathy undergraduate clinic</p>	
<p>Department: Clinical and Rehabilitation Services</p>	<p>Reports to: Senior Practice Educator</p>
<p>Salary (Grade/Point/Annual/Pro rata): Grade E</p>	<p>Responsible for: At the HSU, a PE is expected to provide a responsive, flexible clinical education experience within a community of practice in which students and peers are able to continually participate in effective learning opportunities and patient safety is paramount.</p> <p>PE's are responsible for providing guidance and mentoring of students on their osteopathic care, in line with the Osteopathic Practice Standards (OPS) and are expected to provide exemplars of practice to developing students.</p> <p>All educators involved in the education of students are expected to establish and sustain an organisational culture that values and supports the education of students as the next generation practitioners.</p>
<p>Hours per week/FTE: Full or part time Max 1 FTE (Average 36.25 hours)</p>	<p>Working Pattern Clinic hours may run from Monday to Friday 8.30-16.30</p>
<p>Job Purpose/Summary:</p> <p>The post holder will act as practice supervisor and mentor to clinical students. They will have responsibility for a portfolio of patients under the direct care of students and will ensure that patient care is safe and of high quality. In addition. They will undertake clinical work to support service delivery if required to do so. They will carry out administration duties and other activities supporting the work of clinical services and the University.</p>	
<p>Main Responsibilities/Key Tasks:</p> <p>1. Care</p> <ul style="list-style-type: none"> You will be responsible for the care and safety of service users in the relevant HSU clinics, ensuring that this is in line with the OPS; engenders best practice with regards to partnership, communication, knowledge, skills and performance; and you will oversee the safety and quality of practice and professionalism. You will ensure that care is based on current course content, current evidence informed practice and guidelines, and that students are supported effectively in providing a safe and appropriate level of care for service users. 	

- To work in line with HSU values.

2. Administration

- You will be responsible for managing the general administration of the students and patients you are working with, to ensure that this is supportive of the student and service user experience.
- You will liaise with the administrative staff working within the clinic to ensure the efficient operation of the clinic.
- You will ensure that accurate records are kept by students in line with the OPS.
- You will use the Clinic Management System and Physiotec confidently as part of the general administration.
- You will train and/or guide students in the use of the Clinic Management System and Physio Tec.
- You will use the SharePoint and the Moodle (BONE) site to access information.

3. Conduct & Teamwork

- You will embed HSU's values and norms in the clinical placement environments.
- You will create a safe environment for practice supervision, characterised by respect, openness, support, and organisational trust.
- You will create an atmosphere in which the student feels comfortable discussing their concerns, to analyse what is wrong and to try new options.
- You will involve the student as appropriate, in decision making and problem-solving activities.
- You will challenge the student in a constructive manner, gradually increasing their exposure to more complex situations, depending on their level, and encouraging them to arrive at their own solutions to clinical problems.
- You will act ethically and professionally with students, patients, and other colleagues in line with regulatory expectations to ensure the emotional, physical, and psychological wellbeing of all parties.
- To encourage and promote the generation of income including participation in enterprise activities.
- To undertake other duties as may reasonably be expected, commensurate with the grade of the post, as directed by your Line Manager or relevant other.
- To be an ambassador and to enhance the reputation of clinical services both internally and external to the University.
- To obtain a Teaching Qualification within 3 years of starting this role, if you do not have one.

4. Student Assessment

- You will provide appropriate developmental feedback to students to support their learning and will grade assessments consistently and according to the criteria provided, ensuring that clinic-based assessments are rigorous, fair, clear and undertaken in accordance with HSU policy.
- You will support students in the development of a constructive action plan that is level appropriate.

5. Student Support

- You will provide considerate and professional support to students with regard to their studies and academic experience.

- You will liaise with Support Staff and the Senior Practice Educators, in ensuring any student issues raised are responded to in an appropriate timeframe; and that students are aware of additional support and guidance services available to them.
- You will support students with protected characteristics in a flexible and adaptable way, demonstrating an understanding of the equality act and how these factors may impact on their learning and course progression; you will be competent to manage any issues within the practice education context at an operational level.

6. Curriculum Delivery and Management

- You will provide supervision of students that is level appropriate and commensurate with the skills and experience of the student and the complexity and clinical care needs of service users.
- You will provide the learner with timely/regular constructive supportive feedback on observed performance of clinical activities using examples of observed behaviour to enable the learner to make necessary adjustments in their practice.
- You will use your professional experience to help contextualise the students' clinical experiences.
- You will maintain an up-to-date knowledge of student academic levels through all areas and courses.
- You will liaise with Unit Leaders and SPE's to ensure coherence of students' experience.
- You will prepare, deliver and support clinical learning sessions as time allows to support student development.

7. Research & Scholarship

- You will engage in continuous professional development relevant to your role to maintain standards of academic and clinical excellence.
- You will use evidence informed practice in your work with students and service users.
- You will facilitate and support research activity.
- You will lead and participate in clinical and placement audit, quality monitoring and enhancement activities in learning, development and assessment.

8. Quality & Evaluation and development

- You will reflect on your own clinical supervision, seeking feedback from students and SPE's and undertake team-based reflection to identify areas for improvement of your and the team's performance.
- You will attend relevant HSU conferences, training and meetings as required.
- You will undertake staff development to meet identified needs.
- You will adhere to HSU policies and procedures, including Equality, Diversity, Inclusivity and Belonging and Health and Safety.

Requirement:	Essential:	Desirable:
Education, Training and Qualifications	Qualified Osteopath Registered with the GOsC	Postgraduate qualification Teaching qualification
Skills and Knowledge	Competence in administration Competence in IT and its use to support clinical care, learning and teaching.	

	<p>Excellent communication, and presentation skills and an ability to convey both simple and complex information and academic concepts</p> <p>Excellent interpersonal skills to relate well to students</p> <p>Up to date current subject knowledge</p> <p>Evidence-based and informed clinical decision-making skills</p> <p>Knowledge of equality and diversity in clinical environments and the promotion of an inclusive environment for clinical care and education</p>	
Experience	<p>Appropriate post-qualification clinical experience with a diverse range of patients and presentations</p>	<p>Experience of working in a multi-professional setting</p> <p>Previous experience of teaching, mentoring, coaching and / or student supervision</p>
Personal Attributes	<p>Personal resilience, patience, approachability, adaptability</p> <p>Excellent interpersonal skills</p> <p>Passionate educator</p> <p>Excellent team player</p>	
Abilities	<p>An ability to develop and implement effective, flexible and innovative approaches to clinical teaching, assessment, and student support</p> <p>An ability to work independently and as part of a team.</p> <p>An ability to develop and foster students' learning skills</p>	

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**NB:** *The purpose of the job description is to indicate the general level of responsibility of the position. The duties may vary from time to time without changing their general character or level of responsibility.*