

**NHS**

**Lancashire Teaching  
Hospitals**

NHS Foundation Trust



# Together

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Lancashire Teaching Hospitals

   @LancsHospitals

# LANCASHIRE TEACHING HOSPITAL NHS FOUNDATION TRUST WORKFORCE DIRECTORATE

## JOB DESCRIPTION

JOB TITLE:	APPRENTICESHIP PROGRAMMES TUTOR/ASSESSOR
DIRECTORATE:	WORKFORCE & EDUCATION
REPORTS TO:	APPRENTICESHIP PROGRAMME FACILITATOR
ACCOUNTABLE TO:	HEAD OF WIDENING PARTICIPATION & APPRENTICESHIPS
KEY RELATIONSHIPS:	PLACEMENT AND STUDENT SUPPORT TEAM
DIRECT REPORTS:	N/A
HOURS:	37.50 hours per week
LOCATION:	RPH & CDH
BAND:	5

**NB: The Post holder may be required to work in other departments across the Trust including across Trust sites**

**DBS (Criminal Record) Check Level required for role:**

Please indicate the level of DBS Check required in this role	No DBS Required	Standard	Enhanced without Barred List Checks	Enhanced with Child only Barred List Check	Enhanced with Adult only Barred List Check	Enhanced with Child and Adult Barred List Checks
					/	

**KSF Core Dimension Levels for Role**

Communication	Personal & People development	Health, Safety & Security	Service Improvement	Quality	Equality & Diversity
3	2/3	2	2/3	2	2

**Role Summary**

You will work as part of a team to deliver and assess Apprenticeship programmes at LTH. This is a fast-paced role and will require you to be able to work under pressure and meet strict deadlines. You will perform to a high standard maintaining the quality education expected by LTH and delivery apprenticeships adhering to the rules and guidance set by governing bodies.

You will assess competencies, perform work-based learner reviews and mark work as set out within the apprenticeship standards. You will also deliver teaching sessions in the classroom, via remote learning and in the clinical and non-clinical workplace. You

will maintain learner e-portfolios, ensure learner files are compliant for audit, and conduct observations and be responsible for their allocated learners from induction to graduation. You are required to understand the importance of maintaining compliance associated with the delivery of apprenticeships including Office for Standards in Education, Children's Services and Skills (OFSTED).

**Key Duties and Responsibilities:**

The duties and responsibilities listed below should be undertaken in accordance with the levels of competence as defined in the KSF outline for this post. In addition all staff are expected to act in accordance with the values and behaviours of the Trust.

## Our Values



### Being Caring and Compassionate

*Being caring and compassionate is at the heart of everything we do, it is about understanding what each person needs and striving to make a positive difference in whatever way we can.*



### Recognising Individuality

*Appreciating differences, making staff and patients feel respected and valued.*



### Seeking to Involve

*Actively gets involved and encourages others to contribute and share their ideas, information, knowledge and skills in order to provide a joined up service.*



### Building Team Spirit

*Working together as one team with shared goals doing what it takes to provide the best possible service.*



### Taking Personal Responsibility

*Individuals are accountable for achieving improvements to obtain the highest standards of care in the most professional way, resulting in a service we can all be proud of.*

ROLE DUTIES	MEASURABLE OUTCOMES					
<ul style="list-style-type: none"> <li>Communicate effectively and professionally with colleagues, in a manner that is consistent with relevant legislation and local and national policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate a professional, approachable &amp; helpful manner.</li> <li>Liaise, support and work collaboratively with all colleagues and managers within team</li> <li>Provide supervision and support to junior colleagues within team.</li> <li>Answer the telephone according to Trust and Departmental standards and take messages, as required.</li> </ul>					

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	<ul style="list-style-type: none"> <li>• Keep accurate and complete records of all Training activities.</li> <li>• Maintain confidentiality as appropriate.</li> <li>• Communicate in an appropriate and empathic manner.</li> <li>• Actively try to resolve issues and complaints at local level.</li> <li>• Report any issues and complaints to Team Leader.</li> <li>• Develop good working relationships with Team, Clinical Leads, Matrons, ward managers and clinical educators.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>		<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain expertise in own area of practice, including knowledge and practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Actively participates in the PDPR Process.</li> <li>• Generate and uses appropriate learning opportunities and applies own learning to the future development of practice.</li> <li>• Contribute to the development of others enabling them to apply current knowledge and skills in practice.</li> <li>• Actively promote the workplace as a learning environment encouraging everyone to learn from each other and from external good practice.</li> <li>• Alert Team Leader to resource issues which affect learning, development and performance.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>		<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>

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- Maintain professional practice and keep

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<p>Conform to health safety and security legislation, policies, procedures and guidelines.</p>	<ul style="list-style-type: none"> <li>all relevant registrations up to date</li> <li>• Use all training equipment in accordance with both manufacturer and NHS Health &amp; Safety regulations, reporting any faults to the appropriate people as required.</li> <li>• Carry out moving and handling in line with trust policy</li> <li>• All accidents and incidents reported as per Trust Policy</li> <li>• Ensure individuals adhere to universal precautions whilst teaching or being taught with the clinical skills environment.</li> <li>• Supervise students when using the equipment to ensure safety and correct use of equipment</li> <li>• Take appropriate action to minimise risks, e.g removes any defective or broken equipment and reports to team lead.</li> </ul>					<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<ul style="list-style-type: none"> <li>• Support the team to contribute to service delivery, add value to the organisation and improves the safety &amp; quality of care with compassion</li> </ul>	<ul style="list-style-type: none"> <li>• Contribute to standardisation meetings, audits and team meetings as required</li> <li>• Make agreed changes to own work in a timely manner</li> <li>• Welcome and act upon ideas for improvement and innovation from others</li> <li>• Act as a role model to promote excellence in practice</li> </ul>	<p>✓</p>		<p>✓</p>		<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

	<ul style="list-style-type: none"> <li>Act consistently as a positive, enthusiastic, responsive and dynamic member of the Clinical Education Team.</li> <li>Demonstrates a flexible approach to working patterns as needed at certain times during the academic year e.g. AIM</li> </ul>				 	 
<ul style="list-style-type: none"> <li>Implement and monitor quality systems and implement measures to achieve sustained improvement in line with the common inspection framework. Have the knowledge and confidence to maintain compliance in readiness for external audits inc OFSTED</li> </ul>	<ul style="list-style-type: none"> <li>Ensure training; education and development priorities and objectives are delivered in a timely manner</li> <li>Ensure knowledge of the common inspection framework is kept current and is reflected in the programme delivery</li> <li>Ensure teaching is delivered to a high quality standard</li> <li>Organise and adjust own workload in a manner that meets priorities of the team and promotes quality.</li> <li>Demonstrate and promote a professional, positive image, developing and implementing standards for dress and behaviour</li> <li>Implement appropriate customer care standards.</li> <li>Work within the limits of own and others competence, levels of responsibility and accountability in the team</li> </ul>				    	       

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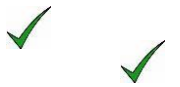
- Provide information in a timely manner as requested e.g for training reports.

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	<ul style="list-style-type: none"> <li>• Contribute to quality standards and assessments, eg HEI, NHS North-west Education Outcomes Framework,</li> <li>• Comply fully with Trust Dress Code Policy at all times.</li> <li>• Meet departmental and educational governance standards</li> </ul>					
<p>Promote equality in care and practice by recognising, respecting and meeting the needs and choices of individuals.</p>	<ul style="list-style-type: none"> <li>• Act in accordance with current legislation, policies, procedures and good practice.</li> <li>• Take account of own behaviour and its impact or effect on others.</li> <li>• Take action to address behaviour that undermines equality and diversity</li> <li>• Treat everyone with dignity and respect</li> <li>• Ensure all educational materials and practice is free from discrimination</li> <li>• Ensure all teaching activity is inclusive of all learners and each learner receives an individualised learning plan</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>			<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<p>Assist to deliver apprenticeship training sessions to support staff to achieve competent practice to be able to deliver high, quality standards of care.</p>	<ul style="list-style-type: none"> <li>• Provide additional advice and support where required.</li> <li>• Contribute to the delivery of apprenticeship training and assessment inc functional skills (both classroom and clinical)</li> </ul>			<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>

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- Mark workbooks and apprenticeship portfolios
- Assist in the delivery of Moving



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	<p>&amp;Handling, ANTT and ABLs sessions to meet Trust mandatory requirements</p> <ul style="list-style-type: none"> <li>• Support the enrolment process for apprenticeship programmes.</li> <li>• Assist to prepare learning environments setting up stock and equipment prior to session start and to clean and store items correctly after use.</li> <li>• Support maintenance of adequate stock levels through efficient liaison with staff.</li> <li>• Ensure training and development activities are in accordance with scheme of work and session plans.</li> <li>• Conduct regular reviews with all learners on programme, develop action plans as needed</li> <li>• Liaise with nominated ward link regarding progression and addressing any issues that may arise</li> </ul>				<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
	<ul style="list-style-type: none"> <li>• Any other activity associated with apprenticeships that are deemed necessary by department Head.</li> </ul>					<p>✓</p>

**Occupational hazards or exposures relevant to this job (please tick)**

<b>Physical</b>			
Patient moving & handling	<input type="checkbox"/>	Regular DSE work	X
Regular equipment / material moving & handling > 10kg	<input type="checkbox"/>	Climbing ladders and / or working at height	<input type="checkbox"/>
Noise (LEP,d > 80)	<input type="checkbox"/>	Hand Arm Vibration	<input type="checkbox"/>
Hot or cold conditions	<input type="checkbox"/>	Exposure to Ionising Radiations	<input type="checkbox"/>
Entry into confined spaces	<input type="checkbox"/>	Other potential ergonomic problems	<input type="checkbox"/>
Driving on Trust business	<input type="checkbox"/>	Vocational driving (C1,D1, LGV, PCV)	<input type="checkbox"/>
<b>Chemical</b>			
Exposure to known respiratory irritants or sensitisers	<input type="checkbox"/>	Exposure to known skin irritants or sensitisers (including latex)	<input type="checkbox"/>
Exposure to asbestos (non-licenced work)	<input type="checkbox"/>	Exposure to any other chemicals	<input type="checkbox"/>
<b>Biological</b>			
Exposure-prone procedures	<input type="checkbox"/>	Laboratory exposure to pathogens	<input type="checkbox"/>
<b>Other</b>			
Night work	<input type="checkbox"/>	On-call duties/ lone working	<input type="checkbox"/>

**Governance**

The post holder will operate at all times to high standards of probity. This will include compliance with:

- Health and safety regulations
- All policies and procedures approved by the Trust
- Trust Standing Financial Instructions
- Working within the Data Protection act 1984, Health & Safety at work Act 1974, Maintain confidentiality at all times, as required by legislation and Trust Policy
- Working to defined policies and procedures, actively implementing the development of the electronic solution
- Work within the limitations of the role
- Professional codes of conduct including the NHS Managers Code of Conduct (where these apply)
- All policies and procedures related to infection prevention and control as relevant to their post
- To raise any concerns as soon as possible, as per whistle blowing policy, relating to any:-
  - Healthcare matters, e.g. suspected negligence, mistreatment or abuse of patients; the quality of care provided
  - Concerns about the professional or clinical practice or competence of staff
  - The treatment of other staff, including suspected harassment, discrimination or victimisation
  - Health, safety and environment issues
  - Suspicion or knowledge of theft, fraud, corruption, bribery allegations or other financial malpractice
  - Employment standards and/or working practices
  - Criminal offences or miscarriages of justice
  - Failure to comply with any other legal obligation

- Deliberate concealment of any of the above

### **Information Governance**

- To be fully aware of and committed to all Policies, Procedures and Initiatives relating to Information Governance - this will include, but not limited to, Data Quality improvements, Confidentiality and Information Security
- To take personal responsibility for safeguarding and ensuring the quality of information.

## **Behaviour**

The post holder will be expected to:

- Support the aims and vision of the Trust
- Act with honesty and integrity at all times
- Be a positive ambassador for the Trust
- Demonstrate high standards of personal conduct
- set an example and encourage openness and honesty (particularly in reporting incidents and near misses ) and will actively foster a culture of learning and improvement
- Value and respect colleagues, other members of staff and patients
- Work with others to develop and improve our services
- Uphold the Trust's commitment to equality and diversity
- Take personal responsibility for their words, deed and actions and the quality of the service they deliver

## **Job Review**

This job description will be reviewed periodically to take into account changes and developments in service requirements. Any changes will be discussed fully with the post holder.

Signature of Post Holder:

Date:

Signature of Manager:

Date:

**LANCASHIRE TEACHING HOSPITAL NHS FOUNDATION TRUST  
PERSON SPECIFICATION**

**POST:** APPRENTICESHIP PROGRAMMES TRAINER

**Band:** 5

**DIRECTORATE / DIVISION:** WORKFORCE & EDUCATION

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW ASSESSED
<b>Qualifications &amp; Education</b>	<ul style="list-style-type: none"> <li>• Educated to Foundation degree level or equivalent within a teaching or nursing field.</li> <li>• 3 GCSE's at grade C or above to include Maths and English (or National literacy &amp; Numeracy level 2 plus 3 GCSE's)</li> <li>• Recognised training/mentoring qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Key mover Qualification</li> <li>• Hold IQA award</li> <li>• Hold A1 Assessors course or</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• Certificates</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experienced person with excellent skills in teaching or clinical/care setting.</li> <li>• Experience of training /supporting development of staff in an NHS environment.</li> <li>• Evidence of experience in optimising learning outcomes in or out of the clinical environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an education environment</li> <li>• Previous experience of delivering training in a classroom</li> <li>• Currently trainer for M&amp;H, ABLs</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> </ul>



**Skills & Abilities**

- Excellent interpersonal skills
- Must be able to present training in an interesting and engaging manner
- Excellent communication skills across a range of professional groups
- Ability to use initiative
- Excellent organisational skills
- Flexible to meet the needs of the
- Trust
- Ability to work as part of a team
- Self-motivated and able to motivate others
- Enthusiasm and drive to improve practice through education and training
- Committed to continuing professional development of self and others
- The ability to use Microsoft excel, word, access & power point packages

- Application form
- Interview
- Presentation
- References