

## Stroke Education Facilitator Job Description

<b>Job Location:</b>	Lynebank Hospital, Halbeath Road, Dunfermline KY11 4UW
<b>Responsible to:</b>	Regional Manager
<b>Responsible for:</b>	None (Support volunteers presenting at study days as appropriate)

### 1. The Department of Services

Our mission is to be the community of support, kindness and challenge where people can help each other, can secure the expert help they need, and collectively advocate for the care that matters to them. To do this we will provide the following services:

- Clinical and Partnership Services that ensure medical and clinical services are delivered well and in a person-centred way
- Life support services that enable our people to live well with their condition beyond the formal public services delivered by the NHS, social care and other partners
- Consultancy services – engagement of the service user voice, inputs to redesigning service using best practice health improvement techniques

The top line statistics on our conditions are:

- One in ten people in Scotland affected by chest, heart and stroke conditions
- **Stroke:** 8902 strokes annually
- **Heart Attack:** 10,784 heart attacks annually
- **Chest:** the data is incredibly poor
- **Living with stroke:** 121,109
- **Living with heart disease:** 231,820
- **Living with COPD:** 123,826

### 2. Job Purpose

The work of the Stroke Education Facilitator is to plan and deliver appropriate and evidence based training in stroke and develop practice for health and social care staff and informal carers. The service is provided in partnership with NHS Fife and aims to ensure all individuals caring regularly for people affected by stroke have the knowledge, skills, attitudes and confidence to fulfil their role and enhance the quality of services.

### 3. Key Challenges

- Keep abreast of clinical developments in the field of stroke care including local and national guidelines, policies and protocols
- To meet a diverse range of training and developmental needs of health and social care staff and informal carers across Fife
- To develop new and dynamic educational opportunities that meet with current and projected needs
- Working in partnership with external organisations who may have differing priorities and requirements

#### **4. Key Responsibilities**

##### **Service Provision and Quality**

- Identify the learning and development needs of health and social care staff (both registered and non-registered) and informal carers
- Develop, plan and deliver a range of awareness, core, specialist and tailored education in stroke, in association with NHS Fife Managed Clinical Network (MCN) and other stakeholders as appropriate, and be confident in the use of necessary IT equipment and systems to ensure a seamless delivery of education
- In accordance with NHS Fife, support and / or take responsibility for the collection, recording and interpretation of data towards the National Stroke Education Template as part of the Scottish Stroke Care audit
- Support and guide other health professionals, patients, carers and volunteers who may present on the courses
- Present to members of the public, carers, patient support groups and at University and College level
- Work to agreed key targets and provide regular feedback to the MCN (NHS Fife) including annual reports of work undertaken
- Offer stroke education that provides experiential and interactive learning at all levels improving knowledge, skills and confidence whilst encouraging collaborative learning between members of the multi-disciplinary team
- Critically examine and evaluate the education and training provided to monitor its effectiveness and identify opportunities for development
- Work collaboratively and effectively and communicate with a broad range of professionals and services throughout CHSS, NHS Fife, education providers and partnership organisations
- Liaise regularly with Regional Managers and support other members of the CHSS Training Education & Development Team as required and appropriate

##### **External Representation**

- Act at all times as a visible, confident and credible ambassador for the organisation externally, promoting organisation-wide interests
- Represent the education team at an agreed selection of relevant forums, networks, conferences and events locally and nationally
- Have involvement in local and national initiatives in accordance with MCN (NHS Fife) requirements and on occasion take the lead on such projects

#### **5. Key Results/Objectives**

- To deliver a programme of stroke education in line with local MCN (NHS Fife) requirements and health professionals development requirements
- To ensure all education and training provided is in line with relevant best practice guidance and national stroke frameworks
- Develop and support a wide range of educational opportunities for inter-professional learning and development tailored to individual service needs
- Monitor the effectiveness of education delivered and identify opportunities for development and continuous improvement through a process of evaluation
- Work flexibly within different locations and clinical environments across NHS Fife according to local and organisational need

## 6. Dimensions

Budget responsibility: Small budget for essential items

Contacts: **(Internal)**

- Director of Service Delivery
- Head of Clinical & Partnership Services
- Regional Managers
- Lead Stroke Nurses
- Stroke Nurses
- Stroke Education Facilitators
- Head of Rehabilitation Support
- Regional Rehabilitation Support Managers
- Rehabilitation Support Coordinators
- All Service Delivery staff
- Colleagues in Comms & Marketing, Fundraising, Policy, Volunteering

**(External)**

- Stroke MCN Manager, NHS Fife
- Members of the Managed Clinical Network for Stroke in Fife
- Health and Social Care Professionals
- Representatives from Funding Bodies, e.g. NHS / IJBs
- Higher Education Institutions and other partnership agencies
- Practice and Clinical Education Facilitators
- Policy makers and Politicians
- Statutory and Voluntary organisations
- Service users' family & carers
- General public

*The above job description is not exhaustive and is clarified to include broad duties inherent in the post. Evaluation and development of this post may, in time, indicate a need to revise duties herein.*

## Person Specification

	Essential	Desirable
<b>Education and Knowledge</b>	<p>First Level General Nursing qualification /AHP qualification</p> <p>NMC / HCPC registered</p> <p>Evidence of Continuing Professional Development [CPD] in relevant field</p> <p>Up to date professional and clinical knowledge and skills</p> <p>Up to date knowledge base in stroke care and impact on service users and their families</p> <p>Awareness of stroke specific guidelines, best practice statements and national stroke targets and drivers</p>	<p>Additional relevant qualifications / degree</p> <p>Broad understanding of organisation of stroke services within geographical area (Fife)</p> <p>Awareness of a wide range of stroke resources and development opportunities available at a local and national level</p>
<b>Previous Experience</b>	<p>Significant post registration / graduate experience in profession</p> <p>Experience of multi-disciplinary team working</p> <p>Experience of working with people affected by stroke</p> <p>Computer literate; confident with Word / Internet / E-mail / Excel / PowerPoint</p> <p>Experience and confident in the use of technology, and audio-visual equipment</p> <p>Knowledge of a range of evaluation methods</p> <p>Experience of teaching and / or mentoring within own clinical field</p>	<p>Experience in liaising with statutory, non- statutory and voluntary services</p> <p>Involvement in local groups such as managed clinical networks and stroke forums</p> <p>Experience of report writing</p>
<b>Skills Aptitudes Abilities</b>	<p>Ability to work autonomously, under pressure and use own initiative</p> <p>Teaching and presentation skills</p>	<p>Developed leadership skills</p>

	<p>Ability to engage, inspire and motivate staff to develop and achieve their best in a positive manner</p> <p>Highly organised with an ability to prioritise and manage conflicting workloads and demands</p> <p>Excellent interpersonal and communication skills with people at all levels (internally and externally)</p> <p>Ability to develop and manage relationships across a broad spectrum of healthcare professionals, teams and settings</p> <p>Ability to act as a visible, confident and credible ambassador for the organisation</p> <p>Ability to travel across multiple sites throughout the working day and transport training equipment as necessary</p> <p>Driving Licence (access to a car)</p>	
<b>Disposition</b>	<p>Commitment to ethos of the voluntary sector</p> <p>Commitment to equal opportunities</p> <p>Willingness to work flexibly and travel, including out-of-hours, and on occasion stay away from home</p>	

## Summary of Terms and Conditions of Employment

<b>Term:</b>	Permanent post
<b>Salary:</b>	Grade 3(i), Scale Points 32-40, £30,735 - £37,652 per annum  <i>New appointments are normally placed at the base of the salary scale unless there are exceptional circumstances.</i>
<b>Hours of work:</b>	32.5 hours per week (CHSS full-time)  Willingness to work flexibly including travel and, on occasion, to stay away from home
<b>Review of Work:</b>	The postholder is subject to the CHSS objective setting, supervision and appraisal process.
<b>Travel:</b>	You will be required to use your own car on CHSS business, which is reimbursed at the current rate per mile. All other reasonable travel, subsistence and other necessary expenses are reimbursed.
<b>Annual Leave:</b>	CHSS leave year runs from 1st April to 31st March. Employees are entitled to 36 days annual leave in their first year of service (including public holidays). An employee will be awarded one extra day's annual leave for each complete year of service up to a maximum of 42 days (including public holidays). These allowances are pro-rated for part time employees and further pro-rated for those who join or leave CHSS during the leave year.
<b>Pension scheme:</b>	<p>CHSS offers a Group Personal Pension Plan, which has been established with Aviva. The Plan is a money purchase arrangement. You can choose at what rate you wish to contribute (subject to a minimum age related contribution) and how to invest your own contributions and those made by CHSS. The emerging fund at the point that you wish to take the benefits is then used to purchase a pension that is paid for the rest of your life.</p> <p>Employee's and Employer's Contributions are paid on the portion of the employee's salary which is above the National Insurance contributions threshold (the Lower Earnings Limit). Employees who meet the relevant criteria are "automatically enrolled" in the scheme.</p> <p>There are also schemes which provide death-in-service benefit and permanent health insurance.</p>
<b>Equal Opportunities:</b>	CHSS is committed to equality of opportunity and to no discrimination on the grounds of race, religion or belief, age, sex, marital or civil partnership status, disability, sexual orientation, transgender status, pregnancy or maternity.