Chest Heart & Stroke Scotland
Stroke Education Facilitator (Grampian)
Job Description

Position: Stroke Education Facilitator (Grampian)
32.5 hours at grade 3(i), NJC Scale Points 32 - 40

Responsible to: Head of Education

Responsible for: None (Support volunteers presenting at study days as appropriate)

Location: Woodend Hospital Site, Aberdeen

Contacts:
(internal)
Director of Services
National Stroke Education Facilitator
Rehabilitation Support Regional Manager (North)
Grampian Lead Stroke Nurse
Grampian Lead Rehabilitation Support Coordinator
Fundraising Officer (north)
Director of Strategy & Communications
Other Services Department staff

Contacts
(external)
Consultant OT in Stroke, NHS Grampian
Members of the Managed Clinical Network for Stroke in Grampian
NHS Grampian Flexible Therapy Team
Health & Social Care staff from primary and secondary care
Statutory, non-statutory and voluntary organisations
Patients and Informal Carers
Higher Education Institutions and other partnership agencies
Practice and Clinical Education Facilitators

Main purpose of job:

Chest Heart & Stroke Scotland is determined to deliver stronger, longer lives to people in Scotland affected by chest and heart illness and by stroke, through medical research, information provision, advice and support in the community and through evidence-based policy and influence.

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 Grampian (NHSG) and aims to ensure all individuals caring regularly for people affected by stroke have the knowledge, skills, attitudes and confidence to fulfill their role and enhance the quality of services.
Most challenging part of the job

- To meet a diverse range of training and developmental needs of health and social care staff and informal carers across NHSG.
- To develop new and dynamic educational opportunities that meet with current and projected needs.

Key responsibilities:

1. Service Provision and Quality
   - Work collaboratively and effectively and communicate with a broad range of professionals and services throughout NHSG, education providers and partnership organisations
   - Identify the learning and development needs of health and social care staff (both registered and non-registered)
   - Work collaboratively with CHSS inreach rehabilitation support services to support the education of patients and informal carers
   - Develop and plan a range of awareness, core and specialist training in stroke, in association with Managed Clinical Network (MCN) Education Sub-group NHSG
   - Identify and promote learning and development opportunities through a range of activity such as: posters, flyers, websites and e-bulletines
   - Be responsible for the delivery of a rolling training programme, supporting the NHSG Flexible Therapy Team, and other stakeholders as appropriate, to be able to deliver training
   - Support the application of knowledge to the clinical setting through a range of practice development opportunities
   - Support the use of the Stroke Competency Toolkit, developing/supporting a pool of mentors to be able to provide continuing support to learners
   - Develop and support opportunities for inter-professional learning and development
   - Develop educational resources for health and social care staff
   - Evaluate reaction (satisfaction with training), learning (knowledge and skills acquired) and behaviour (transfer of learning to clinical practice) to monitor effectiveness and ensure continuous quality improvement
   - Provide tailored training that meets the needs of all staff caring for people who have had a stroke, including care homes across Grampian, to ensure that they perform their role in an efficient, safe and effective manner, improving knowledge, skills and confidence
   - Support and guide patients and carers who may present as volunteers on the courses
   - Present to members of the public, carers, patient support groups and at University and College level
   - Offer stroke training that provides experiential and interactive learning at all levels, encouraging collaborative learning between members of the multi-disciplinary team in an informal environment
   - Work to agreed key targets and provide regular feedback to the MCN Education Sub-group NHSG and an annual report of work undertaken
   - Work flexibly within different locations and clinical environments across NHSG
• Support other members of the CHSS Training Education & Development Team as required and appropriate
• Liase regularly with the Head of Education
• Support collection of data towards the National Stroke Education Framework as part of the Scottish Stroke Care Audit

2. **External Representation**
• Act at all times as a visible, confident and credible ambassador for the organisation externally, promoting organisation-wide interests

3. **General**
• Undertake other duties from time to time as directed by the Head of Education
• Participate in CHSS departmental, regional & organisational meetings and associated groups
• Comply fully with CHSS Policies and Procedures
• Participate in the CHSS appraisal and support & development process
• Attend training sessions, continuing professional development and other activities as required
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.
# Chest Heart & Stroke Scotland

## Stroke Education Facilitator (Grampian)

### Person Specification

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<tr>
<th>Education &amp; Knowledge</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>First Level General Nursing qualification /AHP qualification</td>
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<td>NMC / HCPC registered</td>
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<td>Evidence of Continuing Professional Development [CPD] in relevant field</td>
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<td>Additional relevant qualifications / degree</td>
<td>Knowledge of the geographical (Grampian) area</td>
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<tr>
<th>Previous Experience</th>
<th>Essential</th>
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<tr>
<td>Significant post registration / graduate experience in profession</td>
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<tr>
<td>Computer literate; confident with Word / Internet / E-mail / Excel / PowerPoint</td>
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<td>Knowledge of the use of audio-visual equipment</td>
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<td>Knowledge of a range of evaluation methods</td>
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<td>Up to date professional and clinical knowledge and skills</td>
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<td></td>
<td>Experience of working with people affected by stroke</td>
<td>Experience in liaising with statutory, non- statutory and voluntary services.</td>
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<td>Experience of multi-disciplinary team working</td>
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<td>Report writing</td>
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<th>Skills Aptitudes Abilities</th>
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<td>Ability to work under pressure and use own initiative</td>
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<td>Teaching and Presentation Skills</td>
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<td>Excellent organisational ability</td>
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<td>Excellent oral and written communication skills</td>
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<td>Strong inter-personal relationship skills</td>
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<td>Confident driver and access to a car</td>
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<th>Disposition</th>
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<td>Willingness to work flexibly, including out-of-hours</td>
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Chest Heart & Stroke Scotland comprises several departments: Services; Fundraising; Retail; Strategy and Communications; Corporate Services (Finance, Administration, IT, Volunteering and HR. The Corporate Services Department is actively involved with all other departments.

Summary of Terms and Conditions of Employment

Location: Woodend Hospital Site, Aberdeen

Term: Permanent

Salary: On a scale of £29,346 - £36,375 per annum
Grade 3 (i), Scale Points 32-40

New appointments are normally placed at the base of the salary scale unless there are exceptional circumstances.

Hours of work: 32.5 (CHSS full-time)

Willingness to work flexibly including significant travel across the geographic area will be required.

Travel: 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.

Review of Work: The postholder is subject to the CHSS objective setting, supervision and appraisal process.

Annual Leave: Generous Annual Leave Entitlement – equivalent to 36 days leave on joining CHSS (including bank holidays) and increasing to a maximum of 42 days after five years’ service.

Pension scheme: CHSS operates a contributory Group Personal Pension scheme, which all employees are entitled to join; contributions are on an age-related scale of 1% to 3% for employee contributions and 5% to 11% for employer contributions. There are also schemes which provide death-in-service benefit and permanent health insurance.

Equal Opportunities: 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.