



JOB DESCRIPTION

Job Title:	Practice Development Facilitator
Accountable to:	Organisation Development Manager
Responsible for:	Promoting and implementing the People Development Strategy for Belong.
Aim and focus:	To facilitate the acquisition of the necessary skills, knowledge and competencies of staff to support the delivery of bespoke person-centred packages of care in line with Belong's mission and values.

Main Duties and Responsibilities

Practice Development and Service Improvement

- Build an understanding of the operation of services by working along side nurses and support staff to identify areas for service improvement and practice development and to identify appropriate actions including relevant individual and team development needs
- Assist in the development, implementation and monitoring of nursing and support practice standards, guidelines, protocols, policies and care pathways to ensure that nursing practice and care delivery is in line with best practice as evidenced by relevant research
- Assist in the recruitment and selection of staff and participate in the development and preparation of new team members, supervisors and mentors
- Work with managers, teams and individuals to develop the core role activities of the generic support workers to deliver bespoke person-centred packages of care
- Assist in the review of operational policies and procedures and inform the Organisational Development Manager of any required policy development to support the development of practice and improve service delivery
- Advise managers on the effective operation of the Supervision and Performance Improvement and Development (SPID) system and provide support to develop individual and team performance objectives, assess competency and identify training needs in order that the performance and development of individuals and teams is reviewed regularly and managed proactively
- Develop and maintain appropriate systems for recording learning and development activities and intervention strategies and assist in workforce planning and development by identifying skill shortages.

Learning and Development Interventions

- Plan, design and deliver relevant learning interventions in response to identified needs and areas for practice improvement. These will include both 'on' and 'off' the job interventions – job instruction, demonstration and best practice modelling, mentoring and coaching, small group presentations and the facilitation of team learning and development
- Evaluate learning and development interventions against intended objectives outlined in the People Management and Development strategies and devise and implement appropriate plans and learning and development interventions
- Assess the impact of learning interventions upon service and practice improvement. The assessment would be based on information derived from deploying a range of techniques that include observation of practice, customer feedback, measures of service quality, quality audits and where appropriate, interviews with job holder(s), team members and so on. The assessment will be against criteria derived from quality indicators, service specifications; individual life plan outcomes sought together, with Belong policies and values and where appropriate relevant national care standards
- Disseminate the information gathered from the impact assessment and provide feedback and advice to managers, teams and individuals on the application of Belong policies and procedures

- Work with individuals and teams to encourage and support the development of reflection and appropriate learning from practice
- Ensure that learning and development opportunities and resources delivered are accessible, cost effective and draw on best practice evidence in terms of content, process and structure
- Work with managers, supervisors and mentors to ensure new team members receive a comprehensive induction into their area of work
- Recognise the limits of own competency and professional boundaries and develop a network of learning and development support through collaborative working with other agencies, and professionals/specialists both internally and externally, to ensure that the residents health and social care needs are met.

Personal and Professional Development

- Take responsibility for developing and maintaining own knowledge, practice skills and professional awareness
- Contribute to own personal development plan and participate in individual and team development activities
- Contribute to the on-going review of the People Development Strategy and the evaluation and development of the Practice Development Facilitator role
- Develop and maintain appropriate systems for recording learning and development activities and identifying skill shortages.

Health, Safety and Wellbeing

- Promote a safe working environment and safe care practices by identifying areas of risk, implementing safe systems of work and following policies and procedures for risk management and reporting
- Comply with the organisations policy and procedures for 'Fair Treatment at Work' by treating all members of the Belong team with dignity and respect, ensuring that all learning and development interventions use person-centred approaches/training methods
- Ensure that resident consent to involvement in staff learning and development activities has been sought and that the individuals privacy, dignity, religious and cultural beliefs are respected and upheld at all times by members of the nursing and support teams.

PERSON SPECIFICATION

JOB TITLE: Practice Development Facilitator

FACTORS	ESSENTIAL	DESIRABLE	SUPPORTING EVIDENCE
Education, Qualifications and Training	<ul style="list-style-type: none"> NVQ Level 4 in Health & Social Care or equivalent Qualification(s) in coaching and assessment processes Evidence of recent continuing professional development. 	<ul style="list-style-type: none"> Qualification in teaching adult learners Management qualification. Qualification in Moving & Handling Instruction Qualified NVQ assessor & internal verifier. 	<ul style="list-style-type: none"> Application form Appropriate certificates and portfolio of personal development References.
Knowledge	<ul style="list-style-type: none"> Knowledge of different sources and methods for identifying learning and development needs Knowledge of different learning styles and how these can impact on the transfer of learning into practice Knowledge of the principles of reflective practice and how to when to apply them effectively Knowledge of different learning and development activities/interventions and an understanding of how and when to apply them Knowledge and understanding of the different roles of coach, assessor, supervisor and mentor Knowledge of the legislative requirements of health and social care settings and the responsibilities of care practitioners and managers. 	<ul style="list-style-type: none"> Knowledge and understanding of competency frameworks and systematic practice development within health and social care settings. 	<ul style="list-style-type: none"> Application form Interview with selection panel case study exercise & group discussion Presentation Qualification and portfolio of personal development.
Skills	<ul style="list-style-type: none"> Ability to analyse problems, formulate solutions, recommend actions and implement solutions. Presentation skills. Familiarity with computers and some software packages Ability to produce learning materials and learning and development evaluation reports Ability to adapt communication style and 	<ul style="list-style-type: none"> Ability to interpret, research and facilitate staff to implement evidence based practice. 	<ul style="list-style-type: none"> Application form Interview with selection panel Case study exercise & group discussion Presentation. Qualification and portfolio of personal development.

	<p>methods to engage effectively with staff and customers</p> <ul style="list-style-type: none"> • Ability to lead and motivate others to change practice • Ability to identify needs and develop effective learning interventions and support strategies. • Ability to prioritise, plan and manage own workload • Ability to assess risk and support staff to develop risk management strategies • Effective conflict resolution and negotiation skills. 		
Work experience	<ul style="list-style-type: none"> • Experience of working with older people with dementia and their carers/supporters and representatives • Experience of delivering care and support to older people in different service settings • Experience of coaching individuals to improve their practice • Experience of facilitating reflective practice with individuals and teams • Experience in managing health and social care provision. • Experience of designing and delivering Workshops • Experience of delivering supervision and supporting the development of mentors • Experience of working with older people carers, other professional and staff teams • To change practice • Experience of undertaking audits of systems and practices • Experience of empowering staff to manage risks in ways that increase independence and choice for older people. 	<ul style="list-style-type: none"> • Experience of assessing the impact of learning and development interventions on quality of life outcomes for older people. 	<ul style="list-style-type: none"> • Application form • Interview with Selection Panel • Case study exercise & group discussion • Presentation • Qualification and portfolio of personal development.
Personal abilities / attributes	<ul style="list-style-type: none"> • Ability to work as part of a team and on your own initiative. • Evidence of adopting a reflective approach to learning through experience • Adaptable and flexible working style. • Demonstrates enthusiasm for learning and 		<ul style="list-style-type: none"> • Application form • Interview with selection panel • Case study exercise & group discussion • Presentation • Qualification and portfolio of

	<p>development for self and others Communicates values and beliefs that underpin person-centred ways of working</p> <ul style="list-style-type: none"> • Demonstrates commitment to the values and ethos of the organisation and an ability to constructively challenges practices that are not aligned with the Belong Values. 		personal development.
Other	<ul style="list-style-type: none"> • Hold a full driving licence and have regular access to the use of a car. 		<ul style="list-style-type: none"> • Application Form • Driving License