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| **JOB DESCRIPTION** | |
| **Job title:** | Clinical Education Administrator |
| **Team/Department:** | Education- Clinical services |
| **Location:** | Main place of work as agreed |
| **Hours of work:** | As agreed, and in accordance with the contract of employment |
| **Job title the post holder will report to:** | Clinical Educator |
| **Job titles reporting to the post holder:** | None applicable |
| **Date the role profile was revised:** | August 2024 |
| **JOB PURPOSE**  The post holder will be responsible for providing administrative support to the Clinical Educators. This will involve organising placements for Clinical and medical students and clinicians in training across IC24 regions. The role includes being the first contact for colleagues or learner queries as well as effectively engaging with educational stakeholders and taking an active part in the building of IC24’s reputation as a learning and high-quality education provider. There will also be administrative support required on managing continuing professional development platforms, and involvement in wider educational activities as required. | |
| **KEY RESPONSIBILITES AND ACCOUNTABILITIES**   * To provide effective management of clinicians in training/student placements including development of student timetables, management of rotas and support for development of clinical supervision. * To support the Clinical educators in development of an effective engagement framework with HEIs and wider educational stakeholders across the IC24 footprint including mapping of current practice and existing relationships. * To provide administrative support and guidance for learners and clinicians interested in mentoring and supervision. * Liaison with the Finance Team to effectively invoice for educational placements to support financial sustainability of the role. * Liaison with Higher Education Institution placement co-ordinators. * To provide administrative support as required supporting audit, evaluation, and monitoring of clinical education. * Provide administrative support as required to develop the IC24 research strategy and projects associated with this. | |
| **COMMUNICATION AND KEY WORKING RELATIONSHIPS**  The post holder must be able to demonstrate excellent communication and interpersonal skills at all times and build and maintain good working relationships with all stakeholders including the following:   * Director of Education * Director of Quality Improvement * Director of Goverance * Clinical Education Leads * Clinical Audit Lead * Medical Director Clinical Performance and Outcomes * Regional Medical Director * Regional Director of Quality * Learning and Experience Manager * Higher Education Institutions * IC24 Colleagues | |
| **ENVIRONMENT**  IC24 is a major not for profit Social Enterprise company currently providing innovative primary care services designed to deliver quality and affordability. IC24 is solutions-focused, providing a comprehensive portfolio of services aimed at improving access and reducing the demand on secondary care services by helping to avoid unnecessary admissions and facilitating early discharge.  Going forward, the company is committed to supporting and enabling better integration between health and social care and more effective alliances between partners from different sectors as essential to delivering seamless services. IC24 has considerable experience of working in complex, demographically challenged environments and the Board is keen for the organisation to be proactive in improving standards of care and patient safety, while delivering value for money too in the health economies it which it operates. Critical to this is building strong professional relationships and alliances with third parties; working with them in a way that maximises the benefits of their involvement. | |
| **HEALTH AND SAFETY**  The post holder will be required to comply with the duties placed on employees of IC24 as set out in the Health and Safety at Work Policy and related procedures. The post holder has a legal obligation to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice.  All Colleagues  You have a duty to take care of your own health and safety and that of others who may be affected by your actions at work. You must cooperate with managers and other colleagues to help everyone meet their legal requirements under health and safety law, and not to interfere with or misuse anything that's been provided for your health, safety, or welfare.  Managers  You must ensure you know and understand your responsibilities as defined in our health & safety policies and associated guidance documents. You must identify and assess any risks to people, property, or the environment and ensure all colleagues you have responsibility for, are aware of all our health and safety policies, understand issues arising from risk assessments, site inspections etc. and deal with any associated concerns. You must ensure that all accidents or incidents involving colleagues within your responsibility, are properly reported, and investigated and that regular inspections are undertaken and recorded to eliminate potential hazards and minimise risks.  Directors  You must ensure that all colleagues and teams within your region and/or department(s), effectively manage health and safety in line with all our health & safety policies and guidance documents. | |
| **EQUALITY AND DIVERSITY**  IC24 has a Diversity and Inclusion Policy to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of disability, marital status, sex, race, colour, nationality, ethnic or national origin, sexual orientation, age, religion or political opinion, whilst attracting talented recruits and retaining experienced employees.  IC24 is committed to promoting equal opportunities and diversity and will keep under review its policies, procedures and practices to ensure that, in addition, all users of its services are treated according to their needs. | |
| **INFORMATION GOVERNANCE**  Information is vitally important for the safe clinical management of patient care and the efficient administration of services and resources, including our workforce. Information Governance is a framework to enable IC24 to handle personal and corporate information appropriately.  It is the responsibility of our entire workforce, regardless of employment status, to ensure they abide by the requirements of Information Governance as set out in the Data Security & Protection Policy. | |
| **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**    IC24 is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All colleagues and volunteers are therefore expected to behave in such a way that supports this commitment. You will be responsible for safeguarding the interests of children and adults who you come into contact during your work. To fulfil these duties, you will be required to attend training and development to recognise the signs and symptoms of abuse or individuals at risk, to follow local and national policy relating to safeguarding practice and to report and act on concerns you may have appropriately. | |
| **DISCLOSURE AND BARRING SERVICE CHECKS**    IC24 will require a DBS check for appropriate roles which is a mandatory requirement and a condition of the employment offer.  All posts are assessed on their eligibility for the post holder to be required to undertake a DBS check. For posts that have been assessed as exempt from the provisions of the Rehabilitation of Offenders Act 1974, IC24 will require the post holder to undertake an enhanced DBS check with barred list checks. For posts that have been assessed as being in a position of trust, IC24 will require the post holder to undertake a basic DBS check.  This post has been assessed as requiring a basic DBS check. | |
| **REHABILITATION OF OFFENDERS ACT 1974**  Some posts have been assessed as being exempt from the provisions of the Rehabilitation of Offenders Act 1974 and in these cases IC24 will require the post holder to disclose all convictions, whether spent or unspent.  This post has been assessed as not being exempt from the provisions of the Rehabilitation of Offenders Act 1974; therefore, the post holder is not required to disclose any spent convictions. | |
| **PERFORMANCE AND DEVELOPMENT REVIEW**  This job description will be used as a basis for conducting an individual Performance and Development Review between the post holder and the manager. | |
| **VARIATIONS**  This job description describes the main purpose and key responsibilities and accountabilities of the post. The post holder may be required to undertake any additional duties or responsibilities as may reasonably be required.  This job description is a guide to the nature and main duties of the post as they currently exist, but it is not intended as a wholly comprehensive or permanent schedule and it is not part of the contract of employment.  To reflect changing needs and priorities, some elements of this post may be subject to change and where required, any appropriate communication or consultation with the post holder will be undertaken prior to making any changes. | |

**PERSON SPECIFICATION**

| **Requirements** | **Essential** | **Desirable** | **How identified** |
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| **Qualifications and training** | Proficient user of all Microsoft IT systems including Outlook, Word, Excel and PowerPoint |  | Application & Interview |
| **Knowledge, Skills and Abilities** | Excellent communication skills both written and verbal with experience of engaging with external stakeholders  Ability to develop spreadsheets in Excel and write high quality letters/documents in Word  Ability to self-manage and work independently showing initiative  Ability to organise own workload and that of others  Ability to prioritise workload and deliver work within tight deadlines | Project management skills | Application & Interview |
| **Experience** | General office and administrative experience | Experience of working in an educational setting  Experience of providing project management support | Application & Interview |
| **General** | Able to be flexible and adaptable and work under pressure  Well organised, able to plan and prioritise workloads effectively, with excellent time management skills  Able to act on own initiative and be an effective problem solver  Self-motivating with tact, persuasiveness and flexibility of mind  Philosophy of continuous improvement  Able to work as a contributing member of a team |  | Application & Interview |