



Job Description

Job Title: Clinical, Training and Support Officer

Contract: Fixed Term, (3 years) Part Time 15 hours on average per week

Flexibility: is required on how these hours are worked.

Location: Enable Ireland will appoint a Part Time Clinical, Training and Support Officer, located in the eastern region covering: Dublin South, Dublin Southwest, North East, Wicklow.

Reporting to: Director of Services or designate

Overall Purpose of the Post: To develop and deliver bespoke and generic training programmes which assure the competence of healthcare professionals and support staff. To provide clinical supervision to nursing staff, co-ordinate national healthcare initiatives such as infection control and vaccination programmes and develop clinical risk management frameworks. To support the development and implementations of clinical compliance standards across all services including HIQA designated centres, home support, children and adult services.

Duties:

Training Programme Planning & Delivery

- Responsible for the planning, organisation, facilitation and implementation of training programmes, such as: Medication Management Training, FEDS, Peg Feeding, MAPA training, Positive Behaviour Supports, and other specified areas driven by the needs of service provision.
- Develop training outlines, session plans, learning objectives, competency statements and assessment tools ensuring compliance with national policy and procedures and regulatory requirements in collaboration with the national Training & Quality Department.
- Plan methodology of training delivery that is appropriate to specific staff groups as well as a multi-disciplinary audience.
- Consult and provide feedback to the national Training & Quality Department on job specific standardised training packs for the roll out and implementation of internal policy and procedures
- Ensure that training programmes meet with, and integrate with, organisational policy and procedures, legal obligations and general duty of care.
- Develop and update course content and associated pre-course teaching materials
- Answer any queries from staff regarding course content and applicant suitability
- Train using a variety of teaching techniques and aids, to meet the training needs of all learners
- Deliver training in a confident and comprehensive manner in line with evidence based practice.
- Keep abreast of developments in legislation and good practice and update training programmes accordingly.
- Provide clinical supervision to nursing staff in line with Enable Ireland policy

- Co-ordinate and assist with clinical risk assessment
- Co-ordinate health care initiatives for staff
- Assist with nurse recruitment.

Key Relationships

- Collaborate with the national T&Q Department to standardise the content and implementation of job specific training programmes and training packs driven by policy development.
- Work collaboratively with the local Director of Services and Service Managers as required in training roll out and development.
- Support Service Managers to ensure that all healthcare professionals and support staff have a level of competence in mandatory and job specific training appropriate to their sphere of work.
- Work with the local Director of Services to schedule training programmes well in advance to allow both the effective use of the facilities and to allow release of staff for planned sessions
- Participate in the national development of training initiatives in collaboration with the National Training & Quality Department
- Provide support to existing trainers, educators and assessors ensuring a co-ordinated and standardised approach to training provision.

Assessment and Evaluation of Training

- Review and evaluate training programmes on a regular basis
- Use all available reporting mechanisms and audit findings to review and improve training programmes in collaboration with the T&Q Department
- Plan and meet the learning needs of participants who require re-training due to errors in the clinical setting or lapse in practice, providing advice and feed back to both the participants and their managers as appropriate
- Assess participants on their ability to perform clinical skills in a service/clinical environment in line with Enable Ireland National Policy and Procedures
- Give constructive feedback to participants on their performance during practice and assessment
- Provide advice and information to both the participants and their managers about the procedures to follow when the participant is unsuccessful, or if further specific training needs are identified at time of assessment
- Organise re-training or referral to relevant clinical education staff where participants have not achieved competence

Flexibility and Performance

- Engage in performance review processes including personal development planning as appropriate.
- Manage own time and workload in line with training priorities and contribute to the management of training rotas.
- Show reasonable flexibility in relation to working hours to meet the needs of training demands. Work during unsocial hours maybe required.

This description is not restrictive and the post holder may be required to carry out other duties as requested by the line manager.

Terms & Conditions:

Responsible to:	Director of Services or Designate
Probation:	A probationary period of six months applies to this post.
Salary:	The current salary for this post is €48,089 to €56,852 pro rata per annum.
Annual leave:	Annual leave entitlement is 33 days pro rata per annum and proportionately less for less than 12 months service.
Pension Scheme:	Enable Ireland operates a contributory pension scheme, which all members of employees may join on earlier of 1 st July or 1 st January following start date.
Medical:	The successful candidate will be required to undergo a medical assessment.
Garda Clearance/ Police Clearance:	These will be required for all prospective employees who will undertake relevant work or activities relating to children or vulnerable persons.
Sick Pay: (If applicable)	<p>All periods of sickness exceeding two days must be medically certified. Weekly medical certificates are required thereafter. The Company reserves the right to have you examined by its own Doctor after 3 months continuous sick leave. Upon completion of 9 months, continuous service with the Company sick pay will be as follows:</p> <p>Full pay less social welfare for the first 13 weeks of sickness in any 12 month rolling period and half pay less social welfare for a further (13) weeks of sickness absence in the same 12 month rolling period</p>