Step Guide
Practice Education Facilitator Entry Level Profile (Band 6)

This step guide will help you to understand and use the national profile identified in the RCN "KNOW YOUR WORTH: re-banding the nursing workforce within the NHS" guidance document. This guidance provides detailed information about the various stages to get through a job evaluation review, where you can substitute the step guide below at pages 13-14 of that document. The step guide works through each factor systematically to identify where there may be gaps in your current job information to match it to the profile. As profiles can have multiple options per factor, the guide will focus on the highest option.

You will need to identify the level your job has reached for each of the 16 factors using this guide, so will therefore need a copy of your existing Matched Job Report (MJR) which details how your post was originally assessed. Understanding the original assessment is an important piece of the jigsaw, it will help you understand what gaps in information there may be and help you focus on these areas to update the job information.

The profile can be found on the NHS Employers website in the Nursing and midwifery family, Nursing and midwifery generic sub-family.

First step is to check that the job statement at the top of the profile does align to your job, it doesn't need to be exact just a good fit. The statement for the Practice Education Facilitator Entry Level profile is:

1. Assesses quality of the clinical and other practice learning environments and proposes interventions for improvement
2. Facilitates the development of clinical practice mentors/educators; provides supervision and support structures.
3. Provides on-site support and continuous professional development activities for staff and practice mentors/educators.
4. Develops and maintains links with HEI to support mentor and practice education

As you answer the standard question for each factor, you start to build a list of where your current job information would require strengthening to meet the national profile. Your application will be stronger when you have more examples of where your knowledge, responsibilities and skill meet the standard required in each factor. Every factor counts, and it is your responsibility to represent your role accurately.

Where you answer:

- **"yes"** your job information may already be sufficient to match the required level. You can, and should, strengthen this description if it does not accurately represent your role.
- **"no"** your job information may need strengthening in this area, then provides prompts to think about how your job information could be improved.

Factor 1 – Communications and relationships skills
Does your MJR score level 4 or above?
Think about: The type of communication which are sensitive and/or complex with students such as practice related education and discussing student progress and personal feedback.

DRAFT

Factor 2 – Knowledge, training and experience
Does your MJR score level 6 or above?
Think about: How you would explain to a newly qualified nurse what additional training, qualifications, competencies or experience they need to become fully competent in the role. For example, this may be through competency pathways such as a structured preceptorship; attainment of a Qualification in Specialism (QIS); a programme of short course alongside practical experience to consolidate the knowledge; or further training/experience in mentorship or education development.

Factor 3 – Analytical and judgemental skills
Does your MJR score level 4 or above?
Think about: The types of judgements you make when assessing the content and quality of education, which can include benchmarking against other courses. Also consider your involvement and decision making in the assessment of competence and fitness to practice of others.

Factor 4 – Planning and organisational skills
Does your MJR score level 3 or above?
Think about: The type, breadth and complexity of education programmes you develop and deliver. This may be confined to a local ward/department or could be collaborative working with HEI's.

Factor 5 – Physical skills
Does your MJR score level 3 or above?
Think about: The specialist nursing skills which require a degree of precision, such as those required for administering IV injections.

Factor 6 – Responsibility for patient/client care
Does your MJR score level 5 or above?
Think about: The type of education you develop that supports or enhances clinical practice, or where you provide clinical advice and guidance to colleagues or patients.

Factor 7 – Responsibility for policy/service development
Does your MJR score level 3 or above?
Think about: How you get involved in the development of local policies or protocols and whether you have any responsibility for their implementation, for example ensuring junior staff and students are aware of and adhere to them. Also consider the areas affected by these policies, is it confined to your local ward/department or does it impact wider across several services or the whole organisation.

Factor 8 – Responsibility for financial & physical resources
Does your MJR score level 1 or above?
Think about: Whether your role has any responsibility for financial resources.

Factor 9 – Responsibility for human resources
Does your MJR score level 4 or above?
Think about: The types of clinical learning opportunities/programmes you develop and/or the support that you put in place for students/mentors.

Factor 10 – Responsibility for information resources
Does your MJR score level 1 or above?
Think about: The types of information you deal with and whether this is information you have gathered/generated, such as maintaining student registers and assessments.

DRAFT

Factor 11 – Responsibility for research and development Does your MJR score level 2 or above? Think about: The level of your involvement within research projects and/or audits, and the proportion of your time dedicated to it.
Factor 12 – Freedom to Act Does your MJR score level 4 or above? Think about: The level of autonomy you have in the development and delivery of education courses/programmes, and whether you are required to interpret local or national policies/guidelines for appropriate content. Also consider whether you would you be seen as a specialist in the field by those attending the sessions you deliver.
Factor 13 – Physical Effort Does your MJR score level 2 or above? Think about: The level of physical effort required for the role, for example whether you assist/manoeuvre patients or move equipment, and how often this occurs.
Factor 14 – Mental effort Does your MJR score level 2 or above? Think about: The type and frequency of concentration required for the role, and whether you are exposed to any interruptions which require a change in task
Factor 15 – Emotional effort Does your MJR score level 2 or above? Think about: The types of emotional situations you are exposed to, such as providing pastoral support for students or providing feedback on performance, and the frequency these occur.
Factor 16 – Working conditions Does your MJR score level 2 or above? Think about: The environment that you work within and whether you are exposed to any unpleasant conditions, and the frequency these occur.

DRAFT