# JOB DESCRIPTION

BCYP Specialist
Clinical Practice Facilitator

---

**DATE:** November 2026

**AUTHOR:** Sian Winchester
People Operations Manager

**TOTAL NUMBER OF PAGES:** 7

# HAVENS HOSPICES

**CONTROLS ASSURANCE STATEMENT**

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is identified and lines of accountability made clear.

**POST TITLE:** BCYP Specialist Clinical Practice Facilitator

**ACCOUNTABLE TO:** Medical Director and Director or Care

**RESPONSIBLE TO:** Organisational Learning and Clinical Education Lead

**LOCATION**: Across Sites

**Our Purpose**

Making every day count with expert, compassionate hospice care - for today's families and tomorrow's future.

**Our Values:**

Lead with Compassion
Connect with our Community
Value Everyone
Build Trust
Drive Progress

**MAIN PURPOSE OF JOB - SUMMARY**

The post holder will be a Registered Paediatric Nurse with significant palliative care experience in children's services who will work collaboratively across the organisation to develop and facilitate education, training, and professional development for staff. They will work clinically in the area related to their branch of nursing but will be expected to provide support with learning initiatives across the organisation.

**KEY DUTIES AND RESPONSIBILITIES**

**MAIN DUTIES**

1. Create and promote a learning culture in BCYP and across the charity.
2. Identify and facilitate specialist BCYP training relevant to staff group roles and across the organisation.
3. Responsible for developing and planning a systems-based approach to education, training & development programmes, some of which may be delivered to external candidates.
4. Communicates educational and practice information and undertakes presentations on clinical education to large groups across the organisation.
5. Ensure there is a robust system in place for Haven's care staff to meet mandatory training requirements.
6. Support staff to deliver and assess clinical skills and knowledge, using a structured approach to assessment and feedback
7. Provides best practice advice in a clinical setting for staff in relation to clinical practice and governance
8. Undertakes practice education audits in conjunction with partner universities and practice area staff,
9. Supports mentors/staff in decisions relating to student placement, competency and fitness for practice and liaises with higher institutions of education about student nurse placements and be a key point of contact.
10. Use educational audit tools to assist in developing effective educational programs
11. Promote and practice evidence-based care
12. Ensure workforce are clinically competent and have the resources to deliver evidence-based care
13. Specialist duties for BCYP including safeguarding
    a. Ensure that all BCYP clinical education, practice development and policies align with the national standards and frameworks set out by *Together for Short Lives*, supporting high-quality palliative and end-of-life care for babies, children and young people.
    b. Embed the principles and recommendations from *RCN (2025) – Caring for Children* into workforce training, clinical supervision and service development to ensure safe, child-centred and age-appropriate care.
    c. Incorporate all relevant *NICE Guidelines* into BCYP clinical competencies, education packages and clinical pathways, ensuring practice is aligned with up-to-date national evidence and regulatory requirements.
    d. Lead on the interpretation and practical application of specialist BCYP clinical frameworks (TfSL, RCN, NICE), translating national guidance into accessible education, policy updates and audit tools for staff.
    e. Monitor compliance with national BCYP standards and use findings to inform quality improvement, clinical governance activities and workforce development planning.
    f. Ensure that all managers in less patient facing roles have the opportunity to remain upskilled to increase resilience in the team.
    g. Promote and uphold safeguarding responsibilities for babies, children and young people, ensuring concerns are identified, escalated and managed in line with statutory guidance and organisational policy.
    h. Embed safeguarding practice and learning into BCYP clinical education, competencies, and staff supervision.
    i. Work collaboratively with the Designated Safeguarding Leads to support safe, effective safeguarding governance and audit.
14. Ensure all new staff have a structured induction and orientation programme
15. Provide mentorship and clinical supervision to nursing and care staff within the organisation
16. Undertake regular training needs analysis.

17. Contribute to staff development and appraisal in line with Hospice policy
18. Responsible for writing clinical policies and procedures and clinical competencies and helping with implementation.
19. Implement nursing research and developments in palliative and end of life care to contribute to the development of the service.
20. Represent HH on education, training and development at external meetings as directed
21. Participate in research and development
22. Actively participate in clinical audit and action planning to improve and maintain standards of care.
23. Establish and maintain effective working relations with all members of the multidisciplinary team
24. Foster a culture that supports learning from adverse or untoward events and provide training and support
25. Lead on developments in clinical practice
26. Work clinical shifts, provide care to patients, demonstrating clinical expertise and credibility in practice.
27. Maintain accurate and timely documentation that reflects care and education provided.
28. Maintain and develop own clinical skills and knowledge to enable a skilled workforce.
29. Participate in the quality improvement agenda
30. Implement and monitor outcomes of clinical and educational audit
31. Support mentors in assessing students' fitness to practice and support them to provide feedback in performance

**GENERAL**

1. The post holder is required to uphold the Charity's purpose and values and demonstrate the expected behaviours in all aspects of their role.
2. The post holder must acquire and maintain an up-to-date working knowledge of all Charity Strategies, Policies & Procedures.
3. The post holder will ensure Health & Safety regulations are adhered to.
4. The post holder will assist in ensuring the economical use and ordering of materials and equipment, maintaining an awareness of the need for good housekeeping, and helping to ensure expenditure is within budgetary limits.
5. The post holder will maintain strict confidentiality within the Hospice and ensure that all staff and volunteers under their management adhere to the Charity's confidentiality guidelines.
6. The post holder will undertake any other duties which are consistent and relevant to the post.
7. The post holder will liaise with other services to ensure continuity of care, and to improve palliative care for patients in the community.
8. This job description is not an exhaustive list of duties and responsibilities. The post holder will be expected to undertake other duties temporarily or on a continued basis, as may be reasonably required, commensurate with the grade associated with this post.
9. You must be sympathetic to and able to project the philosophy and concept of the Charity.
10. You will potentially have access to confidential data on staff and/or patients and/or services within the Hospice. Failure to maintain confidentiality and comply with the Data Protection Act 2018 and UK GDPR principles may lead to disciplinary action which could ultimately lead to dismissal.
11. You will be expected to produce work to a high standard and to always promote quality in all areas.
12. The managerial and clinical philosophy of the Charity is based on a multidisciplinary approach. Staff regardless of grade or discipline are required to participate in this concept.
13. You will be expected to keep yourself updated on all matters relating to Charity policies. You are responsible for familiarising yourself with matters relating to Health & Safety management as they affect you personally, your department and/or the Charity.
14. You will be expected to participate in regular 121/supervision meetings, and annual appraisals, for yourself and/or the staff you manage.

15. The post holder will be expected to abide by all legal requirements required for this post, including adhering to any relevant Codes of Conduct and principals, and being registered with any governing body required to legally practice.
16. Work to achieve our values in respect of health and safety, inclusion, and the safeguarding of our people. Taking personal responsibility to comply with the principals/requirements.

**SMOKING POLICY**

Havens Hospices is committed to a policy which actively discourages smoking and adheres to current legislation while allowing for patient choice. Please refer to the Charity's Smoking Policy.

## EQUAL OPPORTUNITIES

Havens Hospices operates an Equality, Diversity and Inclusion Policy and expects staff to have a commitment to these in relation to employment and service delivery. Staff are expected to take personal responsibility for these principals and requirements.

Havens Hospices promotes diversity through achieving genuine equality of opportunity. The organisation aims to recognise and value differences between individuals, such as age, disability, sex/ gender, race, religion or belief, marital status or civil partnership, gender reassignment, pregnancy / maternity and sexual orientation. Only by embracing people with different backgrounds can we fulfil our Vision and Mission.

Havens Hospices is committed to defining each person's responsibilities in support of this policy, ensuring that our policies and procedures are fair and equitable; raising awareness of the needs of traditionally disadvantaged groups; and eliminating discrimination, bullying and harassment within the Charity by making unlawful discrimination a disciplinary offence. This policy applies to recruitment, selection and vacancy advertising.

## EQUITY & SAFEGUARDING STATEMENT

Havens Hospices is committed to Safe Care, Safeguarding, promoting welfare and fostering a community of belonging; encompassing equity, diversity and inclusion where opportunity is created for people to reach their full potential.

Havens Hospices is dedicated to its duty to prevent and mitigate risk of harm, abuse, discrimination, harassment and bullying of all babies, children, young people and adults that have connection with our services, as well as for all our employees and volunteers.

We will be dedicated to promoting a culture of listening to and seeking the views of those we care for, as well as considering those views in individual decisions and the establishment or development of services.
The Charity expects all employees and post holders to share this commitment. Our approach is laid out in our Safeguarding Adults, Safeguarding Babies, Children and Young People and Equity, Diversity, and Inclusion Policies and everything we do is guided by this.

Therefore, this document should be read in conjunction with our Safeguarding & EDI policies as well as the employee code of conduct, and any reporting and referring processes followed robustly.

**CHANGES TO THIS JOB DESCRIPTION**

You have the responsibility to discuss any job changes with your Line Manager at the time the change occurs and agree any permanent substantial change.

**SIGNATURE:** (Employee) _____ **DATE:** _____

**SIGNATURE:** (Line Manager) _____ **DATE:** _____

**HAVENS HOSPICES**
**PERSON SPECIFICATION**
BYCP Specialist - Clinical Practice Facilitator

| REQUIREMENTS | ESSENTIAL | DESIRABLE |
|---|---|---|
| **Qualifications** | • Registered Paediatric Nurse<br>• Paediatric Palliative Care experience<br>• Current registration with the NMC<br>• First level Degree in Nursing or equivalent experience<br>• Post registration education to Post Graduate Diploma level or equivalent<br>• Post Registration Teaching Qualification i.e teaching & assessment in clinical practice, Mentorship in Practice, or equivalent. | • PGCE practice education |
| **General Experience** | • Proven teaching and assessing skills in a clinical practice<br>• Extensive experience in clinical practice<br>• Evidence of applying current research to practice | • Experience of working in the charity sector. |
| **Job Related Skills** | • An understanding of confidentiality and data protection issues<br>• Excellent written and verbal communication skills<br>• Ability to use Microsoft Office (including Word, Excel, PowerPoint, Outlook, Teams), databases, other relevant software and systems, and the internet to an intermediate level<br>• Ability to update and maintain records, databases, and other systems accurately and efficiently.<br>• Able to synthesise and analyse a range of clinical evidence in order to inform practice development.<br>• Demonstrate the ability to compile complex written information.<br>• Able to manipulate a range of clinical equipment to deliver patient care where there are narrow margins for error. | |

| REQUIREMENTS | ESSENTIAL | DESIRABLE |
|---|---|---|
| **Personal Skills** | • Ability to prioritise and plan own workload to meet deadlines.<br>• Ability to be proactive, use initiative, and resolve problems to ensure service delivery.<br>• Ability to build and maintain good working relationships with stakeholders and manage expectations around what can be delivered within clear professional boundaries.<br>• Meticulous in terms of attention to detail, able to deliver with speed whilst working within tight timescales and under pressure.<br>• Ability to manage competing demands whilst maintaining resilience and a positive outlook in challenging circumstances to deliver calm, measured, and professional service. | • Driven by charitable mission |
| **Other Requirements** | • Willing to undertake courses appropriate to personal development within role.<br>• Willing to commit to industry professional standards, codes of practice and legislation.<br>• Empathy with the Charity's mission, vision, and values.<br>• Committed to safeguarding and promoting the welfare of children, young people, and adults at risk.<br>• Committed to equal opportunities and inclusion.<br>• Understanding and commitment to safeguarding principals & requirements. | |