

*I work 3 days a week supporting the education and training of our AHPs across SCFT. My focus is mainly on the unregistered staff and supporting the clinical skills facilitators who run training programmes and work to support competency development in our support workforce. I am also part of the Professional Leads Team and have some responsibilities to look at helping to address the workforce and development needs across all AHPs. There is no typical day (which is great!) but hopefully this gives you a little flavour into the range of activities in this really rewarding role!*

**Team Meeting with the Clinical Skills Facilitators**

* Team Wellbeing focus (20 mins)
* Reviewing, evaluating, improving and planning for our training programmes and competency clinics. Review data /feedback from services and arising needs.
* Team Training: anything from course feedback, service improvement initiatives, leadership training

**1:1 Supervision session with a clinical skills facilitator.** To support their wellbeing, discuss anything they wish to share, celebrate, are concerned about and identify their development needs and any learning opportunities. We agree any action points for us both and book in our next meeting date.

**Review and action emails** which could be about anything! Planning and organising meetings, questions regarding supporting our workforce, discussion with colleagues re joint projects, recruitment, sharing best practice, staff management, trust wide updates.

**Attend meeting virtually or face to face.** These can vary from anything from individual 1:1 meetings with colleagues re project work, attending local services meetings to support staff development, trust wide working groups about workforce and practice development, AHP professional leads meetings to system wide/ regional meetings with external stakeholders to work together on implementing national and regional changes and improvements. Some of these I might chair but either way we normally all come away with action points to work on before the next meeting. Individually they meet on average once every couple of months but average out to about 1 meeting a day.

**Project work.** This can range from reviewing, improving or designing documents to support staff eg Supervision processes and CPD guidelines, to preparing for team meetings, writing up Quality Improvement outcomes, preparing for training sessions (currently working on a leadership programme for Band 7 staff) or working with our team admin to review our database and ensure accurate data reporting.

**09.00.40**

**10.00.40**

**11.00.40**

**12.00.40**

**13.00.40**

**16.00.40**

**15.00.40**

**14.00.40**