

**Job Description**

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| **Job Title** | QQI Level 5 Healthcare Traineeship Tutor |
| **Reporting To** | Manager, Healthcare Programme, Training Services Manager, FET Director, Chief Executive |
| **Function of Job** | Deliver Level 5 Healthcare curriculum to the prescribed standard and in accordance with the relevant syllabus.  |
| **Location** | Cavan Institute, Cathedral Road, Cavan, Co. Cavan |
| **contract** | Fixed-term, MINIMUM 6-Month Contract – Maternity Leave Replacement |
| **Required Qualifications, Skills and Experience** |
| **Candidates should:** | * Hold a minimum Level 7 qualification in Nursing or other allied professions e.g., Occupational Therapy, Speech and Language Therapy, Physiotherapy)
* A pedagogy qualification (e.g., Train the Trainer or equivalent.)
* Have experience in working with people in a Homecare / Residential care setting
* Hold a Full Drivers Licence with access to own transport
* Be willing to travel to meet workplace mentors
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| **Duties and Responsibilities** |
| * Tutor the Trainees in modules comprising **QQI Level 5 Healthcare Support** **(5M4339)** including,
* Care of the Older Person, Palliative Care Support, Rehabilitation Support, Safety and Health at Work, Care Skills, Career Planning, Person Centred Focus to Disability, Activities of Living Patient Care, Infection Prevention and Control, Work Practice, Personal Effectiveness, Care support, Understanding Mental Health
* Identify any learning support needs of the Trainees and provide support where required.
* Prepare lesson plans, course notes, overheads and handouts as appropriate.
* Develop suitable assessment instruments.
* Fully brief and provide information to the Trainees on the assessment process.
* Schedule, conduct, correct and mark assessments/tests in accordance with the relevant assessment programme and carry out associated administrative tasks.
* Provide appropriate additional instruction and schedule, conduct, correct and mark repeat assessments programme and carry out administrative tasks.
* Maintain prescribed course records
* Supervise Trainees and ensure that correct methods, quality standards and safety procedures are observed
* Supervise Trainees in respect of their timekeeping, attendance, behaviour and application and record daily Trainee attendances.
* Prepare and issue progress reports to the employer in respect of each Trainee
* Plan and ensure the timely delivery of all course materials
* Raise “Requests for Purchase” for the supply of course materials and non-capital items and equipment
* Use new technology, as appropriate, to assist in delivering and administering training
* Provide work-based mentor support and guidance
* Visit Trainees in the workplace and work in co-operation with workplace mentors
* Attend Healthcare Programme Governance meetings as may be required
* **Any other duties which may be specified, from time to time**
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