
JOB DESCRIPTION

Job Details

Job Title: Clinical Skills Tutor

Division: Undergraduate Medical Education

Base: MFT Wythenshawe

Hours: 11 per week – flexibility of working pattern required

Band: 7

Job Purpose

The post holder will be a member of the Clinical Skills Tutors who provide teaching and assessment in clinical, examination and communication skills to undergraduate medical students based within the Trust and other students and staff as required. Occasionally the role may involve teaching our students at associated hospitals in Stockport, Macclesfield and Crewe.

The post holder will have specific responsibility for the planning, organisation and delivery of the Early Clinical Experience (ECE) component, at Wythenshawe Hospital, for 1st and 2nd year medical students at The University of Manchester Medical School.

The purpose of the role is to assist in ensuring: -

- Medical students are 'fit for practice' and 'fit for purpose'.
 - Medical education supports the Trust's objective of patient safety
 - Students feel adequately prepared for working in the clinical environment
 - Medical students are taught the necessary clinical skills in accordance with the Programme Specification. This involves liaising with associated hospital skills teams and The University of Manchester Medical School
 - Students are supported in the clinical area by the skills team
 - Assist with other training as required such as communication skills, simulation sessions and manual handling
 - Clinical examinations (OSCE's) run smoothly and have full skills support.
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The role will involve planning and direct tuition of students studying on the Manchester University MBChB programme as well as assessment. The post holder will assist with the local arrangements for the organisation of the clinical exams and act as examiner or assessor of medical students as the need arises. They will also have responsibility for providing additional skills support and exam tuition for students who have failed previous assessments or who are known to be having difficulties.

Main Duties and Responsibilities

Communications

- Provide specialist advice to effectively communicate with a wide range of people in a manner consistent with their level of understanding, culture and background to explore complex issues and to make complex decisions
- Deliver complex clinical skills teaching to medical students in training within the skills unit and, as required, in clinical areas of the Trust
- Contribute to the development of an environment which challenges and questions practice and promotes the quality of thinking amongst practitioners
- Use a range of skills to adapt the delivery of information through changing the environment, methods of communication or delivery of content using persuasive, reassuring skills as required e.g. breaking bad news/special needs/dealing with anxious students
- Influence and prioritise the development of knowledge, ideas and work practice in self and others
- Encourage others to seek advice and solutions to problems
- Establish and make links with other educational providers, and clinical departments within the Trust, to maximise learning
- Identify and manage challenging behaviours
- Develop links with clinical skills staff in associated teaching hospitals and other sectors/Trusts to promote free exchange of information and good practice relating to the clinical skills teaching programme and monitor quality.
- Work with colleagues to develop multi-professional and inter-professional learning.

Analytical and Judgemental Skills

- Influence care delivery in the teaching of medical students, incorporating current practice, evidence base, future trends and developments in care, timeliness of interventions and their related risks
- Utilise specialist knowledge and advice, to enable medical students to develop their competence in using different interventions with patients
- Keep skills and knowledge up to date by working within the clinical area, as appropriate.
- Provide skills assessments for medical students as required, giving immediate feedback in order or them to improve on performance
- Undertake evaluation of all aspects of skills teaching and offer constructive views on how the teaching programme should develop in the future

Planning and organising

- Explore, organise, monitor and evaluate the provision of additional learning opportunities for students requiring extra help in learning clinical skills.
- Participate in specialist education and training programmes and conferences relating to skills training
- Responsible for supervision and professional updating/clinical supervision of learners
- Participate in own development review process
- Participate in feedback on the medical student's progress
- Identify, report and address poor performance issues amongst learners
- Ensure that medical students assimilate their learning in healthcare environments including the development of, and recording of, their professional behaviour.
- Be an integral part of the Skills team to ensure effective and progressive delivery of teaching programme
- To ensure the implementation of undergraduate educational developments are effective, streamlined and efficient.
- To ensure new learning opportunities and resources are integrated into educational delivery as required.

- Deliver complex clinical and communication skills teaching within the Clinical Skills Unit and in clinical areas of the Trust, The University of Manchester and associated hospitals as required.
- Contribute to the development of an environment which challenges and questions practice and promotes the quality of thinking amongst practitioners
- Support and assist with the local arrangements for all aspects of the undergraduate clinical exams (OSCEs) and act as examiner at clinical exams when need arises.
- To lead on the Early Clinical Experience (ECE) component of the MBCHB at Wythenshawe Hospital. This includes the planning, management, delivery, evaluation and development of it's curriculum.
- To liaise with clinical specialists, departments and wards throughout the Trust to plan and deliver various aspects of the ECE programme.
- To liaise with Manchester Medical School and ECE tutors at other hospitals for the planning, delivery and evaluation of the ECE programme.
- To be flexible within working patterns to ensure delivery of ECE teaching.
- To teach and examine (OSCEs) on the relevant components of the programme for the 1st and 2nd years of the MBCHB in Manchester Medical School.
- Assist in the delivery of additional skills teaching in association with the Simulation Manager
- Explore, organise, monitor and evaluate the provision of additional learning opportunities for students requiring extra help in learning clinical skills
- To ensure the delivery of the medical course and to organise skills teaching, workshops for medical students as appropriate, ensuring relevant resources and lecturers/teachers are available.

Responsibility for Policy and Service Development and Implementation

- Utilise Trusts Policies, Procedures and Guidelines actively contributing to their development
- Adhere to the Nursing & Midwifery Council (NMC) Code of Conduct and associated guidelines
- Maintain professional registration
- Maintain appropriate records, adhering to NMC & Trust guidelines on record keeping
- Adhere to Trust and Departmental Health & Safety Policies, using any equipment & PPE provided to ensure safety i.e. wearing of aprons and gloves when dealing with certain fluids
- Follow manual handling guidelines and principles, utilising all aids and attending yearly updates when dealing with patients and stores as required.
- Contribute to the development of a learning organisation alerting managers to resource issues which may affect this
- Participate in Trust and Faculty staff development programmes (Teaching Trainers/Examiners Training).
- Make effective use of appropriate learning opportunities for themselves and others and apply learning to practice and any future developments
- Undertake annual mandatory training updates and other relevant courses in line with Trust and local policies
- To participate as a Manual Handling trainer for the medical students, in adherence with Trust and external policies and protocols.
- To undertake Manual Handling training with qualified medical staff when Undergraduate commitments permit.
- To ensure Manual Handling records are kept up to date on the Trust database.

Responsibilities for Human Resource and Leadership

- Act as a role model providing mentorship and/or clinical supervision to other staff/learners/skills network groups, supporting them in applying theory to practice
- To effectively manage, motivate and develop Clinical Skills Assistant.
- To maintain focus and commitment to achieving a high standard of educational delivery always.
- To work flexible hours/days, and extra if necessary, to ensure delivery of the ECE programme and cover within the clinical skills team.
- To support the review of workload and staffing levels ensuring appropriate teaching cover is maintained.
- Manage the recruitment and selection of the clinical skills assistant ensuring all recruitment and selection processes are in line with Trust policies and practices.
- Responsible for cover arrangements for the clinical skills assistant, keeping within available resources.
- To undertake staff personal development reviews (appraisal) in line with Trust policy, for clinical skills assistant.
- To train clinical skills assistant in the preparation and maintenance of teaching resources and manikins.
- Monitor the performance of the clinical skills assistant, ensuring that individual training and development needs are identified and provide clinical skills assistant with access to appropriate training and development.
- Responsible for monitoring performance of clinical skills assistant and early discussion stage of disciplinary matters.
- Maintain and control sickness absence of clinical skills assistant in accordance with Trust policy and procedures.
- Ensure all clinical assistant's mandatory training is completed along with appropriate compliance within Trust policies and procedures.
- Identify any problems with resource use and availability, make recommendations for corrective action which are consistent with team objectives and organisational policies
- Maintain own professional development through participation in personal objective setting and development review, including the creation of a personal development plan.
- Take every reasonable opportunity to maintain and improve personal professional knowledge, competence and skills, including working within the clinical environment.

Supplementary Information

Freedom to Act

- Accountable for own actions
- Self-directed and works independently
- Responsibility for interpreting and establishing policy
- Contributes to the development of policy and strategy
- Guided by Trust protocols and codes of conduct

Responsibility for Financial and Physical Resources

- To be responsible for the maintenance, upkeep and availability of manikins used for teaching.
- Ensure procedures are in place to procure, maintain and replace equipment and that robust stock control mechanisms are in place

- Manage and be responsible for use of resources in a cost-effective way
- Demonstrate effective use of resources
- Identify any problems with resource use and availability and make recommendations for corrective action consistent with team objectives and organisational policies

Effort and Environmental Factors

Physical Effort

- Mix of sitting at workstation, walking and standing activity
- Requirement to set up equipment for teaching on a frequent basis
- A mix of office, education and patient environments
- Will be required to travel between organisations as appropriate to work

Mental Effort

- Concentration required for reading, analysis and interpretation of significant national and regulatory publications. However there will be frequent interruptions
- Workflow will have peaks requiring immediate action

Emotional Effort

- . Dealing with issues brought by students or tutors such as complaints or difficult situations

Working Conditions

- A mix of office, education and patient environments

General & Corporate Duties

Risk Management

It is a standard element of the role, and responsibility of all staff of the Trust, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Records Management/ Data Protection

As an employee of the Trust, you have a legal responsibility for all records (including patient health, financial, personal and administrative) that you gather or use as part of your work with the Trust. The records may be paper, electronic, microfiche, audio or videotapes, or x-ray images. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

Confidentiality and Information Security

As a Trust employee you are required to uphold the confidentiality of all records held by the Trust, whether patient records or trust information. This duty lasts indefinitely and will continue after you leave the trust employment. All employees must maintain confidentiality and abide by the Data Protection Act.

Data Quality

All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on the Trust's computerised systems or manual records (paper records) and must ensure that such data is entered accurately to NHS data standards, in a timely manner to ensure high standards of data quality in accordance with the Trust Data Quality and Clinical Record Keeping Policies.

To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act 1998, Caldicott recommendations and other relevant legislation and guidance are applicable and should be adhered to.

Health and Safety

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust's undertakings.

Infection Prevention

As member of a clinical team your personal contribution to reducing healthcare associated infections (HCAIs) require you to be familiar with the Trust's Infection Control Manual including the Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps. You must be aware of your role in the decontamination of patient shared equipment and are required to attend mandatory training in Infection Prevention & Control and support the Trust in achieving compliance with the Health Act 2006(all measures known to be effective in reducing Health Care Acquired Infections).

Trust Policies

The Trust operates a range of policies, e.g. Human Resources, Clinical Practice (available on the Trust's intranet). All Trust employees must observe and adhere to the provisions outlined in these policies.

Equal Opportunities

The Trust provides a range of services and employment opportunities for a diverse population. As a Trust employee you are expected to treat all patients/customers and work colleagues with dignity and respect irrespective of their background.

Safeguarding

All staff have a responsibility to promote the welfare of any child, young person or vulnerable adult they meet and in cases where there are safeguarding concerns, to act upon them and protect the individual from harm.

All staff should refer any safeguarding issues to their manager and speculate accordingly in line with the Trust Child and Adult Safeguarding Policies

Person Specification

Attributes	Essential	Desirable	Method of Assessment
Education/Qualifications	<p>First Degree in nursing/healthcare or an equivalent portfolio of evidence</p> <p>Current professional registration</p>	<p>Post basic qualification in the specialty</p> <p>Post Graduate Certificate in Education, PGCE/ 730 Certificate</p> <p>ENB 998 or equivalent teaching</p>	

		qualification	
Experience	<p>Well-developed organisational skills.</p> <p>Experience of, and proficiency in, a wide range of clinical and communication skills.</p> <p>5 years post registration experience.</p> <p>Evidence of professional/ clinical knowledge in area, supplemented by specialist clinical training and CPD.</p> <p>Experience of handling sensitive information</p> <p>Experience of teaching in a healthcare setting</p> <p>Evidence of good organisational and planning skills</p> <p>Evidence of involvement in teaching and mentoring Learners</p> <p>Management experience</p>	<p>Experience of assessing performance</p> <p>Experience of working in a skills unit</p> <p>Experience of working with mannequins</p> <p>Experience of delivering resuscitation training</p> <p>Experience of teaching communication skills</p>	
Skills	<p>Effective communicator able to communicate complex information</p> <p>Demonstrates specialist expertise underpinned by theory - acquired through CPD</p> <p>Enthusiasm for teaching and motivating learners</p> <p>Competent in the use of IT and computer literate</p>		

	<p>Good analytical skills</p> <p>Excellent listening and empathic skills</p> <p>Ability to work on own initiative and work well within a team</p> <p>Approachable/open style</p>		
Aptitudes	<p>Ability to be flexible to meet the needs of learners</p> <p>Willing to travel to other sector hospitals and meetings at Medical School</p>		

Post Holder's name/s:

Post Holders' Signature/s:Date:

Manager's Name:

Manager's Signature:Date: