
JOB DESCRIPTION

Job Details

Job Title: Clinical Skills Tutor

Division: Clinical Dean

Base: Wythenshawe Hospital

Hours: 15 worked over 2 flexible days

Band: 6

Job Purpose

The post holder will be a member of the team of 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 also be required, with colleagues, to contribute to achieving the Academy strategic objectives with particular reference to inter-professional learning and income generation.

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

1. Medical students are 'fit for practice' and 'fit for purpose'.
 2. Medical education supports the Trust's objective of patient safety
 3. Students feel adequately prepared for working in the clinical environment
 4. Students are taught the necessary clinical skills in accordance with the Programme Specification. This involves liaising with associated hospital skills teams and Manchester Medical School
 5. Students are supported in the clinical area by the skills team
 6. Assist with other training as required such as communication skills, simulation sessions and manual handling
 7. 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

Clinical and Professional

- 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.
- 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.

Management and Service Delivery

- Provide skills assessments for medical students as required, giving immediate feedback in order or them to improve on performance
- 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.
- Take part in the Early Clinical Experience components and relevant clinical examinations (OSCEs), liaising with the Manchester Medical School as appropriate, and acting as an examiner as required.
- 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.
- In conjunction with the other clinical skills tutors, contribute to the general running of the clinical skills unit, including attention to health and safety requirements, welfare of visitors including patients and maintenance of training equipment.
- Undertake evaluation of all aspects of skills teaching and offer constructive views on how the teaching programme should develop in the future
- 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.
- Ensure accurate and comprehensive training records are kept.
- Work with colleagues to develop multi-professional and inter-professional learning.
- Work with the Clinical Skills Lead to ensure delivery of the Programme Specification.

Communication

- 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 to maximise learning
- Identify and manage challenging behaviours

Personal Development

- 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.
- 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
- 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
- Contribute to the development of a learning organisation alerting managers to resource issues which may affect this

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 the development review process for themselves
- 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.
- Work effectively within the small Skills team to ensure delivery of teaching programme

Financial and Physical Resources

- Ensure that procedures are in place to procure, maintain and replace equipment and that robust stock control mechanisms are in place
- Manage and be accountable for use of resources in a cost effective way
- Demonstrate effective use of resources within the skills teaching areas of the Trust
- In conjunction with the other clinical skills tutors, and clinical skills assistant, contribute to the general running of the clinical skills unit within the Trust including attention to health

and safety requirements, welfare of visitors including patients and maintenance of training equipment. Including:

- Organisation and maintenance of the Clinical Skills Unit
 - Ordering and maintenance of all equipment for the teaching programmes and competency assessments (in conjunction with the Skills Assistant and Undergraduate Co-ordinators)
- Identify any problems with resource use and availability, make recommendations for corrective action which are consistent with team objectives and organisational policies

Data Management and Analysis

- Identify, interpret and analyse complex situations and utilise judgemental skills across a range of options e.g. during clinical examinations and main modules
- Analyse, synthesise and present knowledge and information about complex subjects and concepts to influence key decisions e.g. delivery of clinical skills programme and alterations made
- Utilise appropriate judgemental skills when assessing and advising learners
- Ensure accurate and comprehensive training records are kept both centrally and locally.

Education and Research

- Ensure own actions promote quality and identify and manage any risks
- Keep up to date and act consistently with quality standards and guidelines within their own clinical area and associated areas
- Evaluate and review the quality of their own work, and where necessary make the appropriate improvements
- Have an understanding of the quality agenda and how standards of care can be maintained
- Lead others in understanding how their practice should change to improve quality and address poor performances where appropriate
- Review changes to practice and the extent to which quality has been improved
- Participate in educational research and the further development of clinical skills teaching
- Take an active part in the promotion and implementation of evidence-based care ensuring that good practice is disseminated
- To conduct own audit/benchmarking within the framework of the clinical skills teaching programme

General & Corporate Duties

Risk Management

- Assess risks in work activities and utilise the results to identify how to manage these risks appropriately.

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, Caldecott recommendations and other relevant legislation and guidance are applicable and should be adhered to.

Health and Safety

- Monitor and maintain health, safety and security of self and others in own work area. Provide support and information to inform reviews of serious untoward incidents, complaints or legal claims.
- Take immediate and appropriate action in relation to adverse incident reporting utilising the hospital incident reporting system. (HIRS)
- Comply with health and safety legislation, promoting high standards and acting immediately on hazards or unsafe practices, in conjunction with other staff.
- Ensure that all staff comply with all appropriate legal and statutory requirements, including health and safety, accident and incident reporting, incorporating responsibilities into objectives as appropriate

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

- Recognise and promote the importance of people's rights and interpret them in a way that is consistent with Trust procedures, policies and legislation.
- Act in a way that acknowledges and recognises people's expressed beliefs, preferences and choices (e.g. how people like to be addressed and spoken to).
- Respect people's diversity and value them as individuals.
- Challenge behaviour that undermines the rights of others.
- Identify and take action where necessary to address discrimination.
- Enable others to promote equality and diversity and a non-discriminatory culture.

Safeguarding

All employees have a duty and responsibility to protect and safeguard children, young people and vulnerable adults. They must therefore be aware of child and adult protection procedures to take appropriate and timely safeguarding action and reduce the risk of significant harm to adults and children from abuse or other types of exploitation.

Supplementary Information

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.

This job description is intended to be a general guide to the duties and responsibilities of the post and not a rigid, inflexible specification. It will be subject to regular review and may alter following consultation with the post holder

Person Specification:

Attributes	Essential	Desirable	Method of Assessment
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Education/ Qualifications	<p>First Degree in nursing/healthcare or an equivalent portfolio of evidence</p> <p>Qualified Midwife</p>	<p>Post basic qualification in the specialty</p> <p>Post Graduate Certificate in Education</p> <p>ENB 998 or equivalent teaching qualification</p>	
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>Experience of assessing performance</p> <p>Experience of working in a skills unit</p> <p>Knowledge of Paediatrics (normal development)</p> <p>Experience of working with mannequins</p> <p>Experience of teaching communication skills</p>	

Knowledge & skills	<p>Effective communicator</p> <p>Demonstrates specialist expertise underpinned by theory - acquired through CPD</p> <p>Enthusiasm for teaching</p> <p>Ability to motivate learners</p> <p>Competent in the use of IT</p> <p>Good analytical skills</p> <p>Excellent listening and empathic skills</p> <p>Approachable/open style</p>		
Personal Circumstances	<p>Ability to be flexible to meet the needs of learners.</p> <p>Ability to travel to deliver teaching.</p>		