
JOB DESCRIPTION

Job Title:	Clinical Skills Assistant
Division:	Undergraduate Medical Education Corporate
Base:	MFT- Wythenshawe Clinical Skills Unit
Part Time:	25 hours over 4 days
Band:	3

Job Purpose

The post-holder will work as part of the Undergraduate Medical Education team based at Manchester University NHS Foundation Trust Wythenshawe. They will provide support to the Clinical Skills Tutors and play a key role in the co-ordination of the clinical skills element of the medical education programme. They will be required to liaise closely with staff based within the Trust, associated teaching hospitals and other sectors associated with Manchester Medical School.

Main Duties and Responsibilities

Clinical and Technical Skills

- Set up the clinical skills unit and other teaching areas required for delivery of teaching sessions
- Ensure the skills unit runs as a professional clinical educational environment and remains open and available to students whenever possible
- Ensure teaching models are clean and in working order undertaking or arranging maintenance and repairs in accordance with the appropriate guidelines
- Liaise with relevant manufacturers and suppliers and ensure repairs and servicing are undertaken as required
- Routine maintenance of all simulation models and trainers
- Design and maintain an equipment resources database
- Ensure stock levels of disposables required for skills teaching are maintained in line with demand, checking and unpacking orders, handling queries appropriately and keeping stock rooms clean, tidy and well ordered. This will include ensuring appropriate stock levels of replacement parts for equipment and liaising with manufacturers where necessary

- Follow-up and progression of outstanding orders, liaising with e-procurement and Receipt & Distribution department

Administration

- To act as first point of contact, processing messages and dealing with enquiries in an accurate and timely manner, observing confidentiality always. This will involve liaising with other departments and outside agencies
- Preparing confidential and non-confidential documents by using Microsoft Office and Publisher software e.g. letters, memos, reports and certificates
- Collating and co-ordinate responses and maintaining information in electronic format to enable accurate computer records.
- Dealing promptly with staff and clinicians in a caring and professional manner using tact, diplomacy and exercising judgement in these dealings

Communications

- Build and maintain strong relationships with manufacturers/suppliers of training mannequins
- Arrange meetings with sales representatives to keep up to date with latest products and deals
- Liaise with sales representatives, negotiating best product deals when purchasing training mannequins or arranging equipment repairs
- Effective communication with students to ensure that they use the clinic skills labs in a safe manner
- Deal with routine and non routine training enquiries from staff and students
- Co-ordination of teaching staff and other NHS personnel at the Trust and at other local hospitals in order to organise teaching sessions.
- Negotiate with clinicians and tutors to ensure delivery of these teaching sessions as teaching may conflict with clinical commitments
- Communicate effectively with all administration and management teams
- Work well within a team

Analytical and Judgemental Skills

- To provide general advice, information and guidance to students and tutors as required in connection with clinical skills, the Clinical Skills Unit and the Undergraduate Department
- Input Clinical Skills student sessions and monitor 1MED timetable regularly, updating changes and cancellations of clinics or teaching
- Input data on spreadsheet and produce analysis report of findings as required
- Provide analysis of feedback for external clinical tutors for quality assurance purposes

Planning and organising

- Organise and facilitate regular Clinical Skills team meetings.
- Set up the Clinical Skills Unit and other teaching areas required for delivery of teaching and assessments
- Ensure systems and equipment run efficiently in order to support tutors delivering teaching
- Co-ordinate the booking of rooms for skills teaching sessions in liaison with administration team and be responsible for ensuring appropriate equipment is available and ready for use
- Assist in logistically facilitating workshops
- Take part in OSCE revision and examinations and work flexibly during these periods

- Act as Fire Safety and Health & Safety Champion for the department

Responsibility for Financial and Physical Resources

- Responsible for ordering disposables required for skills teaching and ensuring they are maintained in line with demand, checking and unpacking orders, handling queries appropriately and keeping stock rooms clean, tidy and well ordered
- Audit of invoices and other financial documents
- Produce end of year financial report for clinical skills mannequins and consumables expenditure.

Effort and Environmental Factors

Physical Effort

Some aspects of the job are physically demanding and will involve lifting and pushing/pulling of equipment to prepare teaching environments for particular sessions.

Mental Effort

The post holder needs to work to strict deadlines to ensure rooms and equipment are prepared in order to ensure teaching is delivered in accordance with the undergraduate timetable. Student and tutor queries can create many interruptions to the working day.

Emotional Effort

Need to deal with any issues students or tutors may bring which can include complaints or difficult situations. Students may disclose and discuss personal circumstances and difficulties.

Working Conditions

As a member of a clinical team your personal contribution to reducing healthcare associated infections (HCIs) 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).

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 come into contact with 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.

Any post deemed to have regular contact with children and/or vulnerable adults with require a Standard/Enhanced* DBS (Disclosure and Barring Service check).

Person Specification

Attributes	Essential	Desirable	Method of Assessment
Education/Qualifications	5 GCSE's of grade A-C or equivalent Good working knowledge of MS Office, Word, Access, Excel Outlook	NVQ level 2 in Health and Social Care or Business and Administration ECDL Understanding of medical education	Certificates

		Aware of Health & Safety issues	
Experience	<p>Evidence of ability to work largely unsupervised</p> <p>Evidence of prioritising and managing own workload</p> <p>administrative experience</p>	<p>Experience of maintaining stock levels and ordering</p> <p>Experience of working in a healthcare environment, education or technical services</p>	<p>Application Form</p>
Skills	<p>Excellent interpersonal skills both written and verbal</p> <p>Ability to deal effectively with people at all levels</p> <p>Ability to work within a team</p> <p>Demonstrate an understanding of confidentiality requirements</p> <p>Flexible approach to working</p> <p>Excellent time management and organisational skills</p> <p>Enthusiastic and personable, approachable and open</p>	<p>Experience of working in a multi-professional environment</p>	<p>Application Form</p> <p>Interview</p>
Aptitudes	<p>Willing to work flexibly when required to meet the needs of the department</p> <p>Able to meet the physical challenges of the job</p>	<p>Willing to travel to other sector hospitals</p>	<p>Application Form</p> <p>Interview</p>

Post Holder's name/s:

Post Holders' Signature/s:**Date:**

Manager's Name:

Manager's Signature:**Date:**