

JOB DESCRIPTION

Job Title:	Clinical Skills Tutor
Grade:	Band 6
Reports to:	Head of Clinical Skills
Responsible to:	Head of Undergraduate Education
Base/Department	Undergraduate Education
Hours:	37.5 (Currently 22 hours)

Job Summary:

The post holder will be a member of a team of Clinical Skills Tutors who provide teaching and training in clinical, examination and communication skills to undergraduate medical students based within the Trust. This incorporates teaching from the early experience 'pre clinical' years (1 & 2) through the introduction to clinical learning in years 3 – 5 before finally preparing the students for the transition from student to doctor

The purpose of the role is to ensure:

- 1) That medical students are 'fit for practice' and 'fit for purpose'.
- 2) That medical education supports the Trust's objective of patient safety
- 3) That students feel adequately prepared for their OSCE examinations

The role will involve planning and direct tuition of students studying on the Manchester University MBChB programme. The post holder will assist with the local arrangements for the organisation of the clinical exams on the Central Manchester site and examine medical students as 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 Tasks/Overview of Responsibilities:

1. 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.
2. 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
3. Utilise specialist knowledge and advice, to enable medical students to develop their competence in using different interventions with patients

4. Provide skills assessments for medical students, giving immediate feedback in order for them to improve on performance
5. Deliver complex clinical and communication skills teaching to medical students within the skills laboratory and in clinical areas of the Trust. This is to include teaching and supporting students in how to perform various medical systems examinations including thyroid and diabetic foot examinations.
6. Contribute to the development of an environment which challenges and questions practice and promotes the quality of thinking amongst practitioners
7. Support and assist with the local arrangements for all aspects of the undergraduate clinical exams (OSCEs) and examine at clinical exams when need arises under the guidance of the Head of Clinical Skills & Student support and Assessment Manager.
8. Support and take active role in the recruitment of clinical patients required for OSCE examinations.
9. Delivery of the Early Clinical Experience (ECE) curriculum as the need arises when the allocated ECE tutor is unavailable.
10. Take part in the Early Experience components of clinical examinations (OSCEs), liaising with the Manchester Medical School as appropriate, and acting as an examiner.
11. Participate in the communications skills course as a tutor for Early Experience after attending appropriate training and other communication skills courses in the Year 3-5 programme as required by the Head of Clinical Skills
12. Explore, organise, monitor and evaluate the provision of additional learning opportunities for students requiring extra help in learning clinical skills.
13. In conjunction with the other clinical skills tutors, contribute to the general running of the clinical skills laboratories within the Trust including attention to health and safety requirements, welfare of visitors including patients and maintenance of training equipment.
14. Undertake evaluation of all aspects of skills teaching and offer constructive views on how the teaching programme should develop in the future
15. Develop links with other sectors/Trusts to promote free exchange of information and good practice relating to the clinical skills teaching programme
16. Ensure accurate and comprehensive training records are kept both centrally and locally

Health & Safety

1. Ensure that you work in accordance with all Trust policies and procedures.
2. Ensure you attend induction and regularly mandatory update training on risk management policy and procedures.
3. Monitor and maintain health, safety and security of self and others in own work area
4. Take immediate and appropriate action in relation to adverse incident reporting utilising the hospital incident reporting system.

Governance

1. Accountable for own professional actions undertaking all duties having regard to the NMC 'Code of Professional Conduct' for the nurse, midwife and health visitor and their professional contribution to Clinical Governance
2. Not directly supervised
3. Is guided by Trust protocols and codes of conduct.
4. Due to the Trust's commitment to continuous improvement, it is likely that the post will evolve over time. These duties will be subject to regular /appraisal and any amendments will be made in consultation and agreement with the post holder.

A flexible approach to working patterns is necessary at certain times of the year e.g. examinations.

Annual leave must be arranged with regard to adequate cover for the activities of the course and by discussion with the Head of Clinical Skills.

To be added:

Person Specification

Key skills which are taught to medical students