

JOB DESCRIPTION

Job Title:	Senior Clinical Skills Tutor
Grade:	Band 7
Reports to:	Clinical Skills and Assessment Manager
Responsible to:	Head of Undergraduate Education
Base/Department	Undergraduate Education

Hours: 26 hours however some degree of flexibility with regard to working patterns/hours would be considered.

Job Summary:

Clinical skills learning is a key component in modern medical education. The post-holder will manage the team of Clinical Skills Tutors who provide teaching and assessments in clinical, examination and communication skills to undergraduate medical students based within the Trust.

The main purpose of the role is to ensure:

- That medical students are 'fit for practice' and 'fit for purpose'
- 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 feel adequately prepared for working in the clinical environment.
- Students are supported in the clinical area by the skills team.
- Assist with other training as required such as communication skills, simulation sessions and additional support on an individual basis for resitting students.
- Contribute to the smooth running of the Clinical examinations (OSCES)
- Medical education supports the Trust's objective of patient safety.
- Network with other clinicians and member of the healthcare team to improve medical education.
- Represent the Medical undergrad department at relevant meetings.

Main Tasks & Overview of Responsibilities

- Contribute to developing, planning, managing, delivering and evaluating the content of the clinical skills teaching programme.
- Plan and organise a broad range of teaching programmes, which may require the formulation and adjustment of plans or strategies.
- Expert clinical knowledge deployed for teaching clinical skills primarily to undergraduate medical students ensuring that they are 'fit for practice' and 'fit for purpose' and that undergraduate medical education supports the Trust's objective of patient safety.
- In conjunction with the other Clinical Skills tutors, contribute to the general running of the Clinical Skills Laboratory including attention to health and safety requirements, welfare of visitors including patients and maintenance of training equipment.
- Manage a small team of skills tutors and clinical skills facilitator.
- Support the Early Clinical Skills tutor in her role and represent the undergrad department at relevant meetings and committees.
- Lead and support other clinical skills tutors and assessment manager in recruitment of appropriate patients for the medical student exams.
- Organise the yearly patient appreciation day.
- Organise Mock OSCEs for the medical students as per the curriculum.
- Develop and contribute towards staff development to provide quality education for medical students.
- Work inter-professionally with other members of the healthcare team to deliver the MBChB programme curriculum.
- Manage and support the Clinical skills facilitator to ensure the smooth and safe running of the Skills Lab.
- Work with the Clinical Skills Programme Manager to plan and contribute to the clinical skills teaching and assessment programme for years 3-5 of the course.
- Provide leadership and manage personal, professional and managerial development of the clinical skills team to improve the medical students' clinical learning experience.
- Provide coaching, training and general guidance and support to the team of clinical skills tutors in order to maximise their development within the department, ensuring appropriate delegation of duties and performance monitoring.
- Support and assist with the local arrangements for various aspects of the OSCEs and participates as an examiner as required.

- Provide specialist knowledge and appropriate advice to the senior management team and the University of Manchester in planning design and change of the education programme.
- Work in conjunction with the administrative team to ensure that the clinical skills teaching is co-ordinated and delivered in accordance with external standards set by the University of Manchester.
- Provide direction and leadership in creating an effective learning environment for undergraduate medical students.
- Influence care delivery through medical education by incorporating evidenced base practice, future trends and developments in care.
- Develop links with other educational providers to maximise learning and effective networks to team working.

Planning and Organisational Skills

- Organise own specialist workload and contributes to the planning, coordination, delivery and evaluation of the Undergraduate education skills teaching programme within MFT
- Prioritise own workload and that of other tutors, assess performance and provide clear constructive feedback to internal and external tutors.
- Monitor progress of work recognising changing priorities and implement corrective actions within own limits and informing the relevant people.
- Attend various meetings within the Trust, at the University of Manchester and other linked healthcare sites relating to the provision of clinical skills teaching.
- Provide managerial and clinical leadership in partnership with the Undergraduate Medical Education Manager and skills and assessment manager to support staff in identifying and managing challenging behaviours, addressing training needs as necessary.
- Respond to local and national changes in medical education.
- Prepare and maintain accurate and relevant records and submit reports in a professionally acceptable manner.

Patient Care

- Influence patient care delivery in the teaching of medical students, incorporating evidenced based practice, future trends and developments in care.
- Utilise knowledge and advice to enable medical students to develop their competence in using different interventions with patients.

- Ensure that contact is maintained with clinical areas to model and facilitate excellent clinical practice.
- Ensure personal and team's compliance with relevant registry body e.g. NMC, GMC revalidation

Service Development

- Act as a role model in quality improvement offering advice and support to staff and students
- Influence others in understanding how their practice can change to improve quality and enhance performance.
- Influence reviews to changes to practice and the extent to which quality has been improved e.g. introducing new workshops, revision programmes and skills teaching into the curriculum.
- Use evaluation and feedback to influence change in education design and delivery.
- Ensure own actions promote quality and identifies and manages any risks.
- Evaluate and reviews the quality of their own work, and where necessary make the appropriate improvements.

Financial and Physical Resources

- Ensure optimum use of human resources, facilities and equipment in the delivery of the skills programme for Undergraduate Medical Education.
- Support and advise the clinical skills facilitator in ensuring that procedures are in place to procure, maintain and replace equipment and that robust stock control mechanisms are in place.
- Supporting day to day operations of the clinical skills labs (in conjunction with the skills facilitator)
- Organisation and maintenance of the Clinical Skills Laboratory Health & safety requirements, welfare of students, visitors including patients, ordering and maintenance of all equipment & consumables.
- Identify any issues with resource use and availability, makes recommendations for corrective action which are consistent with team objectives and organisational policies.

Human Resources

- Responsible for the day to day line management of a team of clinical skills tutors, and skills facilitator involving programme planning and day to day delegation of work.
- Responsible for management and professional updating/clinical supervision of other staff

- Undertake appraisal, personal development planning, sickness and absence monitoring and other HR functions for a team of clinical skills tutors.
- Provide coaching, training and general guidance and support to external and internal clinical skills tutors in order to maximise their development ensuring appropriate delegation of duties and performance monitoring.
- Ensure cohesive team working and managing challenging behaviour, ensuring in a sensitive way.
- Participate in disciplinary and grievance procedures if required.
- Participate in communication skills teaching programmes as a tutor and other aspects of the medical education skills programme as required.
- Co-lead on the recruitment and selection process of clinical skills tutors and participate in the recruitment and selection of other staff.
- Understand own role and scope, identify own development needs and take responsibility for own continuous professional development
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- Act as a role model providing mentorship and/or clinical supervision to other staff/learners supporting them in applying theory to practice.
- Participate in specialist education and training programmes and conferences relating to skills training and medical education.

Responsibility for Information Resources

- Maintain staff attendance data base and their records
- Use University of Manchester IT systems to monitor students attendance
- Be responsible for the authentication of the authorisation of student undergraduate practical skills assessments.
- Ensure local patient records are kept confidential in accordance with MFT policy.

Research and Development

- 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.
- Attend medical education and clinical conferences to update practice.

Partnership Working

- Contribute to the development of specialist protocols and maintenance of standards/guidelines in own specialist area e.g. Lesson plans, policies for the clinical skills laboratories, ECE clinical guidelines.
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- Evaluate with others the effectiveness of any changes and how these have improved services/teaching programmes.
- Participate in local/regional groups related to own specialist area.
- Develop links with other sectors to promote free exchange of information and good practice relating to the clinical skills teaching programme.
- Work with multi-disciplinary colleagues to ensure that opportunities for students are enhanced in the clinical field.
- Ensure that links with neighboring schools are maintained and student volunteers are prepared for the OSCES through education and information.

Health & Safety

- Ensure that you work in accordance with all Trust policies and procedures.
- Ensure you attend induction and regularly mandatory update training on risk management policy and procedures.
- Monitor and maintain health, safety and security of self and others in own work area
- Take immediate and appropriate action in relation to adverse incident reporting utilising the hospital incident reporting system.
- Work alongside the undergrad building manager to correctly document and update risks in the Clinical skills lab.
- Deliver moving and handling training for clinical and non-clinical staff in the undergrad department.

Governance

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

Not directly supervised

Is guided by Trust protocols and codes of conduct.

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 programme manager.