

## J O B   D E S C R I P T I O N

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<b>Job Title:</b>	Clinical skills & assessment facilitator
<b>Grade:</b>	TBC
<b>Hours:</b>	37.5
<b>Reports to:</b>	Senior Clinical Skills tutor, Head of Clinical Skills & Assessments
<b>Base/Department:</b>	Undergraduate Medical Education, Undergraduate Centre, MRI

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### 1. Main purpose of job

The post-holder will work as part of the Undergraduate Medical Education team based at Central Manchester University Hospitals NHS Foundation Trust to provide technical teaching and administrative support within the University of Manchester (UoM) undergraduate Bachelor of Medicine, Bachelor of Surgery (MBChB) programme, whilst coordinating the UoM Early Clinical Experience (ECE) placements.

The post holder will have a clinical background and experience in working in the medical field (preferably acute), they will have some experience at delivering clinical skills such as ANTT, Venepuncture, Cannulation, Moving and Handling.

They will be required to liaise closely with a range staff based within the Trust and also at our District Generals Hospitals including North Manchester General, Tameside, Rochdale, Fairfield, Oldham, Wrexham, Glan Clywd and Nobles Hospital Isle of Man and hospitals affiliated with the University, such as Royal Lancashire Teaching and SRFT and UHSM.

### 2. Main Duties and Responsibilities

#### 2.1 Administration

- Scheduling teaching sessions as part of clinical skills and the ECE programme. This includes arranging suitable times for tutors to deliver sessions and coordinating the booking of suitable rooms in the Trust and skills lab.
- Confirm arrangements with tutors via corresponding appropriately
- Maintain electronic scheduling of the skills lab
- Manage staff and student ad-hoc booking of the skills lab
- Provide administrative support to the Clinical Tutors and Head of Clinical Teaching & Assessments
- Be responsible for placing and monitoring stationary orders for the Skills lab area.
- Responsible for monitoring and re-ordering clinical equipment used in the lab
- Audit of invoices and other financial documents
- Ensuring there is an audit trail of equipment is loaned or hired and relevant follow as and when required
- Manages deposits for the loan of student uniforms and skills equipment
- Liaises with colleagues internally and externally to arrange loan of equipment and subsequent return

## 2.2 Technical & maintenance

- Ensures that the clinical skills equipment (e.g. simulation mannequin and other task trainer models) are set up prior to teaching sessions
- Setup and configuration of IT equipment for teaching sessions where necessary
- Manages general maintenance of skills lab and store rooms
- Routine maintenance of the high fidelity, median and low simulation models and part task trainers
- Liaise with relevant manufacturers and suppliers and ensures repairs and servicing are carried out as and when required
- Orders relevant consumable parts for the above

## 2.3 Communication

- Liaise with teaching staff and other NHS personnel at the Trust and at other local hospitals and specialist groups to organise teaching sessions
- Liaise with 3<sup>rd</sup> party suppliers regarding use of skills lab & equipment
- Prepare and arrange exchange of equipment for examinations & assessments
- Ensure appropriate designation of teaching area within skills lab
- Communicate effectively with all administration & management teams to ensure that sessions are delivered and to a high standard
- Effective communication with students to ensure that they use the lab in a safe manner
- Deal with routine and none routine training enquiries from staff and students

## 3. Teaching

- Co-facilitate the teaching and supervision of students in all sessions as required including Simulation, ANTT, Venepuncture, Cannulation, Moving and Handling
- Supervision and support to students within the skills lab
- Advise students about various clinical skills and refer the students the tutors as necessary as and when appropriate

## 4. Health & Safety

- Monitors and maintains health, safety and security of self and others in own work area including attention to health and safety requirements and welfare of visitors and patients during exams and maintenance of training equipment.
- Fulfil a proactive role towards the management of risk for your own actions
- Assess the risk assessment of all situations then take appropriate actions in reporting and preventing incidents, near misses and hazards
- Ensure that all used linen is bagged appropriately sent to the laundry to be cleaned
- Arrange to have full sharps bins disposed of appropriately.
- Supervise students in the lab with sharps disposal.

## 5. Professional Development

- Taking every reasonable opportunity to maintain and improve own professional knowledge, competence and skills
- Participating in the Trust appraisal process and undertaking the required mandatory training

## 6. Infection Control

- It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust Infection Control manual

## **7. Equality and Diversity**

- Ensure that equality and diversity issues are recognised, addressed in accordance with legislation, policies and procedures

## **8. Mental effort**

- The open door nature of the UGME office means interruptions to answer student/staff queries can be frequent

## **Review of Responsibilities**

The purpose of this document is to act as a guide to the duties, which may be required. It is not an exhaustive list and other duties may be required in accordance with the grade of the post and the competence of the post holder. The job description may from time to time be subject to review and change following consultation with the post holder.

ATTRIBUTE	ESSENTIAL	DESIRABLE
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QUALIFICATIONS	<p>Clinical NVQ Level 3 or equivalent experience</p> <p>ECDL or equivalent IT experience</p> <p>Evidence of reflective practice and continual personal development.</p> <p>Excellent working knowledge of MS Office</p>	<p>Registered healthcare professional</p> <p>Training/Teaching qualification</p> <p>Assessing Qualification (e.g. A1, Preparation for Mentorship)</p>
KNOWLEDGE & EXPERIENCE	<p>At least 3 years teaching or supervision in a clinical setting</p> <p>At least 3 years training and/or facilitation experience</p> <p>Customer service experience</p> <p>Experience of working in education, NHS or health setting</p> <p>Experience of liaising effectively with a wide variety of people</p> <p>Experience of working using independent judgement and prioritising own workload</p> <p>Stock control</p> <p>Simulation training</p> <p>Basic life support</p>	<p>Experience of facilitation of training events.</p> <p>First Aid Course</p> <p>Maintenance of the high fidelity, median and low simulation models and part task trainers</p> <p>Working knowledge of medical education</p>
PERSONAL ATTRIBUTES	<p>Personable, with an approachable and open style</p> <p>Excellent communicator</p> <p>Enthusiastic and committed attitude</p> <p>Team worker</p> <p>Flexible and innovative approach to working</p> <p>Organisational skills</p> <p>Effective time management</p>	