

JOB DESCRIPTION

Job Title:	Early Clinical Experience Tutor
Grade:	Band 6
Reports to:	Head of Clinical Teaching/Senior Skills Tutor
Responsible to:	Head of Undergraduate Education
Base/Department	Undergraduate Education
Hours:	37.5 hours per week

Job Summary:

Early experience for medical students became an integral part of the Manchester University undergraduate medical curriculum in September 2004. Students in years 1 and 2 (traditionally the 'pre-clinical' years) spend time at Manchester Royal Infirmary as part of the Early Clinical Experience programme. The primary focus of this post is to lead on the education and training given to Early Experience students, both in the class room, and also in clinical settings within the Trust.

It includes communication skills tutoring, basic skills teaching, individual student support and portfolio learning as well as examining and course evaluation. The responsibilities are primarily set within the Trust but extend to both the associated community settings and to the Manchester Medical School. Liaison with the skills facilitators at the other teaching sector hospitals (Salford, Preston and Wythenshawe) is crucial. The postholder will work as a member of the Clinical Skills Team and as such will be expected to support other teaching programmes for medical students taking place within the Manchester University Foundation Trust (Oxford Road Campus) and to assist in the examinations within MFT (Oxford Road).

Main Tasks/Overview of Responsibilities:

1. To ensure the delivery of the Early Experience component of Manchester University's Undergraduate medical curriculum for students allocated to the Trust in accordance with intended learning outcomes
This will include:
 - ☐ Organisation of the student timetable
 - ☐ Informing and registering students
 - ☐ Monitoring the student evaluation of the teaching
 - ☐ Organising teaching workshops and seminars
 - ☐ Student tuition in basic clinical skills
 - ☐ Student tuition in communication skills

2. Provide appropriate support to Year 1 and 2 medical students as they assimilate their learning in healthcare environments which includes development of and recording of their professional behaviour. It also includes responding to queries regarding Early Clinical Experience skills teaching, use of equipment and where necessary, student difficulties.
3. Take part in the Early Clinical Experience components of clinical examinations (OSCEs), liaising with the Manchester Medical School as appropriate, and acting as an examiner.
4. Represent MFT (Oxford Road) on the Early Clinical Experience Management group and other University and Trust committees as appropriate.
5. Participate in the communications skills course as a tutor for Early Clinical Experience after attending appropriate training and other communication skills courses in the Year 3-5 programme as required by the Head of Clinical Teaching.
6. Represent MFT (Oxford Road) on the Manchester Medical School communication skills working party and attend other associated staff development meetings as appropriate
7. Work with the Head of Clinical Teaching & Senior Skills Tutor to plan and contribute to the clinical skills teaching and assessment programme for years 3-5 of the course as appropriate.
8. 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.
9. Work flexibly throughout the year in accordance with the teaching requirements
10. Maintain professional registration and practice through continuing professional development.
11. Manage, monitor and coordinate own workload according to priorities
12. Ensure that information and knowledge is imparted sensitively according to needs of patients, staff and students in training
13. Prepare and keep accurate and relevant records and submit reports in a professionally acceptable manner
14. Ensure evidence based practice and value for money in the use of all resources
15. Work with multi disciplinary colleagues to ensure that opportunities for students are enhanced in the clinical field.

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 when undertaking all duties, with regard to any professional code of conduct that the potholder belongs 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 Teaching.