

## JOB DESCRIPTION

<b>Job Title:</b>	Clinical Skills Programme Manager
<b>Grade:</b>	AfC Band 8a
<b>Reports to:</b>	<b>Head of Undergraduate Education</b>
<b>Base/Department</b>	Undergraduate Medical Education

### Main purpose of job:

As part of the redevelopment of the Central Manchester site, the Trust's education facilities have recently been brought together within a campus location creating a suite of clinical skills teaching areas, primarily for the use of undergraduate medical students. A further development next year, will be the creation of a multi-professional, multi-skill Clinical Training Laboratory with the emphasis on providing high quality training in resuscitation and early warning scoring systems in a controlled clinical environment using medical simulators.

Whilst the main emphasis of this role will be on undergraduate teaching in the start up phase, the post holder will be involved with other users of the facility in developing and staffing the new multi-professional areas.

The post holder will have the lead responsibility for designing the teaching strategy and delivery of the clinical skills programme (see below) to 450 undergraduate medical students based at the Central Manchester Foundation Trust. You will lead on shaping the future design of the programme by a variety of methods such as reviewing changes to practice, changes to services, student evaluation and feedback and consultation with other professionals. The post requires strong leadership to create an effective learning environment for undergraduate medical students. You will have overall responsibility for the day to day operation of the Clinical Skills Areas and line management responsibility for other clinical skills tutors. A Technician is also in post to maintain the existing clinical skills areas.

### Key Skills which are taught to medical students

<b>Year 3 Skills</b> Perform and interpret an ECG Basic Life support Basic airway management Emergency defibrillation Respiratory and oxygen therapy Measurement of peak flow rate Arterial puncture Use of a nebuliser Use of a bronchodilator	Perform near patient blood glucose test Venepuncture and cannulation Male urethral catheterisation Female urethral catheterisation ANTT (Aseptic Non Touch Technique)
<b>Year 4 Skills</b> Breast Examination Testicular and vaginal examination	Perform a cervical smear Take Urethral swabs
<b>Year 5 Skills</b> Correctly wash hands and don gown and gloves ("scrubbing up")	Take a blood sample for a blood culture Undertake bladder catheterization (male/female)

Safely take a venous blood sample for laboratory analysis and correctly complete the laboratory request form Correctly place an intravenous cannula Correctly give an intravenous injection using Aseptic No-Touch Technique (ANTT)	Confirm death and write but not sign a death certificate Correctly administer, in accordance with patient safety policy, a blood transfusion Advanced Airway Management
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## **Key elements of the post involve:**

### Leadership and Management

- Take a lead role in planning, organising, delivering and evaluating the teaching of clinical skills to medical students appropriate to their progress on the undergraduate course
- Work in partnership with other health care professionals to co-ordinate multi-professional high tech skills teaching and facilitate training.
- Lead the professional, personal and managerial development of other skills tutors, to improve the student learning experience.
- Provide coaching, training and line management support for the clinical skills tutors in order to maximise their development within the department, ensuring appropriate delegation of duties and performance monitoring.
- Take a lead role in the planning, coordination, delivery and evaluation of the
- Introduction to Clinical Learning Course at the start of Year 3.
- Responsible for the day to day operation of the clinical skills laboratories including the supervision of the technician.
- Lead the recruitment and selection process of both internal and external Clinical Skills tutors.
- Provide specialist knowledge to the senior management team in Undergraduate Education where required.
- Continually explore new ways of working to deliver cost effective, quality teaching and learning and ensure optimum use of human resources, facilities and equipment in the delivery of the skills programme.
- Plan and deliver activities to enable students to develop appropriate professional attitudes and behaviours
- Network with the other sector Skills Facilitators and link in with other regional and national networks, as appropriate
- Attend various Committee meetings within the Trust, School of Medicine and other linked healthcare sites relating to the provision of clinical skills teaching.
- In conjunction with directives from the University of Manchester, lead upon the regular update on curriculum changes in undergraduate clinical skills education.
- Ensure that procedures are in place to procure, maintain and replace equipment and that robust stock control mechanisms are in place.
- Monitor expenditure against agreed budgets to support effective departmental budgetary management
- Lead on reviewing changes to practice and the extent to which quality has been improved e.g. introducing new seminars, revision programmes and skills teaching into the curriculum and putting mechanisms in place such as evaluation and feedback, thus shaping future curriculum design.

### Educational and Clinical

- Where appropriate, participate in all aspects of skills teaching for medical students in years 1-5 of the undergraduate curriculum as required.
- Participate in communication skills teaching programmes as a tutor.
- In addition to teaching in the Undergraduate Centre, be involved in teaching and coaching medical students whilst on clinical placements in various clinical settings within the Trust.
- Contribute to the planning and delivery of the academic clinical skills exams (OSCEs), liaising with the Examinations Coordinator as appropriate and participate as an examiner as required.
- Provide appropriate and sensitive support to medical students including responding to queries regarding skills teaching, use of equipment, and developing a programme of support for students who fail examinations.

### Professional Development

- Contribute to the development of specialist protocols and maintenance of standards/guidelines e.g. Lesson plans, policies for the clinical skills laboratories, writing of examination scripts for the University of Manchester.
- Develop links with other sectors to promote free exchange of information and good practice relating to the clinical skills teaching programme
- Participate in educational research and the further development of clinical skills teaching.
- Source relevant and up to date information to enhance student teaching & learning.
- Maintain a presence in the clinical areas by working alongside colleagues to role model and facilitate excellent clinical practice and to maintain own professional registration.
- Adhere to NMC code of conduct and associated guidelines
- Take every reasonable opportunity to maintain and improve personal professional knowledge, professional registration, competence and skills
- Participate in the Knowledge and Skills Framework
- Maintain mandatory training for clinical staff and professional competency through appropriate planned clinical sessions

### Health and Safety

- Monitor and maintain health, safety and security of self and others in the work area.
- Oversees the general running of the skills laboratories including attention to health and safety requirements, welfare of visitors including patients and maintenance of training equipment.
- Take the necessary action in relation to risks in the workplace including supporting others to manage risk by ensuring risks/incidents are reported and recorded according to Trust policy.

### 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

#### 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.

## I N T E R V I E W   C R I T E R I A

Post Title:      Clinical Skills Programme Manager

Criteria	Importance (High, medium, or low)
An enthusiastic and supportive leader who will be able to motivate people	<b>H</b>
Good organisational and planning skills	<b>H</b>
Effective communicator with good interpersonal skills	<b>H</b>
Evidence of proficiency in a wide range of clinical and communication skills and experience in teaching them	<b>H</b>
Ability to work across boundaries to manage change and deliver a quality service	<b>H</b>
Experience of developing the professional and educational needs of staff	<b>M</b>
Ability to initiate new developments in skills teaching	<b>M</b>
Team player	<b>M</b>