



JOB DESCRIPTION

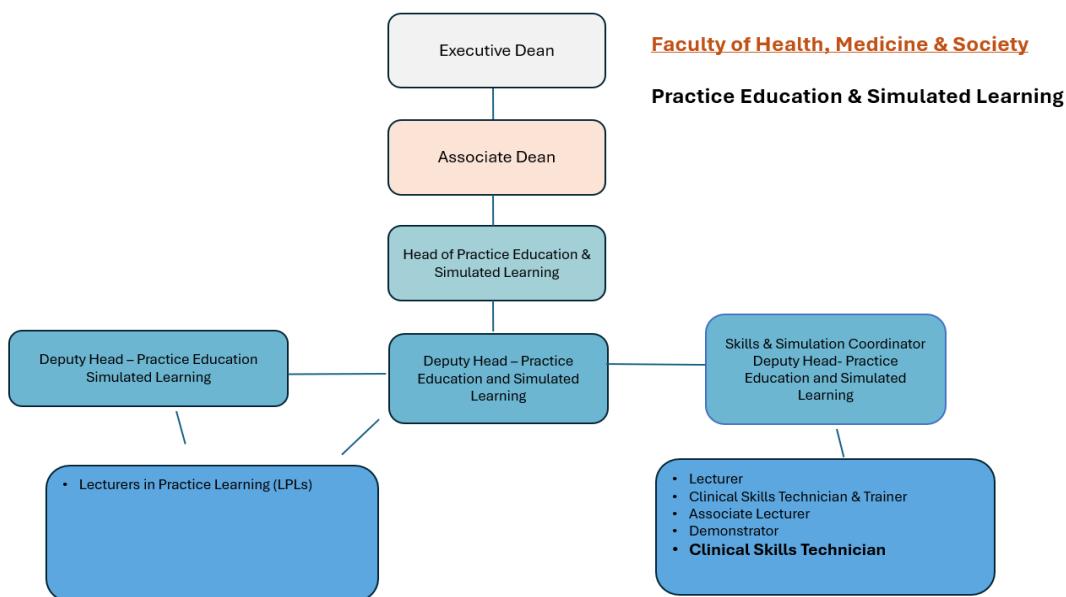
1. JOB TITLE: Clinical Skills Technician

2. HRMS REFERENCE: 0354-26

3. ROLE CODE: CSTHMS

4. DEPARTMENT: HMS - Practice Education & Simulated Learning

5. ORGANISATION CHART:



6. JOB PURPOSE:

To provide support within the clinical simulation suites, ensuring that the suites and relevant equipment are prepared and maintained in accordance with the requirements for the day.

The post holder will be responsible for the day-to-day management of the clinical simulation suites including co-ordinating room bookings, stock management, preparing the suites in advance of teaching sessions and undertaking routine maintenance of equipment.

The Faculty of Health, Medicine and Society has three clinical simulation suites located at Wheeler Campus (Chester), Marris House (Birkenhead), and Warrington Campus (Remond House). The post holder will work primarily within their base clinical simulation suites however there is an expectation to work across all sites as and when required. The post holder will work closely with the skills and simulation coordinator and the wider simulation team.

7. BACKGROUND INFORMATION

The Faculty of Health, Medicine and Society delivers a wide range of undergraduate and post graduate health care courses including pre-registration nursing (four fields of practice), pre-registration midwifery, and advanced clinical practice.

Clinical skills teaching within a simulated environment is an increasingly important part of the Faculty's core business and the Faculty has made significant investments in improving our resources to enhance the simulated clinical environments across its provision.

Main roles and responsibilities

- Ensure that staff and students using the simulation suites are aware of the operational policy and relevant risk assessments and report any concerns or issues to the Faculty skills and simulation coordinator.
- Ensure that simulation equipment is well maintained, this includes liaison with relevant internal and outside agencies including university facilities department, equipment supplies etc.
- Implement and manage appropriate stock management systems to ensure an appropriate supply of consumables.
- Actively participate in the setup of clinical simulation suites prior to sessions ensuring that relevant equipment is available.
- Ensure equipment is stored in a safe and organised manner, including ensuring removal of clinical waste, sharps bins and dirty linen.

8. WORK PERFORMED AND/OR KEY RESULT AREAS:

8.1 Communicating Effectively

- Manage the room booking system for the simulation suites to ensure fair and appropriate access and resource management
- Provide guidance to staff and students regarding the appropriate use of the simulation suites in accordance with the simulation operational policy
- Ensure staff using the suite are aware of relevant risk assessment and management processes and report any concerns to line manager and Faculty coordinator for simulation
- Liaise with relevant internal and external agencies to ensure that stock levels and equipment are maintained (including keeping accurate records of stock)

8.2 Leadership and Working Collaboratively

- The role holder is expected to liaise with the Faculty Coordinator for Clinical Skills and Simulation and all members of staff, external partners and service users involved with practical teaching & simulation, across all sites and across Faculties where appropriate.
- Liaise with academic members of staff to confirm resource requirements for planned clinical skills and simulation sessions.

8.3 Liaison and Networking

- Liaise with academic members of staff to confirm resource requirements for planned clinical skills and simulation sessions
- Participate in working groups to share best practice and information.

8.4 Delivering a High Quality Standard of Service

- Maintain an asset tracking database of clinical skills and audio-visual equipment within the clinical skills labs. Monitor the life span of the equipment and resources and make recommendations for new purchases and upgrades to existing equipment through agreed processes.
- Ensure that all equipment is appropriately cleaned and stored after use, any damaged or worn out equipment reported, recorded and repaired as per instruction and that consumables are appropriately recharged to the relevant course user.
- Ensure regular safety testing/calibration of equipment in all areas is performed and recorded in a satisfactory manner and maintain maintenance records as required.
- Undertake a bi-annual total stock check of all sites to review equipment levels and disposable expiry dates, ensuring that a stock rotational system is in place to ensure that old equipment/disposables are used before new ones.

8.5 Effective Decision Making

- Implement and manage appropriate stock management systems to ensure an appropriate supply of consumables ordering additional stock when necessary/ appropriate.
- Ensure all new purchases are made in line with University procedures and are deemed to be cost effective in terms of purchase and service level agreement.
- Liaise with manufacturers and service companies to establish efficient communication.

8.6 Planning and Organising Self and Others

- To work autonomously to plan and prioritise own work in accordance with the clinical skills and simulation earning and teaching requirements
- Ensure that stock levels and equipment are maintained (including keeping accurate records of stock) in accordance with anticipated demand
- Provide technical support for the production of electronic training resources and provide equipment usage demonstration for new users.

8.7 Innovation and Improvement (Effective Problem Solving)

- Ensure appropriate use of resources and suggest solutions at time of high demand
- Attend mandatory training sessions associated with Health and Safety at Work for example equipment moving and handling, fire safety, infection control etc.

8.8 Analysis and Research

- Responsible for collation and manipulation of data for example use of clinical simulation suites and equipment to produce reports in order for the information to be interpreted by the line manager.

8.9 Sensory and Physical Demands

- Standard office environment and equipment reflecting the needs of classroom, simulation spaces and placement activities as appropriate. The role will entail the need to travel by car and/or public transport to destinations across the region as required.

8.10 Work Environment

- Office environment with no responsibility for the health and safety of others beyond due care

8.11 Pastoral Care and Welfare

- Expected to show basic sensitivity to colleagues and customers.

8.12 Team Development

- To provide information and guidance on administrative processes to any new members of staff.

8.13 Teaching and Learning Support

- This is not a requirement of the role.

8.14 Knowledge and Experience

- The role holder will have sufficient knowledge or expertise to work on day-to-day issues in their own area without direct or continuous reference to others.
- See person specification, below, for more details.

8.15 General

8.15.1 To undertake any other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you.

8.15.2 To take responsibility for upholding and complying with the University's Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.

8.15.3 To comply with all University Health and Safety policies.

PERSON SPECIFICATION					
Job Title:	Clinical Skills Technician		Department:	Practice Education and Simulated Learning	
Criteria	Essential / Desirable	Method of identification			
Qualifications: Relevant experience and appropriate industry or skill-related qualifications to a minimum of Level 3 , in a trade, administrative or technical field. For example: A Level AS Level Access to HE diploma Level 3 ESOL Level 3 certificate Level 3 award Level 3 national diploma level 3 NVQ Degree or equivalent.	Essential Desirable	Application Form/ Certificates Application Form/ Certificates			
ECDL or equivalent IT qualification or willingness to undertake	Essential	Application Form/ Certificates			
Proven Experience: Experience of working within a clinical skills environment. Experience of working in a Higher Education environment. Excellent digital skills and ability to learn new technology.	Desirable Desirable Essential	Application Form/Interview Application Form/Interview Application Form / Interview			
Delivering academic and service excellence: Be able to maintain accurate documentation.	Essential	Interview			

Managing self and inspiring others:		
Have the ability to work to set targets.	Essential	Application Form/ Interview
The ability to prioritise own work and use resources effectively.	Essential	Application Form/ Interview
Working together:		
Strong communication skills.	Essential	Application Form/ Interview
The ability to work effectively with others as a competent team member.	Essential	Application Form/ Interview
Ability and willingness to travel to other sites	Essential	Application Form/ Interview
Organisational and stakeholder awareness:		
Ability to solve problems in accordance with procedures.	Essential	Interview

Essential Requirements are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

Desirable Requirements are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Method of identification is where the selection panel will match the candidate's skills and abilities to the required criteria outlined (i.e. application form, interview, test).

**UNIVERSITY OF CHESTER
TERMS & CONDITIONS OF EMPLOYMENT**

FACULTY OF HEALTH, MEDICINE AND SOCIETY

CLINICAL SKILLS TECHNICIAN

**PERMANENT CONTRACT
BASE: WHEELER BUILDING, CHESTER**

SALARY SCALE

University Scale OS5, points 15 - 18, £26,093 - £28,031 per annum.

HOURS OF WORK

36.5 hours per week to be worked:

Monday to Thursday 8:30am – 5:00pm
Friday 8:30am – 4:00pm (less an hour for lunch each day)

A flexible approach to work will be required as there may be occasions when it would be necessary for you to work additional hours as dictated by the workload. This role requires 100% working on site.

HOLIDAY ENTITLEMENT

22 days per annum (in the annual leave year in which employment commences annual leave entitlement will accrue on a pro-rata basis), rising to 27 days after five years' continuous service. Two extra statutory days per annum during the Christmas period.

MEDICAL EXAMINATION

Successful candidates will be required to complete an Occupational Health questionnaire and may be required to undergo a medical examination.

ESSENTIAL CERTIFICATES

Short-listed candidates will be asked to bring to interview, proof of qualifications as outlined on the Job Description and Person Specification provided. Upon appointment, copies of essential certificates will be required by Human Resources.

PENSION SCHEME

The University operates two pension schemes for support staff:

- The default scheme is the Higher Education Defined Contribution Scheme (HEDCS), which is administered by AVIVA.
- The Cheshire Local Government Pension Scheme, to which the University is an admitted body.

All support staff are entitled to participate in one of these schemes. Some staff will be automatically enrolled into a scheme, depending on their age and

earnings, but if they do not wish to remain a member of the scheme, they will be entitled to opt out after enrolment.

EQUAL OPPORTUNITIES

The University has a policy of equal opportunity aimed at treating all applicants for employment fairly.

SMOKING POLICY

The University operates a No-Smoking policy.

PROBATIONARY PERIOD

A nine months' probationary period applies to all University posts.