

It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job Description for the post of:

Simulation and Clinical Skills Technician EHA1940-1020

Reporting to: Senior Simulation and Skills Technician

Accountable to: PVC/Dean of Faculty

The Post

The post holder will provide support by assisting with delivery and development of new and existing courses in simulation and clinical skills. To support and set-up the daily technical elements of all courses using a range of equipment and supplies. The equipment range will include - human patient simulators, part task trainers, computer-based simulators, Learning Management system and appropriate medical and surgical equipment. The post holder will ensure effective utilisation of resources under the direction of the CSSC Team. The postholder will be required to provide a high-level support to the Team to ensure effective ordering of consumables, stock control, maintenance and monitoring of equipment. This will also include ensuring compliance with Health and Safety requirements of equipment and substances hazardous to health (COSHH), as well as co-ordination and monitoring of and CSSC room allocation as well as overseeing the provision of service at the Manchester Campus. The post holder will also be required to maintain a safe learning environment and participate in the running of scenarios. This will be a varied, interesting and challenging role, which will require flexibility, and the ability to work independently as well as part of a team.

Duties and Responsibilities

Preparation of CSSC facilities and equipment as per the supplied scenarios and skills requests in readiness for teaching sessions. This includes the set up and dismantling of simulation areas and skills stations as required.

1. Programming human patient simulators in accordance with scenario requirements as instructed by the simulation facilitators and senior simulation and skills technician.
2. Co-ordinate the preparation of areas for the simulation sessions and clinical skills sessions, such as human patient simulators, and equipment handling.

3. Operate the simulators, adjusting the physiological parameters as required during the scenarios as well as providing the patient voice and the necessary laboratory results.
4. Manage the Simulation Learning Management System within the Centre ensuring the livestreaming is working and update as required the Centre calendar, inventory, schedule recordings of sessions and update the video archive regularly.
5. Assist in demonstrating and explaining the capabilities of the simulators to academic staff and to students.
6. Assist in orientating students and academic staff to the clinical areas, the simulators and the equipment.
7. Manage stock levels including maintenance of a comprehensive stock and equipment database, as well as tracking servicing and repair of equipment. Monitor all servicing of equipment including responsibility for ensuring regular testing of equipment, in line with manufacturers' guidance and compliance with Legal Requirements as detailed in Loler, RIDDOR and COSHH regulations.
8. Maintain tidiness and cleanliness of the CSSC in accordance with Health & Safety requirements including monitoring risk assessments, COSHH requirements, and maintenance of all related records for audit purposes.
9. Ensure that all equipment, including simulation equipment, is appropriately cleaned and stored after use, any damaged or worn out equipment is reported, recorded and repaired as per instruction.
10. Undertake administrative duties as required by the role e.g. maintain records related to simulators and clinical skills.
11. It will be necessary to work without direct supervision and take responsibility for projects.
12. Co-ordinate the provision of support and stock to the Clinical Skills area at the Manchester campus as required.
13. Attend and participate in meetings, open days, faculty development sessions and working groups as appropriate.
14. Contribute to development of the service including responsibility for reviewing processes, making recommendations for change and implementation as required – across both Manchester and Ormskirk campuses.

In addition to the above all Edge Hill University staff are required to:

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate learning and development activities as required
- d) Participate in Edge Hill's Performance Review and Development Scheme

- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers

Salary: Grade 4, Points 15-18
£21,184 - £23,754 per annum

Hours: 36.25 hours per week

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

PERSON SPECIFICATION

Simulation and Clinical Skills Technician EHA1940-1020

CRITERIA:

Applicants should provide evidence of their ability to meet the following criteria:

		Essential	Desirable	*Method of assessment (I/A/S/T/P)
Qualifications				
1	Educated to A Level standard or to have relevant work experience	*		I/A/S
2	Certification with either the Society for Simulation in Healthcare or the Association of Simulated Practice in Healthcare		*	I
Experience and Knowledge				
3	Experience of working in a simulation and clinical skills environment	*		I/S
4	Experience of working in a healthcare setting		*	I/A
5	Experience of using human patient simulators for simulation-based education		*	I/S
6	Working knowledge of audio-visual systems		*	I/S
7	Working knowledge of computer operating systems		*	I/S
Abilities/Skills				
8	Able to work independently as well as part of a team	*		I/S
9	Excellent communication skills both oral and written	*		I/S
10	Ability to evaluate & review processes and implement new systems & procedures where appropriate	*		I
11	Demonstrable working knowledge of equipment maintenance.	*		I
12	Ability to work without direct supervision exercise initiative and independent judgement appropriate to the role	*		I/S
13	Able to organise and prioritise work effectively	*		I/S
14	Ability to fault find and troubleshoot problems	*		I/S
15	Ability to liaise with equipment manufacturers representatives	*		I

*Method of Assessment

(I-Interview, A-Application, S-Supporting Statement, T-Test, P-Presentation)

Please note that applications will be assessed against the Person Specification using this criteria.