

# CLINICAL SKILLS TECHNICIAN

## Candidate Pack



## Job Summary

*\*\*This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read, such as those who are neurodiverse, have learning disabilities or lower literacy levels. Our goal is to make the application process more accessible and inclusive for everyone\*\**

- The role supports the Clinical Skills team by helping set up and tidy away equipment used for teaching medical students.
- It includes looking after equipment, reporting faults, and keeping the skills lab clean and well organised.
- You will help order and check stock so that teaching sessions always have what they need.
- You will support tutors and medical students during skills teaching, simulation sessions, and practical exams.
- You will work with patient volunteers and help make sure they are safe and comfortable.
- You will be part of a small, friendly team and may help with general office tasks when needed.

## Job Description

<b>Job title:</b>	Clinical Skills Technician
<b>Grade:</b>	3
<b>Site:</b>	The Royal Shrewsbury Hospital
<b>Accountable to:</b>	Senior Practice Education Facilitator
<b>DBS required:</b>	Yes

## Post Purpose / summary

- The purpose of this job role is to support the Undergraduate Department Clinical Skills team. Your main role will be in the clinical skills lab supporting the Practice Education Facilitators (PEF) in the setting up and taking down of skills equipment and the setting up of simulation teaching sessions.
- Under the supervision of the PEF: You will be responsible for the maintenance of the equipment ensuring faulty equipment is reported and sent for repair or service as appropriate.
- You will be required to order equipment and stock for training purposes as well as maintain an organised skills lab and store room to ensure stock is available and easily accessed.

- In the skills lab you will be expected to carry out cleaning duties, setting up and tidying away skills equipment and light administrative duties, such as photocopying and putting together teaching material.
- You will liaise with other tutors who require equipment setting up and have patient volunteers who are examined by the medical students.
- You will also be heavily involved in supporting the medical student practical skills exams (OSCEs).
- You will be, supporting the teaching and assessing of the medical students in clinical skills under the guidance of the Practice Education Facilitator.
- You will be responsible for patients whilst in the undergraduate department and arranging for transport, liaising with appropriate teams.
- You will be involved in supporting the teaching of other disciplines such as student nurses, staff nurses, junior doctors, with our simulation sessions.
- The Undergraduate Department is relatively a small team but is the focal point for organisation of the activities of approximately 160+ medical students based in Shropshire. All members of the team support administrative and teaching activities. The main focus of this role will be supporting the PEF in the running of the clinical skills lab and also contributing to the general functions of the Undergraduate team.
- It will suit someone who works well both independently and as part of a team. With excellent communication and organisational skills, you will be required to work alongside a wide variety of people and professions. You will be required to be flexible in your working hours between 7:30am until 8pm Monday to Friday to assist with evening sessions and in exam preparation. Most of all you must be dedicated to excellent patient care and your role in training is very much targeted at this

## Organisational position

The Hospital Dean has overall responsibility for the delivery of the Undergraduate Programme in SaTH and this includes the balance of educational roles and activities.

Your day-to-day programme of activities will be agreed with the Practice Education Facilitator (Undergraduate)

Your work-place supervisor in the skills lab will be the Practice Education Facilitator (Undergraduate).



Your Line Manager will be the Practice Education Facilitator (PEF).

### **Scope and range**

- Your role will be important and valued and will contribute to the training of future doctors.
- You will support key activities of the undergraduate department which are closely linked
- You will be a key member of the Clinical Skills team
- Your liaison and close work with the Undergraduate Office will be essential
- You will be able to offer cover for sickness, holidays and additional work pressures to the Undergraduate Team

### **Main duties and responsibilities of the post holder**

- To set up in accordance with timetables clinical skills, simulators, manikins and models as necessary including returning and tidying of equipment after their use.
- To troubleshoot and assist with any issues and problems arising with any of the skills and simulation equipment.
- To ensure safe moving and handling of heavy and sensitive equipment and take responsibility in line with appropriate regulations / legislation to ensure safe disposal of non-reusable equipment and materials for the disposal of sharps and clinical waste.
- To maintain equipment and ensure that equipment is sent for repair/service within required timescales and to set up records for all the contracts for the maintenance of equipment and keep regular checks that they are all up to date.
- To take responsibility for recording and ensuring that all equipment in the Clinical Skills has had the appropriate Portable Appliance Testing (PAT)
- To be responsible for monitoring stock and supplies of disposable items within the Clinical Skills and simulation environment, ordering replacements where necessary to maintain agreed levels.
- To plan and monitor stock flow and to ensure adherence to appropriate budgets and highlighting any areas for concern to the PEF.
- To ensure that all equipment is well maintained and stored safely and that the manufacturers' recommendations are adhered to at all times providing guidance and implementation with all users.
- To ensure that policies and procedure and manufacturers' instructions are kept up to date and displayed appropriately within the labs.
- To ensure that the Clinical Skills Laboratories are maintained to a safe and high standard at all times.

- To be aware of relevant health and safety regulations (COSHH) ensuring any health and safety hazards are reported to the Clinical Skills Instructor and to prepare and participate in inspections by Health and Safety Executive Officials.
- To provide support and assistance in the evening clinical skills sessions.
- To ensure consistent comfort and safety of patients both real and simulated taking part in teaching exercises and examinations.
- To provide assistance in the setting up and running of skills examinations (OSCEs) for year 4 and year 5 students.
- To ensure appropriate support provided for Keele tutors in the organisation of their sessions for medical students.
- To carry out administration duties such as photocopying, putting together teaching packs, laminating, taking telephone enquiries etc.
- To take responsibility for monitoring consumables and checking orders on arrival, unpacking and storing in a safe and secure manner.
- To create up to date inventory of all equipment in the clinical skills laboratories

## **Systems and equipment**

The post holder is required:-

- To use the standard range of office equipment e.g. PC, Photocopier, Laminator, etc.
- To use Microsoft Office and an electronic room booking system and input data into plasma display screen.
- Use the IT equipment attached to the high-fidelity simulation manikin.

## **Decisions, judgments and freedom to act**

The post holder is required:-

- To take responsibility for various blocks of work, which needs supervision. However, guidance from the PEF would be readily available.
- To organise and prioritise own workload as necessary and report any problems or issues arising to the Practice Education Facilitators.
- To notify the PEF of any issues related to medical students or other staff that give cause for concern.
- To participate in continuing professional development and improve personal knowledge and understanding.

## Communication and relationships

- In addition to medical students the post holder will also be in regular communication with the Hospital and Community Undergraduate Tutors, Hospital Tutors, Keele University School of Medicine teaching staff, University Hospital North Midlands (UHNM) administration and technical staff and Trust Medical Secretaries across the Trust and other sites. This communication may be written, verbal or electronic. The Undergraduate Department also receive elective students from other medical schools in the UK and internationally.
- The post holder will maintain good communication within the Undergraduate team ensuring a smooth and efficient service is delivered and working together as a team to solve any problems that may arise and be able to deal with difficult staff/patients/students both over the phone and pass on issues to line manager.
- The post holder will ensure excellent communication with the Undergraduate students regarding changes to timetable in liaison with the Undergraduate Office.

## Physical, Mental and Emotional Demands of the post

The post holder will be required:-

- To assist in moving tables, chairs and teaching equipment in preparation for teaching sessions and other meetings. The Trust's Manual and Handling Guidelines must be adhered to at all times and must attend manual handling training annually.
- To be able to work in a simulated clinical environment.
- To communicate in a tactful or sensitive manner as well as maintain a professional relationship with all members of staff, students and patients.
- Travel between hospital sites and Keele Medical School sites as required.
- Work in a busy environment potential to frequent interruptions.
- To take responsibility to manage their own workload.
- The post holder will be expected to be flexible as the post does require some early starts and late finishes.
- Confidentiality. You will be involved in student examinations and confidentiality of examinations must be maintained at all times. Patient, student and staff information is confidential. It is a condition of NHS employment that you will not use or disclose any confidential information obtained in accordance with the Data Protection Act 1998.

## General

- To fully participate in the Trust's annual appraisal system review and personal development planning process on an annual basis.

- To undertake any necessary training required to fulfill the role including annual Trust statutory training e.g. fire, manual handling
- To undertake any other duties at the request of the Senior Practice Education Facilitator or Practice Education Facilitator (Undergraduate) within reason and fair request.
- To notify the Senior Practice Education Facilitator/Undergraduate Manager of any issues related to students that give cause for concern

### **Working Conditions**

The post holder will be required to work predominantly in a clinical skills lab but there may also be activities based elsewhere in the Trust including across sites.

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good basic level of education including numeracy and literacy GCSEs to include Maths /English at good grades or equivalent qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• Trained in the use of clinical skills equipment and/or Laerdal manikins</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Recent clinical role (e.g. HCA) with significant experience</li> <li>• Good organisational and administrative skills evidenced by previous experience</li> <li>• Experience of appropriately dealing with confidential and sensitive information</li> </ul>	<ul style="list-style-type: none"> <li>• Previous work experience within the NHS &amp; suitable qualification</li> <li>• Previous use of high tech audio-visual equipment</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Effective communicator with the ability to generate trust and confidence</li> <li>• Willingness to actively participate in simulation scenarios</li> <li>• Ability to work on own initiative with practical problem solving skills.</li> <li>• Able to work flexibly and reliably with a “can do” approach</li> <li>• Competent in the use of Word, PowerPoint, Outlook and Excel.</li> <li>• Good IT skills</li> <li>• Enthusiasm to work as a member of a team within a flexible working week</li> <li>• Ability to work within priorities and</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of relevant procedures in a similar role</li> <li>• Knowledge of Oracle ordering system</li> </ul>



	deadlines and to respond to sudden unexpected demands remaining calm and focused under pressure	
<b>Other</b>	<ul style="list-style-type: none"> <li>Ethical and professional values and belief in the NHS with high personal standard of work and appearance</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of showing willingness to go the “extra mile”</li> </ul>

## General conditions

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

## Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work;
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

## Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself;
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff;
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development;

- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

## Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential and sensitive nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

## Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct;

- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates;
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

## **Safeguarding Children and Vulnerable Adults**

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
  - you are familiar with and adhere to the Trust's Safeguarding Children procedures and guidelines.
  - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

## **NHS Sexual Safety Charter**

The Trust is committed to ensuring that all employees work in an environment that is safe, inclusive, and free from sexual misconduct, harassment, and discrimination. As a signatory to the NHS Sexual Safety Charter, the Trust upholds a zero-tolerance approach to sexual harassment and supports anyone affected by inappropriate behaviour. In accordance with the Workers Protection (Amendment of Equality Act 2010) Act 2023, the Trust has a statutory duty to take reasonable steps to prevent sexual harassment of its employees. All staff, are required to treat others with dignity and respect at all times and to cooperate with Trust policies, procedures and training designed to maintain a culture of safety, professionalism, and mutual respect.

## **Social Responsibility**

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

## Continuous Improvement

The Shrewsbury and Telford Hospital NHS Trust aims to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

To support this, we have developed the SaTH Improvement Method, a structured approach to change that provides practical tools and techniques to help you understand what success looks like with clear aims, enables you to measure progress and plan meaningful improvements.

You won't be doing this alone. Whether you're new to improvement or already leading change, the Improvement Hub is here to guide you with expert advice, hands-on support, and a wide range of training opportunities to help you grow and thrive throughout your time at SaTH whilst making improvements in your area of work. Join us in shaping a culture of continuous improvement, where every colleague is supported to make a difference.

## Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is an Equal Opportunities Employer, fully committed to fostering an inclusive workplace where all staff feel valued and able to thrive. We believe that a diverse workforce, reflective of our community, is essential for delivering the best patient care.

We will not discriminate against any job applicant or colleague based on any protected characteristic, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Selection for appointment, training, development, and promotion will be based purely on merit and the individual's ability to meet the role requirements.

As a post-holder, you have a personal responsibility to uphold the Trust's commitment to equality by treating all colleagues and patients with respect and dignity. You must actively support measures introduced to ensure equality of opportunity and will not discriminate, harass, or bully others, or condone such behaviour.

