

JOB DESCRIPTION

Job Title: Clinical Skills Technician	Band 4: £23,566 to £24,533 per annum <i>Opportunity to progress to £25,742 subject to performance and the university reward scheme</i>
Department: Practice Learning and Interprofessional Education	
Reporting directly to: Head of Simulation and Skills Based Education	
Other Contacts Internal: Academic Schools; Heads of Department; University of Worcester Students; Other Professional Services External: Practice Partners; Other HEIs Location of work: University of Worcester, including the Dudley centre campus	
Main Duties*: <ol style="list-style-type: none"> 1. In collaboration with other Clinical Skills Technicians, work as part of a team to effectively organise, co-ordinate and plan the daily skills and simulation activity across the University campuses. 2. Proficiently prepare the equipment and simulation suites in accordance with timetabling information and teaching requirements. 3. Undertake administration processes to ensure efficient organisation of the Technician Service and the activity across the University campuses. 4. Ensure that equipment is cleaned and stored in a tidy manner and that regular maintenance of equipment is carried out. 5. 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 relevant legal requirements. 6. Maintain tidiness and cleanliness of the Simulation and Clinical Skills Centres in accordance with Health & Safety requirements including monitoring risk assessments, COSHH requirements, and maintenance of all related records for audit purposes. 7. Assist in orientating students and academic staff to the simulation and clinical skills areas and the equipment. 	

8. Support and facilitate drop-in sessions as part of the SPACE project to help students to practice their clinical skills.
9. Provide administrative support to both staff and students as per individual course requirements, including answering queries and responding to enquiries via email.
10. To assist in the recording and editing of simulated training activities on audio visual equipment.
11. Maintain effective scheduling of the teaching rooms in the Clinical Simulation and Skills Centres, in collaboration with the Clinical Skills Technician Team.
12. Work without direct supervision, exercise initiative, and take responsibility for projects.
13. Uphold the customer service standards in place within the Simulation and Clinical Skills Centres, assisting colleagues, students and external parties in a welcoming, polite, and timely manner and referring to colleagues where necessary.
14. Attend and professionally participate in meetings, open days, development sessions and working groups as appropriate.
15. Contribute to development of the service including responsibility for reviewing processes, making recommendations for change and implementation as required.
16. Ability to work flexibly across a staggered shift pattern as required and as part of the team. Occasional weekend work is required.
17. Current full UK driving license to drive a manual vehicle between university campuses/ sites to provide technical support and transport equipment.
18. To implement and carry out administrative activities and processes, as required by the role.
19. Adhere to all University of Worcester policies and procedures, including Equality and Diversity and Health and Safety.
20. Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
21. Undertake appropriate learning and development activities as required.
22. Participate in University of Worcester Appraisal Review for Development, Achievement, & Performance.
23. Maintain personal and professional development to meet the changing demands of the job; participate in appropriate training activities and encourage and support staff in their development and training.



24. Take steps to ensure and enhance personal health, safety, and well-being and that of other staff and students.
25. Carry out these duties in a manner that promotes equality of opportunity and supports diversity and inclusion and takes into account the University's commitment to environmentally sustainable ways of working.

*The above does not represent an exhaustive list of duties associated with this role.