

## JOB DESCRIPTION

<p><b>Job Title:</b> Senior Clinical Skills and Simulation Technician</p>	<p><b>Band 5: £26,707 to £30,378 per annum</b> <i>Opportunity to progress to £32,080 subject to performance and the university reward scheme</i></p>
<p><b>Department:</b> Clinical Skills and Simulation</p>	
<p><b>Reporting directly to:</b> Head of Simulation and Skills-Based Education</p>	
<p><b>Other Contacts</b>  <b>Internal:</b> Clinical Skills and Simulation Technician Team, students, prospective students, academic colleagues, senior managers, internal departments, Professional Administrative Services (PAS) Team colleagues and colleagues in the wider central support services.   <b>External:</b> External suppliers, external stakeholders and other organisations such as professional bodies associated with a course.</p>	
<p><b>Main Duties*:</b></p> <p><b><u>Operational Management of Clinical Skills and Simulation Facilities:</u></b></p> <ol style="list-style-type: none"> <li>1. As part of the Clinical Skills and Simulation Technician Team, understand teaching requirements to proactively co-ordinate and efficiently organise and prepare in advance the use of all equipment, consumables and facilities, ensuring that good health and safety practices are applied and maintained across all areas and effectively problem solving when necessary.</li> <li>2. In collaboration with technical instructors and academic staff, you will assist in the technical development of clinical training scenarios and provide technical support during simulation activity, managing all the equipment and technology associated with the delivery of medium-high fidelity simulation activity.</li> <li>3. Organise, supervise and evaluate student self-directed practice environments, undertaking associated administration responsibilities to ensure processes and facilities are fit for purpose.</li> <li>4. Perform administration processes and actively contribute to project work that facilitates efficient operational organisation of the Clinical Skills and Simulation Technician Service, collaborating with colleagues and overseeing processes when appropriate.</li> <li>5. Actively participate in administering and undertaking varied shift patterns, ensuring that the operational service/ business needs across the campuses are duly met.</li> </ol> <p><b><u>Service Development and Improvement:</u></b></p> <ol style="list-style-type: none"> <li>6. Develop and deliver new administrative procedures and modes of working to improve and enhance efficiency of the service delivery, collaborating with colleagues and overseeing processes when appropriate.</li> </ol>	

7. Make recommendations to the Head of Simulation and Skills-Based Education, technical instructors and academic staff regarding improvements to enhance the organisational delivery and technical functionality of clinical skills and simulation learning and teaching activities.
8. Work in collaboration with the Head of Simulation and Skills-Based Education, technical instructors and academic staff to create resources/ materials that support the delivery of new clinical skills and simulation scenarios, proactively make recommendations when appropriate and developing audit and evaluation methods to assess user experiences.

**Staff Management and Development:**

9. Support technician staff in their roles and oversee technical and administrative duties when necessary to ensure safe and efficient service delivery.
10. Work with the Head of Simulation and Skills-Based Education, Technician Team and academic colleagues, to support the organisation, development and delivery of a package of training and relevant updates. Regularly demonstrating the correct use of specialist skills and simulation equipment and associated learning and teaching technologies (such as SMOTS, high-fidelity simulator software or Panopto AV systems) and creating accessible training resources/ materials.
11. Develop and implement feedback and evaluation processes for staff training packages and apply the information to engender improvements.
12. Assist the Head of Simulation and Skills-Based Education in the recruitment and selection process of new staff.

**Management of Health and Safety within the Clinical Skills and Simulation Facilities:**

13. Actively represent skills and simulation-based learning on the Simulation Centres Health and Safety Working Group, ensuring local management practices are robust and contribute to developing practices and policies.
14. Ensure that there is compliance with University Health and Safety policies and take corrective action where compliance is not robust.
15. Advise staff and students in completing appropriate risk assessments.
16. Undertake specific health and safety management roles where necessary; fire warden, first aider.

**Responsibility for organising the procurement, management and maintenance of equipment and consumables:**

17. Provide expert advice and recommendations for the procurement of new equipment and technologies, always ensuring suitability and best value for money.
18. Create requisitions for the purchase of consumables, equipment and servicing and receipting all goods and services received to facilitate prompt payment, liaising with suppliers and finance colleagues in resolving issues with payment as necessary.

19. Promptly contact and schedule service and maintenance inspections for specific equipment and technologies within the designated clinical skills and simulation areas to ensure that equipment and systems remain operational.

20. Review service documentation to confirm equipment is fit for purpose and, if necessary, undertake further action to ensure health and safety requirements/ standards are met.

**Other Duties:**

21. 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.

22. Take steps to ensure and enhance personal health, safety and well-being and that of other staff and students.

[\*the above does not represent an exhaustive list of duties associated with this role.]