



Job title	Technical Specialist for Simulated Learning	Job family and level	Technical Services Level 3
School/ Department	Faculty of Medicine and Health Sciences	Location	East Midlands Campuses of University of Nottingham

## Purpose of role

The purpose of this role is to provide specialist technical support to the Faculty of Medicine and Health Sciences Clinical Skills Centre. Under the direction of the Clinical Skills Manager the role works collaboratively and flexibly with the other members of the team, and colleagues in schools and central professional services, to ensure delivery of a high-quality student experience which meets programme requirements.

	Main responsibilities	% time per year
1	<p><b>Provide specialist technical support to Clinical skills and Simulation sessions</b></p> <ul style="list-style-type: none"><li>▪ Responsible for day-to-day technical support for Simulation activities including utilization of immersive technology and Simulation recording</li><li>▪ Support academic/simulation facilitators during Simulation through utilization of Simulation recording software, using knowledge of the system to achieve session requirements.</li><li>▪ Ensure immersive technology is operational within agreed processes and escalate to line manager, issues that are not resolvable.</li><li>▪ Ensure Simulations are recorded in line with policy, ensuring that audio and visual quality is suitable for student reflection.</li><li>▪ Program Simulation manikins in line with department SOP's and meet requirements of the simulation.</li><li>▪ Work with key supplier stakeholders to ensure Simulation equipment is fully operational and ready for use within the centre.</li><li>▪ Be a main point of reference to colleagues for guidance and advice in aspects of Clinical Skills Simulation processes and equipment.</li><li>▪ Provide technical support to student practical and drop in sessions.</li><li>▪ Support Simulation activities, acting as a facilitator when required.</li><li>▪ Demonstrate use and application of Clinical Skills equipment and simulation models.</li><li>▪ Work with academic colleagues to develop, design and prepare new sessions providing specialist technical knowledge.</li><li>▪ Support the training and development of Clinical Skills technicians.</li></ul>	30%

	<ul style="list-style-type: none"> <li>Provide users with advice on other equipment to improve learning outcomes.</li> </ul>	
2	<p><b>Advanced planning and preparation of Clinical Skills and Simulation sessions</b></p> <ul style="list-style-type: none"> <li>Liaise with academics to document session requirements.</li> <li>Ensure sessions are set up as required in a timely manner including equipment and consumables.</li> <li>Ensure all equipment is in good working order and there is appropriate quantity available, especially where sessions requiring the identical equipment are running simultaneously.</li> <li>Supervise and delegate work to colleagues as appropriate to ensure work objectives and standards are met.</li> <li>Ensure rooms, equipment and consumables are cleared following sessions to enable efficient round turn-around.</li> <li>Responsible for technical support and planning of practical examinations such as CPSA and OSCE's.</li> <li>Provide technical support to practical examinations ensuring all requirements are met.</li> <li>Co-ordinate the allocation of Clinical Skills technicians, as necessary, to ensure that Clinical skills, Simulation and practical examinations are suitably set up.</li> </ul>	25%
3	<p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>Ensure relevant Health and Safety policies and procedures are adhered to.</li> <li>Monitor Health and Safety in the performance of all duties by assessing the risks of the planned activity and performing tasks having considered and acted to secure the safety of yourself and others.</li> <li>Ensure staff and students are trained in techniques and the safe effective use of equipment to ensure compliance with relevant health and safety regulations.</li> <li>Ensure all electrical equipment is safe to use, following established procedures and assisting with any necessary testing.</li> <li>Ensure all waste is disposed of using defined waste streams as stipulated in the local safety rules.</li> <li>Report any incident or near-miss using the University's online accident reporting system, assisting with the subsequent investigation as appropriate.</li> <li>Produce written instruction sheets, standard operating procedures and risk assessments.</li> </ul>	20%
4	<p><b>Support the day to day running of Clinical Skills and Simulation</b></p> <ul style="list-style-type: none"> <li>Monitoring of resources including equipment and consumables.</li> <li>In collaboration with Senior Administrators, ensure that spaces are appropriately utilized and internal information is in alignment with the central timetable.</li> <li>Attendance at and contribution to regular team meetings.</li> <li>Undertake relevant professional development to keep knowledge and skills up to date and support the development of new sessions.</li> <li>Take a proactive approach to continuous improvement of the services provided by the Centre.</li> </ul>	15%

	<ul style="list-style-type: none"> <li>▪ Ordering of equipment and consumables ensuring that adequate stock of supplies are maintained and appropriate records are kept.</li> <li>▪ Approval of orders within agreed budget limits</li> </ul>	
5	<b>Maintenance and care of stock equipment</b> <ul style="list-style-type: none"> <li>• Monitor and undertake routine maintenance of equipment and assist in the diagnosis and repair of equipment when required.</li> <li>• Oversee the safe storage of equipment and consumables and maintaining appropriate records using defined department systems.</li> </ul>	10%
6	<b>Any other duties appropriate to the grade and role</b>	n/a

## Person specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Technical working knowledge of healthcare/medical equipment relevant to the role.</li> <li>▪ Excellent IT Skills including Outlook, Excel and word.</li> <li>▪ Excellent written and verbal communication skills to enable explanation of technical issues and processes.</li> <li>▪ Excellent organisational skills with the ability to plan, prioritise and manage a full workload.</li> <li>▪ Ability to set objectives, prioritise and plan workload and meet set objectives within a planned timescale.</li> <li>▪ Ability to write and update documentation including Standard Operating Procedures.</li> <li>▪ Ability to build relationships and collaborate with others, showing a good understanding of the importance of customer service skills.</li> <li>▪ Good manual handling skills to include the ability to lift and move objects such as tables, manikins and chairs as this role will involve setting up and moving consumables and equipment.</li> </ul>	<ul style="list-style-type: none"> <li>▪ First Aid Qualification</li> <li>▪ Experience of high-fidelity simulation.</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Significant, recent experience of working in a relevant healthcare/clinical environment including supporting student practical sessions.</li> <li>▪ Knowledge of equipment and models used in the delivery of Clinical Skills teaching.</li> <li>▪ Knowledge of relevant Health and safety legislation.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working in Higher Education.</li> <li>▪ Knowledge of Simulation standards eg. ASPIH</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ Minimum of HNC in a relevant subject, or equivalent qualifications, plus considerable work experience in a relevant role.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Health and Safety qualification.</li> <li>▪ Professional registration, e.g. Science Council</li> </ul>



## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

<b>Valuing people</b>	Is open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.
<b>Taking ownership</b>	Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.
<b>Forward thinking</b>	Demonstrates the ability to learn, and enjoys the opportunity to develop. Likes to share and implement new ideas and improvements in their area of work. Seeks feedback from others.
<b>Professional pride</b>	Is self-appraising, seeking feedback from others and acts as a great role-model at all times. Keen to deliver the job well and be an effective member of the team.
<b>Always inclusive</b>	Is sensitive to the needs of others and understands every person is important, right across the organisation, irrespective of level, culture, disability or any other characteristic.

## Key relationships with others



