####

#### JOB DESCRIPTION

|  |
| --- |
| JOB IDENTIFICATION |
| Job Title: Simulation Technician (Clinical Skills & Simulation) Responsible to: Simulation Centre Manager Department: Medical EducationBase: Education Centre, Queen Margaret Hospital, DunfermlineHours available: 37.5 hoursLength of post: Permanent  |

|  |
| --- |
| 2. JOB PURPOSE |
| To provide comprehensive technical and administrative services in the context of simulation education for educators and clinicians, contributing to the day to day running of simulation programmes across NHS Fife.Responsible for the day to day coordination of a simulation centre. |

|  |
| --- |
| **3. DIMENSIONS** |
| The dimensions of this role are to support the delivery of simulation programmes across NHS Fife. This will involve overseeing the day to day activity of a simulation centre and providing cover for colleagues on other NHS Fife sites during absences, and for delivery of larger simulation courses as directed by the Simulation Centre Manager.The post holder is employed within NHS Fife and there may be a requirement to work flexibly across Fife to meet service demands. |
| **4. ORGANISATIONAL POSITION**Director of Medical Education**Simulation Technician**Medical Education Support Team x 9Clinical Skills & Simulation Team x 3Associate Director of Medical EducationSenior Clinical EducatorSimulation Centre ManagerMedical Education Manager |

|  |
| --- |
| 5. MEDICAL EDUCATION SERVICES |
| NHS Fife is a Local Education Provider that operates within a quality assurance framework: The team coordinates the delivery of medical education within NHS Fife for over 800 medical students and around 220 postgraduate doctors in training. A key activity is working in partnership with the universities of Edinburgh, St Andrews, Dundee and Aberdeen. The rotation of doctors in training is also a significant management exercise, undertaken in partnership with the local HR, and NHS Education Scotland.      Medical Education undertakes rota design and New Deal Contract monitoring. It also manages the delivery of the core teaching programmes of Foundation doctors and GP trainees. Medical Education partners with SEFCE (the South East Scotland Faculty of Clinical Educators), and help NHS Fife Education Supervisors and Clinical Supervisors to gain GMC recognition and approval. The post holder will be involved in supporting the delivery of simulation and human factors training for medical, nursing, and allied health professionals working throughout the NHS Fife organisation and wider healthcare organisations in Fife. |

|  |
| --- |
| 6. KEY RESULT AREAS |
| * To provide a comprehensive technical and administrative service in the context of simulation education for educators and clinicians, contributing to the day to day running of simulation programmes across NHS Fife. This includes, where appropriate, providing administrative support in the co-ordination of simulation programmes across the Health Board, responsibility for managing email, telephone calls, face to face and electronic communications from education, clinical and non-clinical staff, and external agencies, responding where appropriate; prioritising and redirecting or escalating as required to the line manager to ensure efficiency and effectiveness of service delivery.
* To provide technical support for all simulation based activities and provide advice, troubleshoot, maintain and provide basic repair to the fleet of patient simulators and provide maintenance of clinical and audiovisual equipment as necessary.

 * To set up, deliver, and assist with embedding simulation programmes in NHS Fife. This includes the requirement to regularly act within scenarios as patients, family members or staff members – donning moulage (make up), clothing, or clinical props and prosthetics as required.
* To operate patient simulators and cameras for the duration of simulations. This includes recording and steaming sessions from the simulation ward to the debrief room next door.
* To set up and take down simulation clinical skills equipment/task trainers. This also includes rapid turnover of simulation equipment and props between simulation scenarios.
* Assisting in the day to day management of a simulation centre. Including, first contact for booking and use of the simulation centre, safety of the environment, monitoring and maintaining stock levels and cleanliness for service delivery at all times.
* Assist with arranging meetings and simulation programme events on behalf of the Simulation Centre Manager and other members of the multi-disciplinary team.
* General administrative duties including filing, photocopying, stationery ordering, booking meetings and rooms and distribution of mail.
* Data input to and/or extraction from databases or spreadsheets, reporting and producing correspondence.
* Organise and attend formal meetings as required and take minutes, including specifying decisions made and any action points for approval by the senior member of the group. Responsible for taking forward allocated action points and to follow-up on any others to ensure parties are aware of and working towards completion timescales.
* With the Simulation Centre Manager, responsible for training and maintaining training records for all educational staff who are required to use simulation equipment unsupervised. To ensure these staff are competent with new technology (silicone props, moulage, software updates, and new manikin technology).
* Assist in the orientation of all staff and the induction of new members of our volunteer simulated patient bank.
* Assist in the development and implementation of local simulation centre technical and operational policies and systems to enable smooth running of the department.
* Maintain confidentiality of all sensitive and recorded information as per the Data Protection legislation and NHS Fife policies.
* Responsible for monitoring, ordering and maintaining clinical consumables, and simulation equipment; processing invoices as required.
* Working flexibly over multiple sites across Fife when the service requires cover in times of larger events, increased activity or to cover annual leave or sickness.
* Acquire and maintain medical terminology to support development in role.
* To support NHS Fife’s values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes.
 |

|  |
| --- |
| 7a. EQUIPMENT AND MACHINERY |
| The following are examples of equipment which will be used when undertaking the role.**Office Equipment** Computer (desktop or laptop), Printer (black/white or colour), Laminator, Photocopier and Telephone.**Audio Visual Aids** Smart Boards, Cameron Communications Audio visual equipment, Turning Point Electronic Voting System, Projectors, Microphones, Speakers, Video Conferencing System. **Equipment**  CAE ‘Apollo’ Adult Manikin CAE ‘Aria’ Junior Manikin CAE ‘Luna’ Paediatric Manikin Lifecast ‘Viv’ Elderly Adult Manikin Realiti Go iSimulate Portable Simulated Defib & Monitor Laerdal MamaNatalie Birthing SimulatorKwickscreen Portable Simulation Background Screens Part Task Trainers Defibrillator/Resuscitation Trolley Hospital beds/trolleys TuBs/TURAS Tutorial Booking System Cameron Communications Audiovisual equipment Moulage kit systemsNote: New equipment may be introduced as the organisation and technology develops, however training will be provided.  |
| **7b. SYSTEMS** |
| The post holder will be competent in the use of all Microsoft Office programs.  |

|  |
| --- |
| 8. ASSIGNMENT AND REVIEW OF WORK |
| Clinical skills & simulation work is organised by the Simulation Centre Manager and objectives are set by the Associate Director of Medical Education in response to medical school requests.While working as part of a team the post holder will be responsible for identifying personal priorities within their workload and communication of progress. |

|  |
| --- |
| **9. DECISIONS AND JUDGEMENTS** |
| * With reference to clinical skills teaching, the post holder will work to plans established by the Simulation Centre Manager.
* The post-holder is expected to exercise judgement when dealing with enquiries, determining what can be dealt with within own remit and when the matter should be escalated to the Simulation Centre Manager.
* The post-holder will make decisions regarding prioritisation of workload and resources to ensure provision of an efficient secretariat and administrative service.
* All decisions and judgements will be made within the parameters of defined simulation education procedures and protocols and in compliance with current legislative timescales, e.g. GDPR matters.
 |

|  |
| --- |
| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| * Managing own time effectively and prioritising workload to meet competing demands from service users to ensure provision of a well-co-ordinated, efficient and professional service at all times.
* Maintaining levels of concentration required to undertake defined workload whilst responding to interruptions from centre users and enquiries.
* Dealing with distressed simulation service users, educational faculty, and staff.
* Delivering and responding to distressing and emotive scenarios (including exploring issues related to death and dying, and de-escalating aggressive and agitated patients) in the simulated environment.
 |

|  |
| --- |
| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| **Simulation Centre Manager** Assistance, workflow support and technical issues. Personal Development Planning, objective setting, discussion of any changes in the service provision. Mentor.**Service Users and other Hospital Staff** Provide a quality service within agreed deadlines. Where necessary, communicate with other relevant departments that will include Estates, Supplies, Human Resources, Fire, Infection Control, Pharmacy, Health and Safety and Risk Management regarding issues in the delivery of simulation programmes (be it simulation centre or in situ environment) and personal development. **Patients** Communicate the purpose and processes of simulation education and required equipment (including the use of recording equipment, actors and manikins) whilst delivering simulation in the clinical environment. Communicating information with empathy and reassurance and overcoming barriers to understanding. Receive information concerning patient history, sensitive issues, some patients with special needs, accommodates patients views and preferences with regard to cultural differences. **Faculty Development** Supervision / mentoring in the context of technical driving of equipment. Assisting with the education and training to enable them to carry out these tasks in a professional manner. External Communications; where relevant, liaising with external companies around procuring and maintaining relevant simulation equipment. Participating in external professional meetings/conferences related to the profession.  |

|  |
| --- |
| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS** |
| **Physical Demands/Effort:** * Simulation suite operation workflows require prolonged exposure to VDUs
* Dexterity hands and eye-co-ordination
* Working with specialist equipment and software systems and computer screens where speed, dexterity and accuracy are required to manipulate professional equipment
* Long periods of sitting operating simulation equipment on a daily basis
* Long periods of standing/moving to maintain, move, and manipulate heavy simulation trainers

**Mental Effort*** Balancing and prioritising changing demands
* Retention and knowledge of information
* Concentration in obtaining high quality simulation scenario outputs in a darkened environment on a daily basis
* Prioritising own workload in order to meet deadlines.

**Emotional Effort*** Dealing with stressed and anxious students/participants on a regular basis
* Occasionally deals with patients when delivering simulation in the clinical environment or working with actors
* Exposure to highly realistic clinical events and themes which can be distressing

**Environmental Demands*** Due to the nature of the work, the post holder will be working in an enclosed, darkened environment on a regular basis
 |

|  |
| --- |
| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| * Educated to SCQF level 7 e.g. NVQ/SVQ Level 3 or equivalent in technical subjects or equivalent in IT/media industry with AV video recording experience would be an advantage
* Experience / training on high fidelity manikin operation would be an advantage
* Good interpersonal skills, listening and communication skills
* Evidence of team working skills with the ability to work using own initiative
* Problem solving, time management and organisational skills
* Thorough knowledge of PC computers and Microsoft Office
* Organisational, oral and written communication skills
* Good working knowledge of computer software packages
* Medical terminology

“Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers – NHS Circular CEL(2010)23Your performance must comply with the “Mandatory Inductions Standards for Health Care Support Workers in Scotland” 2009; and with the Code of Conduct for Health Care Support Workers, both as amended from time to time, which will be issued with your contract (further copies can be obtained from Human Resources). Failure to adhere to the Standards or to comply with the code may result in poor performance measures or disciplinary action and could lead to dismissal; or if you are self-employed, such failure will be deemed to be a breach of an essential term of your contract, allowing us to terminate with or without notice." |

|  |
| --- |
| **14. JOB DESCRIPTION AGREEMENT** |
| A separate job description will need to be signed off by each job holder to whom the job description applies. Job Holder’s Signature:  Head of Department Signature: | Date:Date: |

PERSON SPECIFICATION

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** | **MEASURE** |
| **Experience** | Experience in technical and administrative work  | Experience of multidisciplinary working in a learning environment | Application form,Interview |
| **Qualifications/****Training** | Educated to Higher level or equivalent  | Experience / training on high fidelity manikin operation | Application form |
| **Knowledge** | Knowledge of career structure for medical student to Consultant Competent in Microsoft OfficeUnderstanding of role of simulation within medical education | Knowledge of a medical degree curriculum and structure | Application form,Interview  |
| **Skills** | Ability to assemble and dismantle simulation models (Clinical Skills & Simulation)Positive, helpful and approachable manner A level of English language competency and communication skills necessary to perform this role safely and effectively |  | Application FormInterview  |
| **Aptitude** | Calming presence Ability to work on own initiative and organise own workloadAbility to deal with simulated traumatic trainingDemonstrate ethics, values and personal qualities / behaviours consistent with the vision, culture and values of NHS Fife. | Ability to analyse the training needs of medical students | Interview |
| **Other** | Ability to travel throughout FifeManual handling / ability to manoeuvre equipment up to 45 kgs   |  |  |