

## Candidate Information

<b>Position:</b>	Teaching Assistant Clinical Skills
<b>School/Department:</b>	School of Medicine, Dentistry and Biomedical Sciences
<b>Reference:</b>	19/107327
<b>Closing Date:</b>	Monday 29 April 2019
<b>Salary:</b>	£33,199 - £38,460 per annum
<b>Anticipated Interview Date:</b>	Thursday 30 May 2019
<b>Duration:</b>	Until 5 December 2019

### JOB PURPOSE:

Assisting with delivery and development of clinical skills education programmes to undergraduate medical students (and occasionally dental students) in years 1-5. Using sound teaching approaches, utilising innovative techniques and creating a safe and positive learning environment.

### MAJOR DUTIES:

#### Teaching:

1. Contributing to the delivery of clinical skills teaching and assessment within existing frameworks to undergraduate medical students (and occasionally dental students) in years 1-5, conveying often complex information requiring careful explanation, in a clear and accurate manner.
2. Assisting with the development of content and learning materials to facilitate innovation within the curriculum.
3. To provide support for the training of medical and dental students in a range of practical clinical procedures and skills, in particular using simulation.
4. To contribute to the development and delivery of OSCE examinations, including setup, evaluation, organisation, development and planning.
5. To assist with teaching and examining of clinical and communication skills; focusing on the development and promotion of the patient safety agenda.
6. Working with other staff members, facilitate student requests about the use of CSEC including self-directed learning
7. Responsible for the preparation and care of all teaching and learning materials including clinical equipment, manikins, audio visual equipment in relation to the teaching programmes.
8. In liaison with other academic and clerical staff within CSEC to ensure the availability of appropriate teaching space for the delivery of the teaching programmes.
9. Such other duties appropriate to the post as may be reasonably requested by the Centre Director or other nominated academics

#### Planning and Organising:

1. Prioritise own workload within a general schedule and assist senior staff in planning for future work so that resources are available to meet specific objectives; in particular to manage workload to balance the demands of three different courses.
2. Plan and manage own teaching within the framework of the module and as designated by the Module Coordinators.
3. Contribute to the development of modules and teaching delivered in CSEC.

#### Resource Management Responsibilities:

1. Use assigned teaching resources within defined limits as required.
2. Coordinate own work with that of others to avoid conflict or duplication of effort.

#### Internal and External Relationships:

1. Liaison with staff and students.
2. Make internal and external contacts to develop knowledge and understanding of subject.

#### ESSENTIAL CRITERIA:

1. Relevant healthcare profession qualification
2. Substantial relevant experience working with patients in a hospital, primary care or similar environment.
3. Experience using a wide range of IT systems including word, PowerPoint, excel, e-mail and internet.
4. An ability to focus skills teaching using a team-based approach with patient safety a high priority
5. Good oral and written communication skills.
6. Demonstrates ability to communicate with students and staff at all levels.
7. Demonstrates ability to work on own initiative and as part of a team.
8. Ability to manage resources.
9. Ability to plan and organize workload to meet standards and deadlines.
10. Flexible, willing to adapt to new tasks and duties.
11. Demonstrates the ability to prioritise own work and that of others.
12. Demonstrates willingness and ability to flexibly arrange working hours.

**DESIRABLE CRITERIA:**

1. Appropriate teaching certificate or diploma.
2. Advanced Life Support certificate or other acute care related certificates.
3. Communication skills training.
4. Recent experience of clinical practice.
5. Experience of teaching using high fidelity manikins.
6. Experience of teaching clinical skills in a hospital or primary health care setting.
7. Demonstrates administrative and time management skills.