



Candidate Information

Position: Teaching Assistant (Clinical Skills)
School/Department: Centre for Medical Education
Reference: 21/109027
Closing Date: Monday 2 August 2021
Salary: £33,797 - £40,322 per annum.
Anticipated Interview Date: Thursday 19 August 2021

JOB PURPOSE:

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

MAJOR DUTIES:

1. Contribute to the delivery of clinical skills teaching and assessment within existing frameworks to undergraduate medical students (and occasionally dental students) in years 1-5, often conveying complex information requiring careful explanation in a clear and accurate manner.
2. Assist with the development of content and learning materials to facilitate innovation within the curriculum.
3. Provide support for the training of medical and dental students in a range of practical clinical procedures and skills, in particular using simulation and role play.
4. Contribute to the development and delivery of OSCE examinations, including setup, evaluation, organisation, development and planning.
5. Assist with teaching and examining of clinical and communication skills, focussing on the development and promotion of the patient safety agenda.
6. Work with other staff members, and facilitate student requests about the use of CSEC, including self-directed learning and developing teaching materials.
7. Be responsible for the preparation and care of all teaching and learning materials, including clinical equipment, teaching manikins, and audio visual equipment in relation to the teaching programmes.
8. In liaison with other academic and clerical staff within CSEC 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, assist senior staff in planning for future work so that resources are available to meet specific objectives and, in particular, manage workload to balance the demands of different courses.
2. Plan and manage own teaching within the framework of the relevant modules 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.
3. Contribute to the operational activities of CSEC including room bookings, stock control and ordering of new/replacement equipment.

Internal and External Relationships:

1. Liaise with staff, simulated participants and students.

2. Make internal and external contacts to develop knowledge and understanding of subject.

ESSENTIAL CRITERIA:

1. Relevant healthcare profession qualification.
2. Substantial recent, relevant experience working with patients in a hospital, primary care or similar clinical environment.
3. Experience using a wide range of IT systems including word, PowerPoint, excel, e-mail, internet based video conferencing systems.
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. Ability to communicate with students and staff at all levels.
7. 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. Ability to prioritise own work and that of others.
12. 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. Experience of teaching clinical skills in a hospital or primary health care setting.
5. Experience of teaching using high fidelity manikins.
6. Recent experience of clinical practice.
7. Administrative and time management skills.