

Maidstone and Tunbridge Wells NHS Trust
Job Description

Job title:	Simulation and Clinical Skills Practitioner
Band:	6
Directorate:	Medical Education
Site:	Cross site Tunbridge Wells – Education and Training Centre Maidstone – Academic Centre
Hours:	37.5 hours / week (working pattern to be agreed with Line Manager)
Reports to:	Simulation Facilitator
Accountable to:	Director of Medical Education

Job summary:

The Medical Education Department is responsible for developing, managing and delivering a range of high quality and cost effective medical educational services within the Trust to specifications required by the General Medical Council (GMC), Kent Surrey & Sussex (KSS) Deanery, associated Medical Schools and the Trust's strategic and operational framework.

The Clinical Skills and Simulation Practitioner will work as a member of the Maidstone and Tunbridge Wells Medical Education Team to support the delivery and growth of Simulation Based Education (SBE).

The post holder will be involved in the delivery of education and training for multi-professional clinical staff working within the Trust as well as Postgraduate and Undergraduate Students on clinical placement. This will include clinical skills and scenario-based Simulation training. Working with the Simulation Leads and Facilitators the post holder will be involved in planning, developing and delivering a variety of courses as required to meet the demands of the service. The role encompasses the management and support of the Simulation Technicians and their work streams.

Working relationships: The post holder will need to have a friendly, professional manner and be able to work as a member of a Team. They will be working closely with:

Internal:

- The Director of Medical Education, Deputy Directors of Medical Education, Head of Medical Education, Medical Education Manager, Simulation Leads & Faculty, Facilitators, Technicians, Administrators, Fellows, Quality & Assurance Manager, Undergraduate Manager, Centre Managers, Deputy Undergraduate Manager, Medical Education Team, Undergraduate Team, Foundation Training Programme Directors, Specialty Tutors, Educational/Clinical Supervisors, and Trainees.
- Learning and Development Team, Professional Standards Team, Medical Workforce, Library and Knowledge Services, Multi-professional Teaching Facilitators, Resuscitation Training Department.
- Trust Management, Hospital Services and Departments.
- Training and Centre Users.

External:

- Kent Surrey and Sussex (KSS) Deanery including SimNet
- Association of Simulated Healthcare in Practice (ASPiH)
- Manufacturers/ suppliers of manikins, clinical skills and Audio-Visual equipment
- Healthcare professionals and educators from other Trusts
- Professional Associations / Royal Colleges/ Universities
- KSS Foundation School, Royal Colleges and Specialty Schools
- GP Programme Directors, GP Tutors and General Practitioners
- Medical Schools and Medical Students
- Prospective Trainees enquiring to join the Trust
- Medical Education staff in other KSS Trusts
- External facilitators

Budget responsibilities: Responsible for maintaining stock control and/or security of stock, responsible for the installation or repair and maintenance of physical assets.

Key result areas: The postholder will:

- Be responsible for multiple aspects of clinical skills and Simulation training, providing courses catering for a range of undergraduate and postgraduate learners.
- Provide technical expertise, educational support and assist in the successful running of the Clinical Skills rooms in Maidstone and Tunbridge Wells Hospitals.
- Devise and develop the clinical skills teaching sessions with the support of the Medical Education Fellows.

- Work closely with the Medical Education Fellows, assist in training doctors, multi-disciplinary teams and medical students, providing technical advice and support to staff in clinical skills and Simulation sessions.
- Support in the development of policies in relation to clinical skills training in its widest context, assisting to develop educational strategies, funding applications and business plans to maintain the high standards for delivery of clinical skills training to promote high quality patient centred and safe clinical care.

Accountability - The post holder will be accountable to the Simulation Leads and Facilitators and DME for the following:

- The post requires a high level of autonomous and independent working with a high percentage of workload to be identified and prioritised by the post holder with a vital element of proactive forward planning.
- The role requires working as part of a team as well as offering leadership.
- The job often requires the post holder to manage highly complex situations which require multi-tasking whilst interacting with a wide range of personnel with differing needs.
- The role will involve the delegation of tasks and supervision of others.

Communication and relationship – The post holder will be required to:

Education - clinical skills and Simulation-based education (SBE)

- In conjunction with the Simulation Leads & Simulation Facilitators, develop and implement Simulation curricula and educational materials appropriate for all levels and types of training using high-fidelity simulators and technology enhanced learning. To include regular reviews and evaluation of the process.
- Ensure practices and procedures related to clinical skills training are appropriate to the learner, utilising a variety of teaching and learning models, which are of a consistent and accurate nature.
- Develop and deliver clinical skills programmes and Simulation training sessions in accordance with recognised national and local curricula and strategic policies.
- Co-ordinate and organise courses to meet the needs of the foundation years curriculum.
- Work closely with Trust and external clinical staff, including allied healthcare professionals, both within the Clinical Skills and Simulation Suites and in the clinical setting.
- Support the orientation of the Medical Education Fellows.
- Debrief Simulation training for all levels and grades of multi-professional learners with a focus on Human Factors.
- Teach and develop faculty members delivering Simulation including providing feedback on debriefing.

Clinical/Professional

- Work closely with the wider MTW Medical Education Team, Medical Education Fellows, Simulation Leads and Facilitators, Foundation Leads and College Tutors in ensuring all learners receive clinical skills teaching opportunities and Simulation training in line with their curriculum.
- Work in close collaboration with practice development nurses/clinical skills Facilitators and the wider multidisciplinary team to ensure the development of patient focused, collaborative protocols/practices/procedures and care.
- Assist in supporting trainees or teams with difficulties by offering additional training with clinical skills/Simulation in its widest sense and technology enhanced learning to achieve NHS England Workforce, Training & Education (NHSE WT&E) and CQC standards advising other healthcare professionals and educators on SBE best practice.
- Continually maintain and develop own professional knowledge and expertise in line with the need of the role in Trust, and those required by the professional body the post holder belongs to e.g. the Nursing and Midwifery Council or other appropriate body, and/or other national boards.
- Maintain standards of evidence-based practice to ensure the delivery of best practice for patient safety.
- Actively engage patients and relatives in the development of appropriate scenarios based on real-life events whilst always maintaining confidentiality.
- Promote the ethos of a psychologically safe environment, dealing sensitively with potentially emotional topics and support learners.
- Deliver clinical skills teaching/assessment which reflects current evidence-based practice, national guidelines and Trust policy.
- Uses clinical knowledge and expertise to review and contribute to current and new education programmes.

Internal and external liaison

- Promote multi-professional learning and working within the Trust.
- Liaise with practice educators/clinical skills Facilitators in clinical areas and Nursing and Midwifery Education Team to promote Simulation and increase attendance of non-medical professionals on undergraduate and postgraduate Simulation training courses.
- Act as an advocate for Simulation training both within and outside the Trust.
- Liaise with external providers of manikins and clinical skills kit when necessary to ensure service provision.
- Attend and contribute to internal or external meetings/events, related to SBE such as meetings, conferences, open days.
- Work closely with internal and external groups including KSS Deanery, SimNet, neighbouring Trusts and other local healthcare providers.

Planning and organisational – The post holder will be required to:

- Independently problem solve, make decisions and if required create new solutions to problems.
- Assist to source, evaluate and order equipment and supplies as required and ensure all are in good working order at all times.
- Contribute to identifying, planning and orchestrating training sessions to ensure effective use of the facilities.
- Deliver all aspects of the operation, maintenance, support, trouble shooting and repair of all clinical skills / Simulation equipment.
- Contribute to the maintenance of accurate records of training sessions and complex written feedback pertaining to these, whilst at all times maintaining confidentiality and discretion.
- Maintain and assist in developing educational evaluation tools to enable continual improvement.
- Manage the monitoring and auditing of clinical skills training, to ensure data is widely available and is transparent as well as compliant with the various external or internal guidelines.
- Produce written reports for internal or external use when requested.
- Create, develop and update course materials, presentations, videos when required.
- Management of the Simulation and clinical skills pages on the website ensuring it is up to date and relevant.

Responsibility for policy/service development – The post holder will adhere to all Trust and departmental policies and procedures in relation to data quality. They will be required to ensure appropriate evaluation of Courses, Conferences and services to assist with future training and improvement of the services. The post holder will be required to:

- Assist Simulation leads/Facilitators in creating long term plans for future service provision.
- Research developments in the field of health care education in particular relating to clinical skills and Simulation.
- In conjunction with the Simulation leads and Medical Education Department to:
- Identify and explore opportunities with other academic/commercial organisations that will lead to the promotion of clinical skills-based training for the Trust.
- Support Simulation Facilitators with development of business cases for equipment or additional business.
- Support with submitting grant applications and bids for additional revenue streams or awards.
- To recruit, induct and manage actors/ patients and ancillary staff pertinent to clinical skills training scenarios/ OSCEs as required and agreed with the Simulation facilitator.

Management responsibility – The post holder will be required to:

- Manage and monitor the work streams and workload of the Simulation Technician/Apprentice.
- Line manage Simulation technicians/apprentices to identify and ensure appropriate training needs are being met and support is in place, to monitor performance, set objectives, carry out annual appraisals, Personal Development Plans and address any disciplinary issues that may arise.

Physical effort – The post involves a combination of sitting, standing and walking and carrying equipment, pushing trolleys or similar. The post holder will be expected to prepare a safe learning environment including set up of rooms, equipment and packing away equipment post session. This frequently involves moving furniture and heavy or specialised training resources (beds, manikins) as well as travelling/driving across site with equipment. Good hand eye co-ordination required for demonstration of clinical skills.

Mental and emotional effort - The post holder will need to be able to work in a busy, occasionally fast paced working environment. They will be required to switch tasks and work can be constantly interrupted by answering queries from users of the Centre, Trainees and staff. There will also be times of intense concentration such as for report writing, analysing data. The nature of Simulation aims to reflect real clinical experiences which can have a psychological impact and the post holder be occasionally exposed to this, they will need to have resilience in dealing with emotional situations.

Responsibility for R&D - The post holder will also be required to work on specific projects as required by the Management Team. Will adhere to all trust and departmental policies and procedures in relation to data quality. Where managing staff, will ensure team's adherence to policy and monitor compliance. The post holder will need to develop and maintain accurate records and documents to support teaching/learning. This includes participating in data collection and analysis for research and quality assurance purposes. The post holder may be required to undertake report writing including providing evidence of training delivered and feedback received.

Working conditions - Occasional exposure to dealing with irate service users and therefore conflict resolution skills are essential. Office working environment. Simulation suite/office work/education/ clinical environment and Wet Laboratory. Rare contact with animal tissue. Occasional exposure to dealing with irate customers and service users.

General - The post holder will be required to work across site and to work unsocial hours if required. There will be occasions to work unsociable hours (evenings) or hours over and above those contracted, time off in lieu will be given.

Job description agreement:

Signature of post holder: _____ Date: _____

Name: _____

Signature of manager: _____ Date: _____

Name: _____

Statement:

1. This job description is a broad reflection of the current duties. It is not necessarily exhaustive and changes will be made at the discretion of the manager in conjunction with the post holder.
2. Time scales for achievement and standards of performance relating to the duties and responsibilities identified in this job description will be agreed via the annual appraisal process with the post holder.
3. As an employee of Maidstone and Tunbridge Wells NHS Trust, the post holder will have access to confidential information. Under no circumstances should this be disclosed to an unauthorised person within or outside the Trust. The post holder must ensure compliance with the requirements of the Data Protection Act.
4. As an employee of the Trust, the post holder will be required to adhere to all Trust policies including Equal Opportunities where all employees are expected to accept individual responsibility for the practical implications of these policies.
5. The post holder is required to take reasonable care for the health and safety of themselves and others that may be affected by what they do while at work.
6. This post may require the post holder to travel across the Trust sites in the course of fulfilment of their duties.
7. The Maidstone and Tunbridge Wells NHS Trust has a no smoking policy
8. Clinical Governance: You will be expected to take part in the processes for monitoring and improving the quality of care provided to patients. This includes risk management and clinical audit. If you engage in clinical research you must follow Trust protocols and ensure that the research has had ethical approval. You will be expected to ensure that patients receive the information they need and are treated with dignity and respect for their privacy.
9. All staff should be aware of their responsibilities and role in relation to the Trust's Major Incident Plan.
10. **INFECTION CONTROL AND HAND HYGIENE** - All Trust employees are required to be familiar with, and comply with, Trust policies for infection control and hand hygiene in order to reduce the spread of healthcare-associated infections. For clinical staff with direct patient contact, this will include compliance with Trust clinical procedures and protocols, including uniform and dress code, the use of personal protective equipment policy, safe procedures for using aseptic techniques, and safe disposal of sharps. All staff are required to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.
11. All staff are required to fully participate in learning and development opportunities and ensure they remain compliant with statutory and mandatory training requirements throughout their employment with the Trust
12. All staff are required to fully comply with the NHS Code of Conduct.

13. **SAFEGUARDING CHILDREN** - Everyone employed by the Trust regardless of the work they do has a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services it is essential that all child protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the child protection procedures and the Trust's supplementary child protection guidance which is accessed electronically on the Trust's Intranet site. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend child protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's child protection training guidance.
14. **SAFEGUARDING ADULTS** - Everyone employed by the Trust regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow Trust policies in relation to safeguarding vulnerable adults. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend vulnerable adult protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's vulnerable adult protection training guidance.
15. All staff are required to provide the highest levels of service in their work and to adopt the highest standards of behaviour as stated and implied in the Trust Values of PRIDE.

Maidstone and Tunbridge Wells NHS Trust

**Simulation and Clinical Skills Practitioner
Person specification**

AREA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Professional health care qualification with up to date professional registration (e.g. NMC, HCPC). Postgraduate Cert or evidence of postgraduate study. Completed or undertaking a first level degree in healthcare. Evidence of continued professional development. 	<ul style="list-style-type: none"> Mentor/practice assessor qualification or equivalent. Mental Health First Aider.
Experience/ Knowledge	<ul style="list-style-type: none"> Significant post-qualification clinical experience in an acute clinical environment. Experience of mentoring/ teaching / assessing. Proven experience delivering training to individuals or groups. Breadth of experience and competency in clinical procedural skills. Current clinical credibility at senior level. Advanced IT skills including proven abilities in using Microsoft Office Applications. 	<ul style="list-style-type: none"> Experience delivering Simulation/ clinical skills training. Evidence of leadership / change management /quality improvement. Involvement in audit. AIMS or ALERT course or similar. Training in patient safety/ human factors.

Skills	<ul style="list-style-type: none"> • Proven ability of managing and supporting staff/ students. • Communication Skills: Proficiency in written and verbal communication for interacting for teaching, facilitation and interacting with colleagues and external parties. • Time management: Ability to organise, prioritise tasks, meet deadlines and multitask effectively. • Teamwork: Ability to collaborate with colleagues and contribute to the overall success of the team. • Problem-solving skills: Capability to identify issues, analyse situations and implement effective solutions. • Negotiation skills: Ability to communicate effectively, understanding the needs and interests of service users. • Organisational skills: Ability to work independently, manage tasks, schedules and resources efficiently. • Ability to explain complex situations and sensitive information and respond in an appropriate and confidential manner • Able to identify areas for improvement and implement processes as appropriate. 	<ul style="list-style-type: none"> • Evidence of clinical skills competence e.g. catheterisation, IV access, NG tube insertion. • Evidence of planning, implementing and evaluating education programmes. • Knowledge of different teaching and learning styles. Knowledge of relevant guidelines and policies within a Simulation environment. • Ability to use a variety of presentation skills to engage with individuals with a multitude of learning styles.
Attributes	<ul style="list-style-type: none"> • A keen interest in education. • Punctual and reliable. • Resilience: Ability to handle pressure, emotional situations and setbacks calmly and bounce back from challenges. • Empathy: Understanding and considering the perspectives and feelings of others when addressing issues or providing support. • Approachable and friendly. • Professional appearance. • Motivated and self-directed. • Flexible and adaptable to change. 	

Additional requirements	<ul style="list-style-type: none"> • Ability to work across site. • Working unsociable hours as and when required. • Ability for light lifting due to setting up of training rooms and willing and able to transport equipment cross site if necessary. 	
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Date writtenMarch 2024.....