JOB DESCRIPTION

Job Title	Theatre Tutor for Medical Education
Job Matching Reference	NP1058b
Band / Grade	Band 7
Directorate	Medical Education
Reports to	Lead Clinical Education Fellow / Medical and MAPs Education Lead
Accountable to	Head of Medical Education

ORGANISATIONAL STRUCTURE

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                    Head of Medical
                      Education
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  Lead Clinical      Medical & MAPs   Clinical Simulation &
  Education Fellow   Education Lead      Immersive
        |                              Technologies Lead
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   |         |
 Clinical   Clinical Education
 Tutors     Fellows
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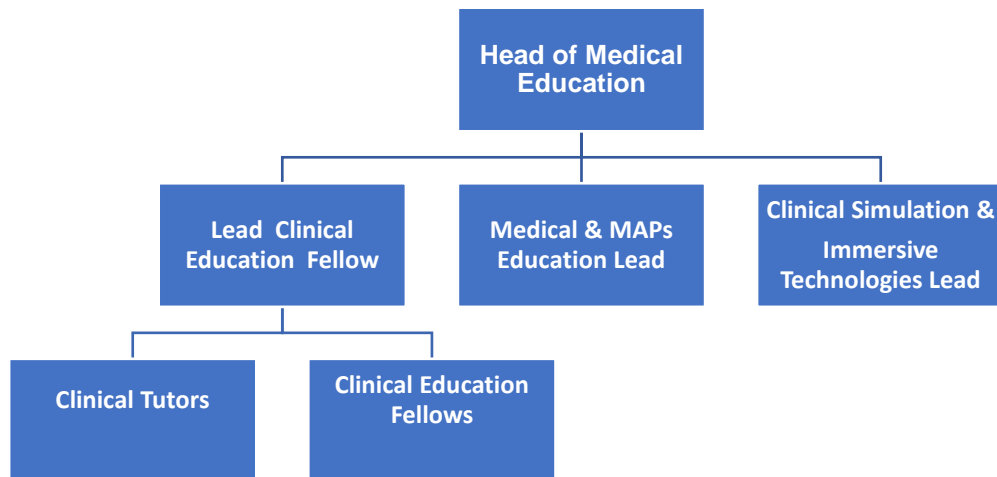
PURPOSE

To plan, design, facilitate and evaluate delivery of surgical and musculoskeletal theatre related education and assessments, in collaboration with the medical education team, for medical students on placements at George Eliot Hospital NHS Trust.

To ensure medical students have the opportunity to achieve their learning objectives in line with their curriculum, placement year and block, GMC learning outcomes and stakeholder SLA requirements through delivery of theoretical, simulated, and practical teaching and clinical supervision.

To ensure medical students are supported and enabled to access appropriate and meaningful learning opportunities, assessment, and feedback in a safe manner as part of a team which delivers quality care and education to patients and learners.

The post holder will be clinically based, placing the clinical environment at the heart of learning and will participate in project delivery, research and evaluation related to theatre practice and delivery of education including responding and action planning against learner feedback.

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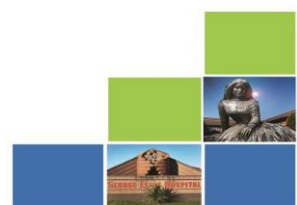
MAIN DUTIES AND RESPONSIBILITIES

Clinical/Professional

1. Act professionally, developing the role of MDT clinicians in the best interests of the patient and professions in accordance with the relevant professional body codes of professional conduct and educational outcomes.
2. Maintain an identifiable clinical presence and undertake relevant clinical activities to maintain own clinical competency and to support staff and students in developing clinical practice.
3. Provide specialist knowledge, advice and guidance while ensuring evidence based practice is developed and implemented to improve patient care and learner experience.
4. Respond to any professional, operational, or clinical concerns as per Trust policy while promoting professional practice at all times, ensuring the Head of Medical Education is made aware of relevant concerns and the actions taken.
5. Ensure any incidents related to learner activity or concerns related to learner activity are raised appropriately and responded to effectively, discussing with the Head of Medical Education where appropriate.

Clinical Leadership

1. Act as a clinical role model for effective clinical leadership enabling and facilitating others to take forward initiatives and deliver quality care.
2. Continuously support improvements to service provision by maintaining current/up to date knowledge of best practice and by creating an environment of trust and respect.
3. Work collaboratively with other professional groups to maximise development opportunities and inter - professional learning opportunities.
4. Maximise opportunities to share good practices, innovations, audit, and research outputs with colleagues locally and nationally.
5. Represent the Trust on external professional groups and network with colleagues from other organisations as appropriate.

Education and Development

1. Liaise with the Head of Medical Education, CSP and MSK Consultant Block Lead and Clinical Education Fellow Team, to identify medical students learning outcomes and to develop pathways to ensure these are met during student placements.
2. Develop, implement, and evaluate education programmes including simulation, face to face tutorials, e-learning, assessments and clinical learning opportunities ensuring partnership and timetable models meet requirements.
3. Participate in curriculum development, OSCE examinations, question writing, quality assurance and partnership block meetings as appropriate.
4. Participate in own regular performance and personal development reviews and work to achieve agreed objectives.
5. Ensure HEE quality framework and stakeholder SLA's are met
6. Ensure knowledge and skills for education delivery are kept up to date and participate in development opportunities at postgraduate level.
7. Advise and facilitate on education initiatives within clinical skills, simulation and technology enhanced learning for theatre related topics.

Research and Practice Development

1. Promote research and evidence based practice to inform clinical and educational practice and to develop innovative delivery methods.

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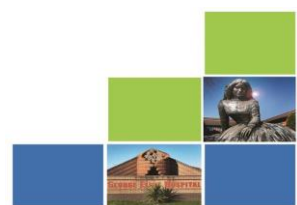
2. Instigate or contribute to research initiatives and clinical audit programmes as appropriate ensuring new initiatives are widely disseminated and shared with partners and stakeholders via regional and national opportunities.

Management of Resources

1. Promote a culture where staff and learners are valued, supported, and enabled to deliver high quality care and educational opportunities.
2. Encourage and support concerns to be raised and dealt with appropriately
3. Understand, manage and be accountable for the use of resources in a cost effective way
4. Encourage recognition of excellence for learners and educators

Quality Management

1. Facilitate the development, implementation, monitoring, evaluation, and audit of education delivery to ensure delivery reflects current requirements and standards and continues to develop in response to needs.
2. Act as a resource for staff to ensure all team members understand the medical student curriculum, needs and learning outcomes related to their area of clinical practice.
3. Ensure that quality standards are set and monitored and that feedback and quality indicators are analysed and responded to with robust action plans.
4. Facilitate the implementation of national and local quality initiatives to improve service delivery.
5. Establish effective communication and good working relationships with multi-professional colleagues within the Trust to support effective service delivery.

RELATIONSHIPS

Internal: Undergraduate Medical Education Team, Clinical Education Fellows, Medical Education Leads, Theatre Leads, Consultants, Trainees, Nurses, HCSWs, ODPs, Theatre staff, AHPs, Clinical Nurse Specialists, Physician Associates, Administration teams and Secretaries

External: Medical School Administration Teams, Academic and Clinical Faculty, NHSE, GMC

SPECIAL REQUIREMENTS

Able to work flexibly to meet the needs of the post
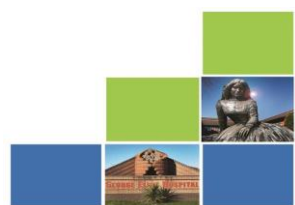
ADDITIONAL INFORMATION

1.   Trust EXCEL Values and 'Behaviour Framework'

Our EXCEL values are at the heart of everything we do and how we treat each other. They were developed by our colleagues and describe what we think is important, including:

- essential guiding principles about the way that we work and set the tone for our culture, and identify what we, as a whole, care about;
- shared ideas and attitudes that guide our organisational thinking and actions
- common purpose and understanding that helps us to build great working relationships

Effective open communication

Excellence and safety in all that we do

Challenge but support

Expect respect and dignity

Local healthcare that inspires confidence

We make our EXCEL values real by demonstrating them in how we behave every day. Our EXCEL behaviours apply to all and are about how we work. They are part of everyone's role and help us to make sure we demonstrate our values. The EXCEL behaviours demonstrate the attitudes and approach we take to work; they are:

✓how we do things;   ✓how we treat others;   ✓what we say and how we say it;   ✓how we expect to be treated.

Having really clear expectations around behaviours will support all of us, every day, to deliver our ambition to create an EXCELlent colleague experience to EXCEL at patient care.

2.   Sustainable Development

It is the responsibility of all employees to support the Trusts' vision for sustainable development.
To undertake their duties in a way that is not wasteful of environment, financial and social resources.

3.   Criminal Records

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. As George Eliot Hospital NHS Trust meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, applicants who are offered employment (subject to meeting disclosure criteria), will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

4.   Confidentiality and Data Quality

To comply with the Data Protection Act 1998 and NHS Confidentiality guidelines e.g. Caldicott, General Medical Council (GMC), the post-holder must maintain confidentiality, security and integrity of information relating to patients, employees and other Health Service business, including commercially sensitive data.

All employees must ensure that they are familiar with and comply with the duties and responsibilities outlined in the Trust's policy and procedures on Information Governance. In particular, ensuring that all information collected, stored and used is done so in accordance with the Trust guidelines, including password protection and encryption.

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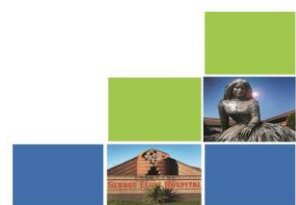
This obligation shall continue in perpetuity.

All employees have a responsibility to ensure that the quality of data is maintained and to take an active role in the identification of, reporting and resolution of any data quality issues.

Breaches of confidence will result in disciplinary action being undertaken, which may result in dismissal. Regardless of any disciplinary action taken, a breach of confidence may also result in a civil action for damages.

The Freedom of Information Act 2000 requires all public organisations to provide any member of the public, upon receipt of a written request, with the information they require, subject to certain exemptions. All employees must take responsibility for any request for information that they receive and respond in line with the Trust's Freedom of Information Policy and Guidance.

5.   Records Management

As an employee, you are legally responsible for all records that you gather, create or use as part of you work within the Trust and they remain the property of the Trust. This includes patient, financial, personal and administrative records, whether paper based or on computer. All such records are considered public records and you have a legal duty of confidence to all service users. You should consult the Trusts Corporate Records Policy and ask for guidance from your manager if you have any doubt about the correct management of records with which you work.

6.   Health and Safety & Fire Safety

Employees must be aware of their general duties under the Health and Safety at Work etc. Act 1974, to take reasonable care of themselves and others around them, co-operate with the Employer in relation to Health and Safety and adhere to safe systems of work. In addition they should ensure that they are aware of their roles in relation to the Management of Health & Safety at Work Regulations 1999, in relation to specific duties for carrying out risk assessments and risk mitigation commensurate to their role.

The post holder is required to comply with agreed fire procedures, taking appropriate action if the fire alarm sounds and attend relevant training programmes as required.

7.   Risk Management

Employees have a responsibility to:

- Report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigation undertaken;
- Take part in risk assessments in relation to the tasks that are undertaken, with a view to identifying the associated potential risks;
- Attend training in risk management as appropriate to their grade;
- Promote an open and honest "fair blame" culture;
- Adhere to the responsibilities within the Risk Management/Health and Safety and other   relevant policies ratified by the Trust Board and to attend appropriate mandatory training to facilitate this;
- Attend relevant risk management training to ensure that they are able to undertake their risk management and health and safety responsibilities in line with legal requirements;
- Ensure that external standards such as NHS Resolution, Clinical Negligence Scheme for Trusts (CNST) Controls Assurance and Care Quality Commission (CQC) Healthcare regulations (Outcomes) are met and that resources are made available to improve service delivery;
- Ensure that they are active within their roles to promote a positive risk management culture throughout the Trust;

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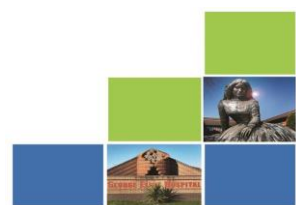
- Monitor and continue progress to attain higher level of achievement and compliance against external standards and legislative requirements.

8.   Safeguarding Children, Young People and Vulnerable Adults

The Trust has a clear commitment to safeguarding children, young people and vulnerable adults. All employees will have an organisational and individual responsibility towards safeguarding children, young people and vulnerable adults with whom they have contact with.

To fulfil these duties all employees must attend training and development to recognise the signs and symptoms of abuse or individuals at risk; to follow local and national policies relating to safeguarding practice; and to report and act on any concerns they may have.

9.   Infection Prevention and Control

The jobholder must comply at all times with the George Eliot Hospital NHS Trust Infection Control policies, in particular, by practicing Standard (Universal) Infection Control Precautions. Hand hygiene must be performed before and after contact with patients and their environment.

All employees must attend infection control training as required within their department or as directed by their line manager. In addition, employees with clinical responsibilities must ensure that they hold up to date evidence that supports safe infection control practices and procedures, including correct use of Personal Protective Equipment (PPE), use if aseptic techniques, safe disposal of sharps and management of patients with communicable infections.

Employees are required to report any breaches or concerns promptly using the Trust's incident reporting system.

10.   Equality, Diversity & Human Rights

George Eliot Hospital NHS Trust aims to promote equality of opportunity for all with the right mix of talent, skills and potential. George Eliot Hospital NHS Trust welcomes applications from diverse candidates. The Trust has a clear commitment to equal opportunities and it is the duty of every employee to comply with the detail and spirit of the Trust's policy.

Employees will have the right to be treated equitably and with dignity and respect in all areas of employment, regardless of age, gender, disability, ethnic or national origin, religious belief, sexual orientation, HIV status, social and employment status, gender reassignment, political affiliation or trade union membership.

11.   Conflict of Interest

The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally, it is responsible for ensuring that employees do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Employees are not allowed to further their private interests in the course of their NHS duties.

12.   No Smoking

The Trust acknowledges its responsibilities to provide a safe, smoke free environment for its employees, patients and visitors and is therefore committed to a No Smoking Policy. All Health Service premises are considered as non-smoking zones and smoking is not permitted in any part of the premises or grounds.
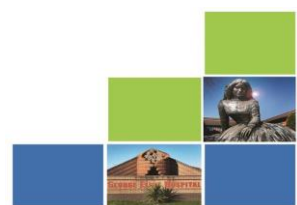
Employees can only smoke/vape out of working hours and off-site where they are non-identifiable as a member of the Trust. All employees have a responsibility to support the policy with their own behaviour and, to communicate it to others on site.

Assistance and support will be given to any employees who wish to give up smoking.

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other reasonable duties and responsibilities. Any changes will be made in discussion with the post holder according to service needs.