CLINICAL SKILLS AND SIMULATION TECHNICIAN

Job Reference:  0000050773G
Closing Date:  09 March 2018

www.nhsggc.org.uk
Dear applicant,

Thank you for your interest in this post and for taking the time to read this information pack. We hope this exciting and rewarding role catches your imagination and that you are encouraged to apply.

As the largest Health Board in Scotland, NHS Greater Glasgow and Clyde plays a vital role in the education and training of doctors, nurses and other health professionals, working closely with local universities and colleges. It also provides the full range of community hospital services. The Board has an annual turnover of £3.337 billion per year. It serves a population of 1.14 million people and employs 39,286 staff.

The following is included in this information pack to help you with your application:

- Job description
- Person specification
- A summary of the terms and conditions for the post
- Agenda for Change pay bands and points
- The application process
- Guidance for completing your application form
- Working for NHS Greater Glasgow and Clyde

If you have a disability or long-term health problem, the Board is committed to offering reasonable adjustments throughout the recruitment process and employment. If you require further information or support, please contact Recruitment Services.

We very much look forward to receiving your application.

Recruitment Services
NHS Greater Glasgow and Clyde
Directorate of Medical Education

JOB DESCRIPTION

Job Title: Clinical Skills and Simulation Technician

Band: 4

Department: Medical Education

Responsible to: Director of Medical Education

Reporting to: Sector Medical Education Manager

No. of Job Holders: 1

1. JOB PURPOSE
The post holder will provide support by assisting with delivery and development of new and existing courses in simulation and clinical skills. To support and set-up the daily technical elements of all courses using a range of equipment and supplies. The equipment range will include - part task trainers, computer based simulators, audiovisual equipment and appropriate medical and surgical equipment. The post holder will ensure effective utilisation of resources under the direction of the Simulation Leads and Clinical Skills Educators.

The post holder will be part of the wider NHSGGC Medical Education team and will be line managed by Sector Medical Education Manager.

2. ORGANISATIONAL POSITION

- Medical Director
- Director of Medical Education
- Sector Medical Education Manager
- Clinical Simulation Leads (Clyde and North)

THIS POST
### 3. SCOPE AND RANGE

The post holder will work as part of the medical education / clinical skills team to support the delivery of clinical skills and simulation courses primarily within acute sites across NHSGGC. There may be occasions where the courses being delivered at the QEUH will require additional support from this post. Setting up of individual scenarios (room, equipment, AV). There may be occasions where the post holder will provide support to in situ simulation in an area within the hospital.

The post holder will make recommendations in relation to changes to existing equipment or the purchase of new equipment.

The post holder will be responsible for the maintenance and ordering of stocks, including clinical supplies, equipment and pharmacy stocks.

### 4. MAIN DUTIES/RESPONSIBILITIES

The post holder will be managerially responsible to Sector Medical Education Manager and will have responsibility for:

- Set up of equipment for the clinical skills training programme in collaboration with the designated clinical skills and simulation facilitators – setting up advanced patient simulators, audio-visual system, high fidelity patient simulators and other equipment
- Managing and maintaining clinical skills equipment.
- Resolving problems applying troubleshooting processes and other solutions as described in user guides and additional resources.
- Basic maintenance of props and clinical skills equipment.
- Working with the clinical skills team to improve the simulation experience for all users of the simulation suite.
- Demonstrating knowledge of professional and clinical developments and how these can be used to meet the needs of the organisation.
- Arranging for Medical Physics to carry out routine checks all medical equipment
- Implementing NHSGGC policies on consent, confidentiality and data protection

### 5. EQUIPMENT & MACHINERY

- High fidelity simulation trainers including Sim 3G, Essential and SimBaby and a wide range of part task trainers.
- Multi-room camera technology and recording.
- SMART board systems and other Multimedia system and Audio/Visual equipment.
- Part task trainers, computer based simulators and appropriate medical and surgical
Equipment.
- Personal computers and/or laptops.

6. SYSTEMS

The post holder will be required to:

- Maintain accurate records associated with own workload and in accordance with NHS GGC guidelines and policies.
- Demonstrate adherence to NHSGGC policies, procedures, guidelines and protocols, e.g. health and safety, manual handling, risk assessment, consent and confidentiality/data protection.
- Be familiar with and utilise systems for risk identification as well as reporting and dealing with concerns and complaints.
- Adhere to and promote compliance with policies and procedures in relation to the protection of children and vulnerable adults, preservation of patient dignity and equality and diversity.
- Utilise effectively NHSGGC intranet, internet and e-mail systems.
- Multiple associated software packages e.g. Microsoft packages to include Word, PowerPoint, Excel, Outlook and departmental databases, internet, computer based skills, learning packages, record keeping, E Library / literature search.

7. DECISIONS & JUDGEMENTS

- Responsible for organising and co-ordinating set up of clinical skills and simulation equipment on a daily basis.
- Anticipate and plan for the effective utilisation of resources, to ensure maximum usage and efficiency.
- Contribute in the review and revision of courses based on feedback as part of clinical skills team.
- The post holder will be expected to work on their own initiative in relation to problem solving when dealing with equipment or service related issues and to know how to refer to others where additional skills/experience are required.
- The post holder will be expected to prioritise their duties and manage these to fit in with service deadlines.
- The post holder will follow departmental guidelines and procedures and will suggest changes to established procedures, for example, in relation to the scheduling of teaching.
- The post holder will apply judgement and analytical skills by when reviewing situations and information to identify and resolve a range of problems e.g. computer system error, hardware malfunctions, loss of telemedicine link, use of the appropriate equipment for the task in hand.
- The post holder will be expected to demonstrate sound judgment when dealing with stressful situations in order to determine an appropriate solution.
### 8. COMMUNICATIONS & RELATIONSHIPS

- Effective communication and working relationships within both NHSGGC (including close links with Queen Elizabeth Teaching and Learning centre) and educational institutions.
- Develop relations with NHSGGC departments e.g. Medical Physics, IT, service based staff.
- Communication with undergraduate and postgraduate faculty teams.
- Communication with clinical staff across NHSGGC with regards to equipment for the educational programme.
- Provide support to the clinical skills educators in the delivery of all courses in both RAH and GRI.
- Communication with Medical Education teams across all sites.
- Provide teaching and instruction to trainers on how to use complex pieces of equipment, AV/IT systems including cameras and playback facility and simulators.
- Communicating effectively and pleasantly with all service users assisting their needs were possible.
- Negotiate with service users to agree suitable use of the resources available, maximise opportunities for teaching sessions to take place including turnaround times, set-up schedules.
- Present a positive image of the medical education / clinical skills team to all users.
- Attendance at national clinical skills network meeting or similar simulation technician days for CPD.

### 9. DEMANDS OF THE JOB (physical, mental, emotional)

**Physical Skills:**

- Movement and set-up of clinical skill and resuscitating equipment including tables/chairs/laptops.
- Several times per day, moving and handling of manikins, trolleys, surgical trays, resuscitation equipment, bed-bay partitions.
- Regular travel to and between sites (e.g. Royal Alexandra Hospital, Queen Elizabeth University Hospital, and Glasgow Royal Infirmary), 3 – 5 times per week.

**Mental Demands:**

- Participating and supporting staff in the design and development of courses to enhance clinical skills education.
- Require to be self-motivated and utilising own initiative.
- Managing competing demands and priorities.
- Ensuring personal development remains up-to-date with changes in clinical practice and educational training.
- Time management i.e. ensuring coordination of courses.

**Emotional Demands:**

- Working within a busy, evolving area of education and often working to deadlines.

### 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB
Workload will in the main be self-directed, after an initial 3-month induction period, but involves close collaboration with faculty, clinical skills educators and simulation leads. Contributing in the continual development of undergraduate & postgraduate skills training to improve patient care.

Maintaining and developing own level of knowledge and skills to meet the changing needs to medical education.

Identifying and implementing service improvements in conjunction with other members of the medical education team.

Dealing with competing demands on the use of resources and prioritising these to effectively manage workload on a planned basis and also be responsive to deal with breakdowns, equipment issues and urgent situations.

11. KNOWLEDGE, TRAINING AND/OR EXPERIENCE REQUIRED TO DO THE JOB

- Educated to HNC or SVQ III level, or equivalent, in an IM & T subject plus at least 2 years experience
- Knowledge of a wide range of audiovisual equipment, communication systems
- Experience of installation, use and maintenance of a wide range of audiovisual & presentation equipment (desirable)
- Previous experience in a health care environment
- Experience of clinical skills teaching equipment (desirable)
- Effective listening, communication and interpersonal skills
- Excellent team working skills with ability to work on own initiative
- Computer literate across a range of packages
- Excellent planning and organisational skills
- Ability to work under own initiative and as a member of a team
- An interest in simulation
- Car driver – licence
Summary of terms and conditions

The terms and conditions of service are those approved and amended from time to time by the National Agenda for Change Terms and Conditions Agreement.

Job title: Clinical Skills and Simulation Technician
Job reference number: 0000050773G
Closing date: 09 March 2018
Vacancy enquiries to: For information specific to the role, contact:
Agenda for Change band: Band 4
Salary: Please refer to Agenda for Change Payscale on the following page. All values are per annum (pro rata where applicable). Please note candidates new to the NHS should expect to start at the entry point of the payscale shown.
Hours: 37.50 hours per week
Contract type: Permanent
Annual leave: The basic annual leave entitlement in a full year commencing 1st April to 31st March is 27 Days on appointment, rising to 29 days after five years and 33 days after 10 years. Leave entitlement is pro rata where applicable.
Superannuation: All employees are automatically enrolled in the Scottish Public Pensions Agency.
Healthcare Support Workers: All NHS Scotland postholders that are not governed by a regulatory or professional body are considered to be healthcare support workers. On appointment, you will be expected to comply with the NHS Scotland Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers.

Healthcare Support Workers are expected at all times to practice competencies that demonstrate insight, understanding and mutual respect of patients, their families, carers and work colleagues. Whether in a clinical or non-clinical role the post holder is expected at all times to be an exemplar of person centred care, embracing their Code of Conduct to a high standard as part of an integrated health professional team.

Smokefree policy: NHS Greater Glasgow and Clyde operates a smokefree policy on all premises and grounds.
Equal opportunities: NHS Greater Glasgow and Clyde is as an equal opportunities employer.
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The Application Process

Please ensure you read the Job Description and Person Specification along with the guidance notes on completing your application form. The hiring manager will shortlist an application for interview based on its content, therefore it is in your best interests to ensure you submit a fully and appropriately completed application.

You will receive confirmation that your application submission has been received when you submit your online application form. When we begin to process your application, you will receive an email from NHS Greater Glasgow and Clyde confirming receipt. If you have not received a confirmation email within 3 days working days from the closing date, please email nhsggcrecruitment@nhs.net.

Unfortunately, due to the volume of applications NHS Greater Glasgow and Clyde receive, we are unable to write to applicants who are not successfully shortlisted for interview. Accordingly, if you have not received an invitation for interview within six weeks of the closing date please assume on this occasion you have been unsuccessful. We hope this will not deter you from applying again.

We will use several methods of communication to advise you of each stage of the recruitment process this includes: email, letter, SMS text, or telephone. It is essential that you regularly check your email and your phone to see if we have been in contact with you to update you on the progress of your application. Please ensure your email account does not treat NHS Greater Glasgow and Clyde email as spam or junk by adjusting the necessary settings.

Please ensure you retain a copy of the job description and person specification for the post you are applying for – you will need this to help you prepare if you are selected for interview.

Please retain details of the job reference number – you will need this if contacting NHS Greater Glasgow and Clyde Recruitment Services.

Should you require further information or assistance in relation to your application please visit www.nhsggc.org.uk/recruitment or email your enquiry to nhsggcrecruitment@nhs.net. Please ensure you have the job reference number to hand.

For details on what happens once you have submitted your application, please visit the NHS Greater Glasgow and Clyde – recruitment guidance for applicants.
Guidance for completing your application form

Completion of the application form is the first stage in the recruitment process, and if you are successful, will form the basis of your employment record. Complete and accurate information is essential. Please note: If you knowingly withhold or provide false or misleading information, this may result in your application being rejected, or if appointed, may result in dismissal from your post.

Your application form plays a vital role in the recruitment and selection process. The information you provide us with in your application form will be used to decide whether you are shortlisted to attend an interview. Only those applicants who can clearly demonstrate in their application form how they meet the minimum essential requirements for the post as specified in the job description and person specification will be considered for interview selection.

Applicants should read the candidate information pack and job description for the post prior to completing the online application form.

When completing the online application form applicants should read the instructions in each section and note the following:

- the application form has an automatic time out mechanisms, therefore you should click on the "save" button as you go through the application form or copy and paste from another document, to avoid losing content.
- please do not use any special characters (i.e. £, #, &, %) when completing your application. You are permitted to use the '@' symbol.

It is recommended that you complete all relevant sections of the application form. It does not matter how long ago your last employment was, if you have an employment history please list it.

If you have not previously been employed, please use the “Present or Most Recent Post” section to detail what you have been doing (i.e. full time student / parent / carer).

Please note that you can list unpaid work including work placements and volunteer work in your employment history.

NHS Greater Glasgow and Clyde do not accept Curriculum Vitae (CV), unless a CV has been specifically requested as part of the recruitment process.

By completing and submitting an application for this post you give your consent for NHS Greater Glasgow and Clyde to commence pre-employment checks, including reference checks, once your formal conditional offer of employment is made to you. Click Here for more information. For details on NHS Greater Glasgow and Clyde’s pre-employment check procedures, please visit the NHS Greater Glasgow and Clyde – recruitment guidance for applicants.
Part A (Personal information), Part B (Declarations), Part C (Application Details)

The job description provides information about the main duties and responsibilities of the post being advertised. It also describes the purpose of the post. Please ensure that your application form clearly demonstrates how your skills / knowledge / experience can be utilised in the role.

The job description and person specification also specify the requirements or criteria (knowledge, skills, experience, abilities and qualifications) that are essential or desirable to perform the duties outlined. Please ensure in your application that you demonstrate how you meet the minimum essential criteria and where applicable, the desirable criteria for the role.

Certain posts in NHS Scotland are exempt from the 1974 Rehabilitation of Offenders Act (Exclusions & Exceptions) (Scotland) Order 2003. Click Here for more information. If the advertisement for this position has declared that we require a Disclosure Scotland PVG Scheme Membership / Disclosure Scotland Check, you must declare any previous convictions, classed as either “spent” or “unspent”, including criminal convictions received outside the United Kingdom.

The Asylum and Immigration Act 1996 states that it is a criminal offence to employ a person who is not entitled to work in the United Kingdom (UK). Consequently, before NHS Greater Glasgow and Clyde offers employment, the prospective employee must provide evidence, that he/she is entitled to work in the UK. All applicants regardless of nationality will be asked to provide evidence of eligibility to live and work in the UK.

As a Disability Confident Employer, NHS Greater Glasgow and Clyde operates a Guarantee Interview Scheme for disabled applicants. Candidates who have declared a disability and who meet the minimum essential criteria outlined within the job description / person specification will be guaranteed an interview.

You must provide full and complete employment references including a work email address (personal email address for employment references may not be acceptable) covering a minimum period of the last three years. Employment referees should be listed in chronological order – that is the most recent first. If you have had more than two employers in the last three years we will require additional references. Character referees should only be used in the event that you cannot provide two employer references covering the last three years.

Any gaps in employment history must be detailed within your supporting statement and will be explored carefully with you at the interview stage.

If you have an employment history of less than three years, you should provide full details of an academic referee or other person who is not a friend, is not related to you or involved in any financial arrangement with you to provide a personal reference.
If you have had no previous employment or have been self-employed you should provide details of two personal referees as outlined above and where applicable evidence to confirm your status (i.e. letter from Jobcentre Plus, academic record or evidence from HM Revenue & Customs) if you are shortlisted for interview.

Your application form provides you with an opportunity to provide a supporting statement. This section is one of the most important in the application form as the information that is provided here will be evaluated and used to decide if you are invited to attend interview. This section gives you the opportunity to describe and demonstrate the particular qualifications, skills, abilities, knowledge, relevant experience and other qualities that make you a good candidate for the post.

Part D (Equal Opportunities)
This part of the form is optional and the information you provide in this section exercises no part of the selection process. It is treated in confidence and only the Recruitment Service or Human Resources staff can access this information for the purpose of recording and compliance monitoring, to ensure our workforce is balanced and represents the best candidates from all parts of society regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity status, race, religion or belief, sex, sexual orientation and/or socio-economic status.

Data Protection Act 1998
The information you provide on your application will be treated in confidence. Only those NHS Greater Glasgow and Clyde staff involved in the selection process and processing your application will see your application form. If you are the successful applicant your application form will be retained and used to create your employee record file. Your application form will be held for 12 months, from the date of your application, within the NHS Greater Glasgow and Clyde recruitment system, after which period it will be deleted from the system.
Working for NHS Greater Glasgow and Clyde

About us
NHS Greater Glasgow and Clyde is the largest health board and provider of healthcare in Scotland and one of the largest health care providers in the UK.

NHS Greater Glasgow and Clyde’s purpose is to:

“*Deliver effective and high quality health services, to act to improve the health of our population and to do everything we can to address the wider social determinants of health which cause health inequalities.*”

The Board works in close partnership with other NHS organisations, local authorities and other agencies including the third sector to ensure that social work, education, housing, employment and environmental services unite effectively and efficiently with the NHS in tackling inequalities and underlying health problems in local communities.

The future shape of health and social care provision is changing following the move to establish new statutory Partnerships between NHS and Local Authorities, responsible for the planning and delivery of Health and Social care for local populations. This requires the development of very different relationships between primary care, mental health services, community and acute services.

NHS GGC serves a population of 1.2 million (over 1/5 of the population of Scotland) with services provided by 39,000 staff.

The geographical area covered includes: Glasgow City, West Dunbartonshire, Inverclyde, Renfrewshire, East Renfrewshire, East Dunbartonshire and North Glasgow (Stepps-Moodiesburn corridor).

Our services
NHS Greater Glasgow and Clyde provides a full range of Secondary and Tertiary Clinical services, Primary Care, Mental Health and Community services included in which are a number of world-class specialist services.

Find out more about NHS Greater Glasgow and Clyde at [www.nhsggc.org.uk](http://www.nhsggc.org.uk).

If you want to know more about the NHS Scotland, visit [www.show.scot.nhs.uk](http://www.show.scot.nhs.uk).

If you are successful in your application to join us, you will be working within one of our Acute, Primary and Community Care Services. These services are in turn supported by a range of Corporate Service functions including Administration, eHealth, Finance, Human Resources, Public Health, Corporate Planning, Facilities and Estates.
• Click Here to find out more about our Community Services
• Click Here to find out more about our Mental Health Services
• Click here to find out more about the services in your area

**Employee benefits**
We offer all our staff excellent benefits including;
• NHS Superannuation pension scheme,
• Child Care Vouchers,
• Bursaries to support education and training,
• Interest free loans to purchase Zonecards for trains, buses, underground and some ferries
• Cycle to work interest-free loans to purchase bicycles and equipment

For more information on the benefits available to NHS Greater Glasgow and Clyde staff, visit [www.healthservicediscounts.com](http://www.healthservicediscounts.com).

**Further information**
For further information on any aspect of the recruitment process or for further details on working within NHS Greater Glasgow and Clyde contact:

NHS Greater Glasgow and Clyde
**Recruitment Services**
West Glasgow Ambulatory Care Hospital
Dalnair Street
Glasgow
G3 8SJ

Tel: +44 (0)141 278 2700
Email: nhsggcrecruitment@nhs.net