

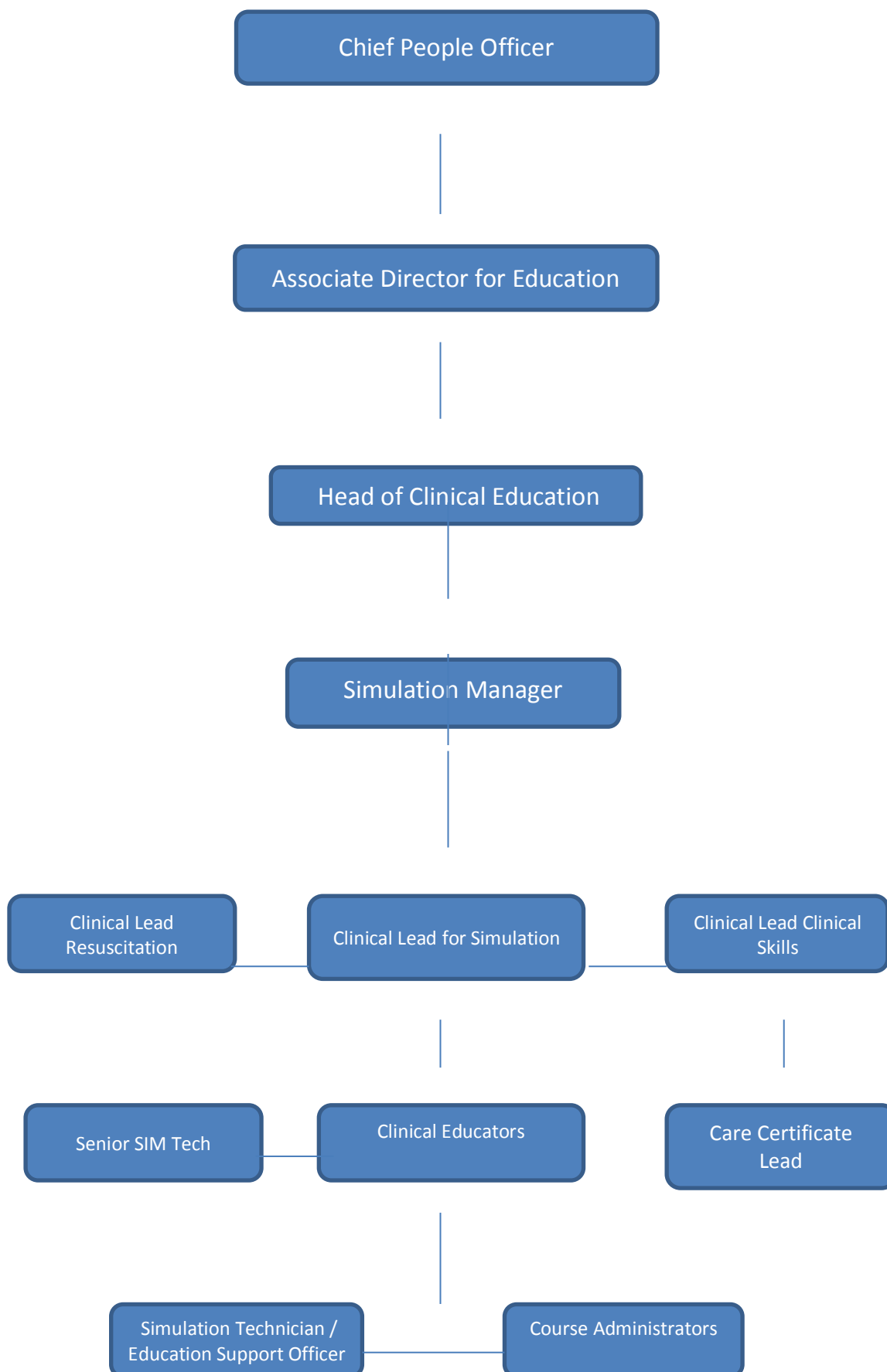
## JOB DESCRIPTION

<b>Job Title</b>	Trainee Medical Instructor
<b>Managerially accountable to</b>	Clinical Lead for Simulation
<b>Professionally accountable to</b>	Medical Director GMC
<b>WTE</b>	0.75 (30 hours over 4 days)
<b>Pay Band</b>	MN37 (Negotiable depending on level of training)
<b>Location Description</b>	Clinical Education (Simulation Department ) at Aintree and Royal sites

**Principal Accountabilities:**

- ◆ The post holder will be part of the Clinical Education Team based in Educational Learning at Liverpool University Foundation Trusts, based at Aintree and the Royal sites. The primary role will be to deliver all aspects of simulation, with contribution to clinical skills and resuscitation as required.
- ◆ The post holder will work in conjunction with the Clinical Training Leads with, core skills and clinical development that will support the service activity. This will include the development and delivery of simulation training to individuals, groups or teams providing specialist advice required. This will include the delivery of in situ simulation and assessing the clinical environment for latent error.
- ◆ To update and review programmes of education to ensure that they follow curriculum, current evidence base and national guidelines
- ◆ To provide support across the educational pathway for medical education.
- ◆ Identify and provide support for center staff undertaking research projects.
- ◆ The post holder will be expected to lead Quality improvement programmes that can promote safe patient care through education.
- ◆ The post holder will be expected to present their work, locally, nationally and potentially internationally.
- ◆ To be able to manage the technical equipment associated with simulation including controlling the manikins and AV equipment

**Department Structure:**



## **KEY RELATIONSHIPS:**

- ◆ Medical Education
- ◆ H.E.I's
- ◆ Clinicians across the organisation
- ◆ Subject Matter Experts
- ◆ Trainees
- ◆ Multi-professional Undergraduate students
- ◆ All Learners

## **MAIN DUTIES & RESPONSIBILITIES:**

- ◆ To work in collaboration across the educational pathway and to support the implementation of human factors across the service.
- ◆ To support the development of a safety culture across the organisation, incorporating patient safety as a key component across the educational programmes.
- ◆ Support the Clinical Simulation Training Lead with the simulation training for the Trust ensuring that learning interventions enable the Trust to deliver high quality safe care to its patients and meets its regulatory requirements.
- ◆ To have the technical ability to be able to run simulation based education this would include manikin management, programming and managing the AV equipment.
- ◆ To be able to conduct / lead an educational debrief following simulation this would need to incorporate both technical and non-technical skills.
- ◆ Assist in the maintenance of audio visual aids used within the Patient Simulation department and external sites.
- ◆ Continually maintain and develop own professional knowledge and expertise in line with the need of the Trust, GMC and other professional bodies

## **Managerial/Leadership**

- ◆ To support the development of the annual work plan in relation to simulation based education.
- ◆ Participating in the Simulation Working Group meetings and undertaking projects tasked from this group.
- ◆ To provide supervision to the simulation technicians
- ◆ In conjunction with the Clinical Simulation Training Lead ensure that simulation is responsive to the service requirements and offer supporting interventions as required, such as in situ simulation and human factors.
- ◆ Assist on the key functions of clinical education:
  - Simulation Education
  - Trauma Training
  - In situ simulation
  - Human Factors
- ◆ Deliver on educational projects identified by the Clinical Simulation Training Lead, ensuring that project management principles are adhered to, deadlines met and the objectives to the project are achieved.
- ◆ To support the Clinical Simulation Training Lead in performing related risk assessments and implementing/reviewing any subsequent actions

## **Education and Development**

- ◆ Develop annual work plans in conjunction with the Clinical Simulation Training Lead and Medical Instructors for simulation based education, and providing support to the rest of the education service thus ensuring planning is seamless across the service.
- ◆ Design and deliver educational programmes across clinical education, and support medical education and learning and development in this, ensuring that organisational requirements are met.
- ◆ Plan, design and deliver simulation based education, both in the simulation centres and across the organisation, at all levels, using both formal training delivery and work place based approaches. Apply specialist knowledge and expertise in areas of team resource management in promoting patient safety.
- ◆ To support the Clinical Training Leads in the Implementation of robust evaluation methodology across education, measuring the return of investment on educational activities.
- ◆ Support the Multi-professional Quality Assurance Manager in implementing quality measures across the educational pathway.
- ◆ Maintain an up to date knowledge of adult learning methodologies, QI methodologies and active engagement with education research across the health education pathway.

## **Governance**

The post holder will have a responsibility to:

- ◆ Maintain current active professional registration
- ◆ Act always in accordance with their professional Code of Conduct and guiding documents
- ◆ Adhere to Trust Policy and Procedure.
- ◆ Maintain up to date skills and knowledge and maintain awareness of professional issues.
- ◆ Maintain a professional portfolio, providing evidence for revalidation.
- ◆ Maintain own educational development and encourage new practice in others, whilst embracing new technology's e.g. e-learning.

## **GENERAL STATEMENT & OBLIGATIONS**

### **Duties of the Post**

The duties above indicate the post holder's main responsibilities but are not exhaustive. They may be jointly reviewed with the post holder according to experience and to support service development.

### **7 day service**

Liverpool University Hospital Foundation Trust is committed to introducing improvements to the safety and quality of care delivered to patients at weekends and out of hours, in accordance with the Academy of Medical Royal Colleges' report 'Seven Day Consultant Present Care'. Given this commitment, your pattern of working may be subject to change to reflect the changing requirements needed to deliver a 7 day service.

### **Valuing People/Standards of Conduct and Behaviour**

We are clear that it is right to treat everybody with dignity and respect. Valuing people is focused on the standards of: Listening; being polite; giving a positive impression; being respectful. Employees are personally accountable for their actions at work, and must promote high standards of care and behaviour in line with our Trust Values. All employees must deliver reliable and effective customer care.

The Trust will undertake assessment of the values and behaviours in the recruitment and selection of new staff and as part of the post holder's on-going personal development and annual appraisal using the Trust's dedicated system

### **Business Continuity Plan**

The Trust is required to have robust emergency preparedness plans in place, to ensure the continuity of service in certain circumstances, e.g. major civilian disaster, business continuity incident. The Trust expects the post holder to be aware of their role in the event of such a significant disruption to Trust services. As a consequence of such circumstances the post holder may (within their scope of competence) be required to undertake a variation to their normal duties, normal base and / or hours of work as are reasonable and appropriate to maintain essential service provision

### **Policies & Procedures**

All employees must follow the Trust's policies and procedures. These cover all areas of work, both clinical and non-clinical. Some important areas applying to all employees are highlighted below. Your induction will cover key post-related policies. All Trust policies are available on the intranet.

### **Disclosure & Barring Service**

All employees of Liverpool University Hospitals Foundation Trust are required to act in such a way that at all times safeguards the health and well being of children and vulnerable adults. Familiarisation with and adherence to the Trust's Safeguarding policies is an essential requirement of all employees as is participation in related mandatory/statutory training

### **Health and Safety/Risk Management**

Employees must take reasonable care of the health, safety and welfare of themselves and others. Employees must report promptly any risks, including all incidents, near misses and hazards.

### **Confidentiality of Information & Data Security**

Strict confidentiality rules apply to patients, colleagues and Trust business. Confidentiality for patients lasts indefinitely and continues even if you leave the employment of the Trust.

### **Infection Control**

All staff have a duty and responsibility to prevent the spread of infection within the hospitals.

The post holder must:-

- Take all reasonable care to minimise the likelihood of healthcare-associated infections occurring to patients, visitors and staff (including you) as a consequence of actions and/or omissions at work
- Co-operate with the Trust in ensuring that all statutory and other requirements are complied with – in particular, compliance with the Health Act 2006: Code of Practice for the prevention and control of healthcare – associated infections
- Be knowledgeable and compliant with the Trust's infection control policies and procedures, which includes attendance at mandatory training

### **Equality & Diversity**

The Trust is pro-diversity and anti-discriminatory. Trust policies prohibit discrimination, victimisation, bullying or harassment. The Trust is committed to treating people equally, whether they are patients, colleagues, suppliers or other customers.

### **Non-Smoking Policy**

No employee is allowed to smoke while on duty. If you wish to stop smoking then the Trust can provide free help. Please ask your manager about this.

This job description is an outline of the role and function. It is not intended to describe all specific tasks.

Mandatory Training requirements attached to the role

You have a contractual obligation to maintain the mandatory training that is associated with your role.

This post will be subject to an Enhanced DBS disclosure check with the Disclosure & Barring Service (DBS). Please read the enclosed information about DBS Disclosures. Further information available on the DBS web site: [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

### **Employee's Signature**

**Print Name**

**Date**

### **Manager's Signature**

**Print Name**

**Date**





