

Join us at UHB



Building healthier lives

Welcome from our CEO

Professor David Rosser



Dear Candidate,

Thank you for your interest in working with us here at University Hospitals Birmingham NHS Foundation Trust (UHB).

Please take some time to read through this application pack to gain a better understanding of our Trust in general, this role in particular, and why UHB is a great place to work.

UHB is one of the largest teaching hospital trusts in England, serving a local, regional, national, and international population. We employ around 22,000 colleagues and are committed to investing in your training, development, health and wellbeing and future career with us.

We see and treat more than 2.2 million patients every year across our four hospital sites - Good Hope, Heartlands, Queen Elizabeth Hospital Birmingham and Solihull Hospital - and through our community services and clinics. We are centres of excellence in many clinical specialties.

But it's not just our patients we invest in at UHB; we also invest in our staff. In fact, we believe we are defined by our people, not the state-of-the-art equipment or facilities we work out of. We have high standards and we want to build healthier lives for patients and our teams, wanting you to enjoy your job, and flourish in it.

To reinforce this commitment, we recently refreshed our values after hearing from over 1,400 colleagues about what made them proud to work at UHB

We will be:

Kind: the kindness that people show to each other every day

Connected: the connections we build with everyone around us

Bold: the ability to be bold in how we think, speak and act

We hope you find this pack useful and look forward to receiving an application from you for this role within our Trust.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'D. Rosser', written over a light blue horizontal line.

Professor David Rosser,
Chief Executive Officer

JOB DESCRIPTION

Job Title	Associate Technician- Clinical Education
Pay Band	AfC Band 3
Department	Clinical Education
Division	Corporate Education
Reports to	Lead Technician- Clinical Education
Professionally Responsible to	Business continuity and service alignment manager

JOB SUMMARY

The post holder will be responsible for the technical support for the Trust Clinical Education centres and any satellite facility utilised.

The role will involve the maintenance and set up of all the training equipment and environment to support clinical skills, resuscitation and simulation training, exams and other educational activities across designated sites.

The post holder will work closely with all the Educator workforce and Technician team to ensure that all booked training sessions are appropriately facilitated in line with the schedule of activity.

The post holder will provide a front line service dealing effectively and efficiently with all visitors and equipment enquiries.

In order to meet the contractual service requirements, the post holder will be required to be flexible to deliver the service in line with current and expanding business needs.

The department operates across all trust sites and the post holder will be expected to travel to different locations, where their role requires them to do so.

TEAM/DEPARTMENT STRUCTURE CHART



KEY SKILLS

Maintain an asset tracking database of clinical and audio-visual equipment within the Clinical Education Departments in order to provide a history and recording:

- date of purchase
- supplier information
- service requirements
- guarantee/warranty information
- spare part information
- service/maintenance information

Ensure each piece of equipment is fit for use and meets the supplier safety recommendations, liaising with lead technician and suppliers as required

Ensure that correct disposables and sufficient supplies are available during courses and that the amounts of each provided are in line with the operating procedure

Provide technical support for scenario based high fidelity simulation and skills / resuscitation based training as required

Working with the lead Technicians, review, report and control all stock levels of equipment, disposables, refreshments to ensure that minimal levels are observed and all activity is fully supported

Provide equipment usage demonstrations for new users and produce usage guides for new equipment/simulation systems

Maintain the security systems in place for all training venues in line with the local arrangements, reporting any untoward activity to the facilities & safety manager or the relevant security services.

Respond to equipment loan requests and ensure equipment that is to be loaned is in good condition and calibrated according to user specification

Actively contribute to annual risk assessments for the Clinical Education services

Undertake regular handling of equipment up to 40kg, with appropriate equipment provided.

Undertake regular maintenance of all training equipment and keep maintenance rosters in conjunction with the lead technicians

Ensure that all equipment is appropriately cleaned and stored after use

Ensure that regular safety testing / calibration of equipment in all areas is carried out and recorded accurately

Ensure that any damaged equipment is reported to the appropriate lead technician and Medical Engineering and / or other maintenance services and that the damage is recorded and repaired as per instruction

Provide technical assistance to the Clinical service & Corporate Education services and Directorate, specifically around student exams, OSCEs and national programmes of activity

Continuously develop own skills and expertise in the technology enhanced clinical training and take every opportunity to learn about emerging simulation technologies, platforms and software This includes:

- Networking with other simulation centres and simulation technicians
- Visiting other centres to learn about their innovations
- Actively researching new technologies for learning and making recommendations for their adaptation in the Trust

KEY RESPONSIBILITIES

Work with the educators and Technicians to ensure that the Clinical education centres are appropriately utilised and provide an efficient service

In line with department monthly schedule set up the equipment and additional training resources necessary for each scheduled core training session in line with work rota

In line with departmental monthly work schedule review the equipment and resources necessary for the month ahead training sessions ensuring the equipment requested is available, appropriate and in full working order

Ensure that any damaged equipment is reported to the Lead Technician and or Medical Engineering and damage is recorded and repaired as per instruction

Working across sites in audio visual rooms managing, technology and AV equipment, which may include working in some enclosed spaces when necessary to the role

Support users of the electronic learning resources provided, ensuring appropriate usage and providing an initial trouble shooting service where possible or referring the problem to the Trust IT Department

BUDGETARY AND RESOURCE MANAGEMENT

Monitor the life span of the equipment and resources and make recommendations for replacements and upgrades to the lead technicians

Liaise with manufacturers and service companies to establish efficient communication and helpdesk trouble shooting

Order replacement stock and equipment using NHS Logistics and SAGE ordering systems, keeping accurate records of expenditure in conjunction with the lead technicians

MANAGEMENT , SUPERVISORY, TEACHING, TRAINING RESPONSIBILITIES

In conjunction with Lead technicians provide supervision and mentoring for new starters within the department

RESEARCH AND DEVELOPMENT

The post holder is required to demonstrate initiative, forward planning and high level of organisation and attention to detail within the post, looking for new ways to improve work flow, processes and systems within the clinical education technical services

EFFORT

The post requires a high degree of physical load handling and effort, utilising appropriate support resources and techniques. Risk identification and safe practice in moving and handling

TRUST VISION & VALUES

DO NOT AMEND THIS SECTION

The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. Our vision is simple; building healthier lives. Our values apply to every member of staff and help us in all we do and how we do it. They are:

Kind: The kindness that people show to each other every day

Connected: The connections we build with everyone around us

Bold: The ability to be bold in how we think, speak and act

ADDITIONAL INFORMATION

This job description is designed to assist post holders with understanding what is expected of them in their role. University Hospitals Birmingham NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Last Updated: August 2022

PERSON SPECIFICATION

JOB TITLE: Associate Technician- Clinical Education	
TRAINING, QUALIFICATIONS AND PROFESSIONAL REGISTRATIONS	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> GCSE Maths, English or Equivalent 	<ul style="list-style-type: none"> Educated to NVQ Level 2 or equivalent
EXPERIENCE & KNOWLEDGE	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Experience of working with IT packages e.g. Word, Excel, Outlook Experience of working in a busy environment Experience of working in healthcare 	<ul style="list-style-type: none"> Experience of working within a multi-agency environment
SKILLS & ABILITY	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Excellent interpersonal skills Ability to meet targets/service demands Ability to plan, prioritise and manage own workload Excellent technical and troubleshooting ability Excellent communication and presentation skills Self-motivated Ability to maintain accurate records Able to set up daily courses and maintain equipment Ability to teach others how to use training equipment Able to raise concerns Team player and innovative Able to work on own initiative with no or limited supervision Ability to work under pressure and deal with stressful situations 	<ul style="list-style-type: none"> Negotiating and influencing skills Actively participate in meetings Experience of equipment maintenance
OTHER SPECIFIC REQUIREMENT	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Ability to Drive, and over the age of 25 in compliance with trust transport licencing regulations would be advantageous Regular manual handling of equipment up to 40kg 	

