



# Job description

<b>Job title:</b>	Clinical Skills and Simulation Technician
<b>Grade:</b>	3a
<b>Department:</b>	Learning
<b>Responsible for:</b>	0 direct reports
<b>Accountable to:</b>	Clinical Skills and Simulation Senior Technician

## Job summary

*The Clinical Skills and Simulation Technicians are responsible for the delivery of all RCS England internally managed courses. This currently includes 15 different types of course (technical skills, simulation, professional development) predominantly delivered in the Bjorn Saven Centre (BSC), with a small proportion taking place at selected external venues. In accordance with the Learning Department's 5-year plan, a minimum of 150 RCS-internally managed courses will be delivered in the 2024/ 2025 financial year with further growth expected.*

*In addition to facilitating the operational delivery of existing courses, this role will be required to develop technical expertise in TEL to support the development/ redevelopment of new/ existing educational products and their delivery in the BSC and external centres as required. There will be a particular focus on the development of an Extended Reality Lab (XR Lab) within the BSC in 2024 and integration of upgrades to our existing simulation equipment used by existing courses as we move from the use of low fidelity nursing manikins to higher fidelity, programmable manikins.*

## Specific duties and responsibilities

### Technical Expertise

- Consistently prepare all standard animal tissue and synthetic surgical skills models required by RCS courses in accordance with standard specifications.
- Reset simulated task trainers and manikins in accordance with the manufacturer's instructions. Investigate performance issues with escalation to management/technical support services if appropriate.
- Research and develop alternatives/improvements to skills models/task trainers to increase fidelity, cost effectiveness, sustainability and/or improve performance.
- Operate and troubleshoot both standard AV systems associated with teaching rooms and specialised systems associated with XR Lab/medium-high fidelity manikins including:
  - Operation of video capture and live streaming software for high fidelity scenario training in XR Lab.
  - Management of audio, including operation of mixer, microphone, levels etc.



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- Identifying and deploying appropriate manikin parameters as required by scenario, including vital signs, verbal responses etc.
- Integrate associated technology such as patient monitors and satellite tablets, into daily course delivery.
- In conjunction with faculty and educators contribute to the planning of high-fidelity scenarios, advising on appropriate equipment, plus the capabilities and limitations of the XR Lab.
- Establish immersive, positive learning environments suitable for a range of candidates to increase realism, using moulage and scene setting skills.
- Continuously improve knowledge of current developments in simulation-based education, by attending ASPiH conference, SIG meetings, LSN events and engaging with relevant journals and other online resources/in person development opportunities.
- Appraise sector-wide advances in TEL and integrate into daily operations where appropriate
- Mentor and support new staff, facilitating their integration into the team.
- Establish and maintain communication channels with peers in the franchised course delivery network to ensure sharing of best practice and provision of technical support.

### Centre logistics

- Receive and store equipment/ materials deliveries, accurately updating inventory/stock tracker.
- Continuously appraise condition of instruments and equipment and flagging any shortfalls or breakages.
- Analyse stock levels of consumables including those provided as a 'Gift in Kind', to ensure orders are placed in a timely manner, avoiding shortfalls or unnecessary stockpiles.
- Conduct regular cost comparisons for paid consumables, identifying alternative products/suppliers that offer potential savings and/or more sustainable alternatives.
- Prepare training rooms, equipment and any paperwork required for teaching sessions in accordance with pre-determined specifications.
- Set down rooms when not occupied, ensuring spaces are presentable and ready for use with consumables restocked, AV systems shut down and updated if required.

### Course planning and customer service

- Utilise IT systems to effectively structure pre-course communications with faculty and participants, ensuring all attendees have access to the required information and resources to facilitate participation in training sessions.
- Appraise technical requests, problems and queries during the delivery of a course, identifying the appropriate resolution in a timely manner.
- Ensure badges, handbooks/materials, programmes and registration sheets are prepared and are at registration points.
- Register course attendees on arrival, including welcome orientation i.e. location of toilets, prayer room, how to access wifi, tea and coffee etc.
- Thanks/acknowledgements to faculty, course directors and participants for their contribution at the end of the course.
- Collect, scan and save post course paperwork at the end of each event, ensuring that attendance and outcomes are accurately recorded in the CRM and appropriate post course communications are sent within 24 hours.



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- Process faculty expense claims in a timely and accurate manner.
- Book faculty hotel rooms as required.
- Participate in management of shared BSCcourses@ inbox and prioritising responses, flagging to other members of the team as necessary.

### Health and Safety

- Complete local area risk assessments at the start of each day.
- Provide essential pre briefing to all participants and faculty prior to participation in simulation training.
- Ensure that all visitors to the BSC are aware of and adhere to the Health and Safety guidelines set out by the Directorate and the College.
- Adhere to Standard Operating Procedures and Protocols with regard to the storage, preparation and disposal of animal tissue, ensuring that health and safety and infection control risks are minimised.
- Decontaminate and organise laboratory, tissue preparation and storage areas.
- Decontaminate, maintain and store all instrumentation and equipment as per manufacturer's instructions.
- Review SOPs and risk assessments to ensure they reflect current practices.
- Adhere to crisis management protocols to ensure the core business is sustained during adverse events, executing contingency plans as and when needed.
- Act as Fire Warden/First Aider for the BSC.

### Quality Monitoring and Improvement

Responsible for:

- Ensure feedback from course evaluations is used to implement improvements to the administration and management of RCS-managed courses. Evaluate the impact of any changes to working practices.
- Record and share any additional feedback communicated verbally or via electronically with management as appropriate. Plan approved course provider visits to support 'first time course' delivery and associated QA visits.

### General

- The post-holder is expected to represent the College in a professional manner in relation to their responsibilities and in ensuring their own continuing professional development.
- Undertake such duties appropriate to the grade, as required by the Director. This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.



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# Person specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>NVQ Level 3</li> <li><a href="#"><u>Registered Science Technician (RSciTech)</u></a> or willing to work toward this qualification</li> </ul>	<ul style="list-style-type: none"> <li>FDS<i>ci</i>/HND/BSc in a relevant subject or significant, relevant experience to demonstrate equivalent skills/knowledge at this level.</li> </ul>
<b>Experience and skills</b>	<ul style="list-style-type: none"> <li>Experience of working in a laboratory environment, healthcare or educational setting.</li> <li>Familiar with Health &amp; Safety within a healthcare setting and COSHH legislation.</li> <li>Experience of delivering a customer focused service.</li> <li>Excellent command of written and spoken English.</li> <li>Ability to work flexibly, as part of team or autonomously.</li> <li>Excellent organisational skills, with methodical approach to work.</li> <li>High level attention to detail. Ability to produce accurate and</li> <li>Working knowledge of Office 365 including Outlook</li> </ul>	<ul style="list-style-type: none"> <li>Familiarity with the handling and maintenance of surgical instruments and medical devices.</li> <li>Experience of setting up medical task trainers and operating medium/high fidelity manikins.</li> <li>Experience of working with immersive technologies.</li> <li>Working knowledge of additional Microsoft Office apps including Planner, SharePoint, One Note and Power Automate.</li> </ul>
<b>People and interpersonal skills</b>	<ul style="list-style-type: none"> <li>Physically fit and able to participate in moving heavy equipment (for which training and suitable equipment will be provided).</li> <li>Prepared to work out of standard office hours and at weekends determined by the course schedule.</li> <li>Prepared to travel on occasion within UK and Internationally to support franchised course delivery.</li> <li>Ability to work across teams to deliver a quality service.</li> </ul>	



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	<ul style="list-style-type: none"><li>• <i>Able to work as part of a multi-disciplinary team in a dynamic environment.</i></li><li>• <i>Ability to remain calm when working under pressure.</i></li><li>• </li></ul>	
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This role will involve out of hours and weekend working on a rota basis.  
This role may occasionally involve travel throughout the UK and internationally.  
You should be prepared to handle human and non-human anatomical material.  
You should expect to be present within the BSC (or externally hired venue) on all working days.



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The post holder will also need to demonstrate the following values:

<b>Collaboration</b>	<b>We embrace our collective responsibilities working collaboratively and as one college.</b>
	<ul style="list-style-type: none"><li>• We work together, using our collective expertise and experience to effect positive change</li><li>• We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments</li><li>• We take our responsibilities to each other, to patient care and to the environment seriously and we act with this in mind across our work</li></ul>
<b>Respect</b>	<b>We value every person we come into contact with at the College as an individual, respect their aspirations and commitments in life, and seek to understand and meet their physical and wellbeing needs.</b>
	<ul style="list-style-type: none"><li>• We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others</li><li>• We actively seek a range of views and experiences across our work, and we listen to, and make everyone feel, a valued part of the team</li></ul>
<b>Excellence</b>	<b>We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.</b>
	<ul style="list-style-type: none"><li>• We work hard to be the best at what we do, recognising and celebrating effort and achievement, and reflecting on our work, so we can learn and improve</li><li>• We value and invest in research, education and training to drive excellence and put improvements in surgical practice, dentistry and patient care at the heart of our work</li><li>• We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience</li></ul>

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to race/ethnicity, national origin, religion, pregnancy, marital status, sexual orientation, gender identity/expression, age and disability.



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