# Job Description

**Job Title:** Technical Instructor (Healthcare Simulation)

**Faculty/ Directorate:** Technical Services

**Grade:** 5

**Full-time** Permanent (Campus based)

| | Duties of the role |
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| **Overall purpose of the role** | To provide a technical support service to students and staff within the university, providing training, practical assistance and advice in the use of specialist equipment and techniques, developing individual skillsets and instructing users one-to-one and in groups on the usage. The post holder will support other practice areas within the university when required. |
| **Main duties and responsibilities** | • To lead on the provision of dedicated expert support and advice for a wide range of specialist equipment, techniques and computer software to students and staff in the university.<br>• Providing technical support, practical assistance or instruction, either on a one-to-one or group basis in consultation with course and module tutors where applicable.<br>• Provide on-going guidance in the use of specialist equipment and techniques according to agreed guidelines and in line with university safety policy. This will include; preparation of standard operational procedures (SOPs), a training programme appropriate to each machine, facility or process, and maintaining accurate records of all users and training provided as required. Also ensuring that as appropriate, only those suitably trained are allowed to use the equipment and the facility.<br>• Work with students and staff to complete experiments, designs and to analyse results, assisting them where it requires specialist techniques or operation of complex equipment.<br>• Demonstrate technical processes to groups and individuals including when required the use of digital media and technology to enhance teaching and learning, such as audio-visual software.<br>• Assist academic colleagues with developmental work in the preparation of introducing new elements for practical classes. Assist in the preparation of all necessary documentation and safety forms required for any new working procedures.<br>• In accordance with university Health & Safety policies, supervise and provide an induction to the facilities for all new students and staff. |

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| | • Assist and advise upon updating and developing Risk Assessments and COSHH in line with university policy.<br>• Liaise with appropriate academic staff to support the needs of assessments, modules and courses throughout the academic year as well as research and external income generation projects.<br>• Monitor and ensure the safe distribution and use of hazardous materials such as chemicals and gases (as appropriate) and their disposal. Undertake quality control of prepared chemicals for experiments.<br>• Maintain and undertake basic repairs to equipment, liaise with the Resource Centre and external contractors to arrange maintenance contracts and servicing when required.<br>• Prepare recommendations for replacement of capital equipment including obtaining quotes as directed, initiate contact with external suppliers and preparing justification for purchase.<br>• Work with the Resource Centre to carry out and oversee stock control duties, maintain relevant databases and follow procedures for replenishing stocks of consumables. Complete ordering and finance administration, as appropriate.<br>• Work with the Resource Centre to maintain an inventory of equipment in the facility in accordance with university policy contributing to the Technical Services' Asset Register.<br>• Ensure all areas are kept clean, tidy and safe for all users, including disposal of waste as appropriate, especially disposal of any hazardous waste.<br>• Develop a wide range of new skills and procedures, especially regarding new equipment and software to meet the changing needs of the university.<br>• To undertake Portable Appliance Testing (PAT) for technical areas and to ensure training is refreshed.<br>• Where applicable, able to design, manufacture and repair components for other areas across the university when requested.<br>• To support late finishing classes and assessments when necessary.<br>• Commitment to good technical standards, ensuring consistency across technical spaces.<br>• To support open day and outreach events.<br>• Undertake First Aid training to contribute to the university's required First Aid and evacuation provision.<br>• Support the university's work towards the Technician Commitment with a willingness to get involved in projects to enhance the visibility, recognition, career development and sustainability of technicians. |

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| | • Perform any other duties commensurate with the job grade as reasonably required from time to time.<br>• This role may be subject to a DBS check; the level of DBS check will be determined at offer stage.<br><br>***Act in accordance with DMU Values:***<br><br>• Collaborative – Work together to achieve joint outcomes, understand how your work contributes to DMU, and be aware of your personal impact on others.<br>• Compassionate – Be open, honest, and caring, work on a basis of trust, and hold yourself accountable for your actions.<br>• Creative - Strive for better, challenge bureaucracy, explore digital solutions, and innovate creatively.<br>• Community minded - Embrace alternative views, treat others with respect, and tackle inequalities.<br>• Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.<br>• All members of staff are responsible for their contribution to improved environmental performance and in reducing greenhouse gas emissions at DMU. It is therefore required that all members of staff are aware of how the Environmental Policy relates to their own role at the University. Staff conduct must reflect the values inherent in the Environmental Policy and where required staff must cooperate with environmental compliance and conformance requirements to help minimise our emissions to air, water and land.<br>• The postholder should have a positive attitude towards health and safety and be aware of and comply with all health and safety policies for the university, as applicable. There will be a requirement to complete all mandatory health and safety training as deemed to be relevant for the position held. The postholder is expected to help maintain a safe working environment for staff, students and visitors by working closely with the local safety coordinator as required. Any accidents or dangerous incidents must be reported promptly through the university's reporting system. |

# Person Specification

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| Area of responsibility | Requirements | Essential or desirable | | *Method of assessment | | | |
|---|---|---|---|---|---|---|---|
| | | | | A | I | T | D |
| **Education** | Evidence of work-based and formal simulation training or equivalent relevant qualification | Essential | | ✓ | ✓ | ✓ | ✓ |
| | Degree in related subject or with equivalent work experience | | Desirable | ✓ | ✓ | | ✓ |
| **Technical** | Demonstrable experience in a technical role providing support and advice in the use of specialist simulation technologies and techniques relevant to the area of multi-disciplinary healthcare simulation | Essential | | ✓ | ✓ | ✓ | |
| | Experience of programming and operating patient simulators, web-based simulation platforms and XR technologies such as immersive suites | Essential | | ✓ | ✓ | ✓ | |
| | Previous experience of team working within a student focused environment e.g. FE/HE/NHS trust | | Desirable | ✓ | ✓ | | |
| | Strong interpersonal skills including conflict management | Essential | | ✓ | ✓ | | |
| | Recent experience and familiarity of procedures and working practices within a university context in a technical role | | Desirable | ✓ | ✓ | | |

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| | Ability to develop and design protocols for safe working procedures and Risk Assessments/Standard Operating Procedures for simulation equipment | Essential | | ✓ | ✓ | | |
| | High standard of accuracy and attention to detail | Essential | | ✓ | ✓ | | |
| | Demonstrable IT skills and knowledge applicable to a technical environment with ability to support audio/visual software eg Learning Space | Essential | | ✓ | ✓ | | |
| | Able to troubleshoot faults with simulation equipment, carry out repairs and consult with engineers to solve complex technical issues | | Desirable | ✓ | ✓ | | |
| | Good working knowledge of healthcare equipment suppliers and experience of procuring consumable items for use in clinical teaching | | Desirable | ✓ | ✓ | | |

| **Area of responsibility** | **Requirements** | **Essential or desirable** | | ***Method of assessment** | | | |
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| | | | | **A** | **I** | **T** | **D** |
| | Demonstrate a flexible attitude to change in order to meet the existing and future needs of the university | Essential | | ✓ | ✓ | | |
| **Learning Support** | Ability to effectively manage time in order to deliver a high standard of technical service | Essential | | ✓ | ✓ | | |
| | Highly organised and able to manage a complex workload across multiple locations and healthcare disciplines | Essential | | ✓ | ✓ | | |
| | Experience of setting up and breaking down practical clinical skills teaching sessions with appropriate task trainers, patient simulators and consumables | Essential | | ✓ | ✓ | | |
| | Effective communicator and negotiator with people in various roles, using a variety of methods | Essential | | ✓ | ✓ | | |

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| | Ability to convey technical information through a variety of methods to both groups and individuals | Essential | | ✓ | ✓ | | |
| **Health and Safety** | Willingness to undertake First Aid and or other training in order to contribute to the Faculty's First Aid and evacuation provision | Essential | | ✓ | ✓ | | |
| | Good working knowledge of Health and Safety regulations pertaining to teaching environments including knowledge of COSHH | Essential | | ✓ | ✓ | | |
| **Additional Requirements** | This role is subject to a DBS check, the level of DBS check will be determined at offer stage | Essential | | ✓ | ✓ | | |

| **Our Values and Behaviours at DMU** | | **Essential or desirable** | | **Method of assessment** | | | |
|---|---|---|---|---|---|---|---|
| | | | | A | I | T | D |
| **Collaborative** | Support colleagues to achieve outcomes whilst being aware of personal impact of individual contribution and impact on colleague | Essential | | ✓ | ✓ | | |
| **Compassionate** | Act openly and honestly, showing care to others and holding oneself accountable for own actions | Essential | | ✓ | ✓ | | |
| **Creative** | Striving for better, offering constructive challenge to creatively explore solutions and innovations to improve | Essential | | ✓ | ✓ | | |
| **Community-minded** | Treating others with respect, demonstrating empathy and embracing alternative views and values whilst seeking to tackle inequalities | Essential | | ✓ | ✓ | | |

***A = Application Form; I = Interview; T = Test; D = Documentary Evidence**