



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Clinical Skills Co-coordinator, School of Healthcare, Faculty of Medicine and Health



Salary: (£27,511 - £32,817 p.a)

Reference: MHHEA1154

Closing date: 27 March 2020

Clinical Skills Co-ordinator School of Healthcare

Would you like to join a dynamic team at the heart of delivering high quality clinical skills education? Are you an enthusiastic and motivated team player who could support the day to day activity of the Clinical Skills Suite?

We are looking for a highly skilled individual who possesses an aptitude for technology and excellent organisational skills and IT skills to support colleagues in delivering clinical skills education.

You will be responsible for the organisation and management of the Clinical Skills Suite and will line manage the Clinical Skills Technician in the School of Healthcare.

You will be an enthusiastic and motivated individual who will provide technical support to both the Clinical Skills Education Team and students.

An ability to work flexibly and independently to multiple deadlines is essential along with innovative ideas and problem solving skills.

This role represents an exciting opportunity for you to become an integral part to the organisation and development of clinical skills teaching and make a real contribution to the School of Healthcare.

What does the role entail?

As a Clinical Skills Co-ordinator your main duties and responsibilities will include:

- Responsibility for the efficient running of the Clinical Skills Suite providing technical, specialist support and solutions to clinical skills delivery, ensuring all equipment used is safe and fully serviced.
- Supervising the workload of the CS Technician to ensure the Clinical Skills Suite is responsive, fully operational and resourced.
- Responsibility for producing and advising on the production of Standard Operating Procedures (SOPs)



- Managing all equipment, assets and maintenance agreements, and compiling reports on utility of investment to the Director of Practice and the Senior Management Team
- In liaison with purchasing contribute to tenders where required.
- Working with the timetabling team advise and co-ordinate the booking of the Clinical Skills Suite to ensure the Suite is fully utilised
- Developing and promoting health and safety procedures within the Clinical Skills Suite, working with the Health and Safety Manager undertake risk assessments and ensuring the Clinical Skills Suite meets the University's Health and Safety standards
- Delivering staff and student Clinical Skills Suite Inductions, maintaining registers of training, participate in the delivery of mandatory training and act as a simulated patient

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Clinical Skills Manager, you will have:

- Good general education with GCSE English Language and Mathematics (or equivalent qualifications)
- Excellent IT skills, with experience of using and maintaining operating systems, hardware/software setups and equipment
- Ability to work autonomously within set guidelines, using own initiative to problem solve and meet deadlines
- Ability to manage complex situations through effective interpersonal skills using diplomacy, negotiation and influencing skills to effect change
- Good team working skills with the ability to work flexibly, collaboratively and co-operatively with colleagues to achieve successful outcomes
- Willingness to undertake appropriate training courses to support service delivery

You may also have:

- Experience of working in a customer facing role ideally with students or young people



- A healthcare professional qualification with current professional registration
- Experience of working with undergraduate/pre-registration healthcare students in clinical practice or Higher Education settings
- Health and Safety Qualification -- A good understanding of relevant legislation in this area e.g. Health & Safety at Work Act (1974), manual handling regulations
- Experience of using and supporting high fidelity manikins
- Advanced Life Support (ALS) or Intermediate Life Support (ILS) instructor

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Dr Angela Graves, Director Practice

Tel: 0113 34 31356

Email: a.graves@leeds.ac.uk

Mr Abdul Kapdi, Operations Manager

Tel: 0113 3431265

Email: a.kapdi@leeds.ac.uk

Additional information

Find out more about the [Faculty of Medicine and Health](#).

Find out more about [Athena Swan](#) in the Faculty of Medicine and Health.



Working at Leeds

You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in our [Working at Leeds](#) information.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) information or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

This post requires an enhanced criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status. All applicants are required to make a self-declaration where applicable.

Any offer of appointment will be subject to the University being satisfied with the outcome of these checks, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records information](#).

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position, however, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information.

