

**.NHS FORTH VALLEY  
KSF OUTLINE  
FOUNDATION GATEWAY**

**JOB TITLE:** Simulator Technician

**MANAGER'S NAME:** ..... Judy Stein .....

**DATE:** ..... January 2014 .....

**MANAGER'S SIGNATURE** .....

**Reference Code:** .....

NHS KSF DIMENSIONS	Needed	LEVEL				Evidence giving indicators chosen where appropriate and examples
		1	2	3	4	
LEVEL						

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<b>CORE DIMENSIONS</b>						
1 Communication	Y		X			<p><b>Indicator A</b></p> <ul style="list-style-type: none"> <li>Communicates with staff and course participants via email, telephone and written correspondence with regard to development and delivery of courses.</li> <li>Communicate with other relevant departments for example: medical physics &amp; clinical skills.</li> </ul> <p><b>Indicator B &amp; C</b></p> <ul style="list-style-type: none"> <li>Communicate with Line Manager regarding day to day operational management, service needs, workload issues and personal development.</li> <li>Participate, with the clinical educator, in delivering pre-course introductions.</li> </ul> <p><b>Indicator D</b></p> <ul style="list-style-type: none"> <li>Download appropriate audiovisual footage of educational scenarios securely in compliance with Data Protection Act and Forth Valley policies.</li> <li>Organise all course materials required for each scenario.</li> </ul> <p><b>Indicator E</b></p> <ul style="list-style-type: none"> <li>Maintain confidentiality at all times in line with Forth Valley Policies.</li> <li>Effectively uses internet, intranet, e-mail &amp; Microsoft Office to communicate.</li> </ul>

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2 Personal and People Development	Y	X				<p><b>Indicator A B C &amp; E</b></p> <ul style="list-style-type: none"> <li>• Identify own learning needs and in discussion with line manager agree specific learning objectives to meet my personal development and improve service within the centre.</li> <li>• Complete, following discussion with line manager a personal development plan in line with KSF post outline on an annual basis</li> <li>• Attend mandatory and statutory training sessions for example: BLS, fire, infection control, moving &amp; handling and data protection.</li> </ul> <p><b>Indicator D</b></p> <ul style="list-style-type: none"> <li>• Attend courses agreed with line manager and keep a record of this within personal development plan along with any other appropriate information eg. Learnpro, knowledge network.</li> </ul>

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3 Health, Safety and Security	Y	X				<p><b>Indicator A</b></p> <ul style="list-style-type: none"> <li>Follow Forth Valley policies and procedures for storage and use of medical gases and drugs.</li> </ul> <p><b>Indicator B</b></p> <ul style="list-style-type: none"> <li>Inform course participants of fire procedure.</li> <li>Carry out correct disposal of sharps, clinical and household waste in accordance with Forth Valley policy.</li> </ul> <p><b>Indicator C</b></p> <ul style="list-style-type: none"> <li>Use appropriate moving and handling methods when moving mannequins, heavy equipment or medical gas cylinders.</li> <li>Ensure Forth Valley moving and handling policy is implemented when moving all equipment.</li> </ul> <p><b>Indicator D</b></p> <ul style="list-style-type: none"> <li>Respond effectively to emergency or unplanned situations ensuring appropriate action is taken to deal with the event.</li> </ul> <p><b>Indicator E</b></p> <ul style="list-style-type: none"> <li>Report to the appropriate department any fault with equipment, for example estates when gas-scavenging system is ineffective.</li> </ul>

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4 Service Development	Y	X				<p><b>Indicator A</b></p> <ul style="list-style-type: none"> <li>Participate in regular team meetings and suggest ideas to improve own practice and the running of the simulation centre.</li> </ul> <p><b>Indicator B</b></p> <ul style="list-style-type: none"> <li>Re-evaluate own clinical practice by utilising clinical skills ensuring candidates receive evidence based teaching.</li> </ul> <p><b>Indicator C</b></p> <ul style="list-style-type: none"> <li>Ensure high quality course delivery through audit and course evaluation.</li> <li>Develop reports for educational institutions on the evaluation of course questionnaires.</li> </ul> <p><b>Indicator D</b></p> <ul style="list-style-type: none"> <li>Make suggestions on developing new systems for course scenarios to line manager and educational co-ordinators.</li> </ul> <p><b>Indicator E</b></p> <p>Alert course director when feedback forms comment on debriefing techniques and methods to improve techniques.</p>

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5 Quality	Y	X				<p><b>Indicator A</b></p> <ul style="list-style-type: none"> <li>Follow COSHH guidelines for disposal of anaesthetic inhalational agents.</li> </ul> <p><b>Indicator B</b></p> <ul style="list-style-type: none"> <li>Carry out tasks within capabilities and develop clinical knowledge and skills needed through team feedback.</li> </ul> <p><b>Indicator C</b></p> <ul style="list-style-type: none"> <li>Ensure all required equipment, props and paperwork are available and in good working order to allow smooth running of courses.</li> <li>Ensure adequate stock levels are maintained.</li> </ul> <p><b>Indicator D</b></p> <ul style="list-style-type: none"> <li>Carry out tasks in an order to allow efficient running of courses.</li> </ul> <p><b>Indicator E</b></p> <ul style="list-style-type: none"> <li>Carry out mannequin audio visual software checks and update software.</li> </ul> <p><b>Indicator F</b></p> <ul style="list-style-type: none"> <li>Ensure Forth Valley policies &amp; procedures are followed in conjunction with Health &amp; Safety, drug storage and needle stick injuries, completing incident forms when required and reporting incident to line manager.</li> </ul>

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6 Equality, diversity and rights	Y	X				<p><b>Indicator A B C &amp; D</b></p> <ul style="list-style-type: none"> <li>• Treat staff, faculty members and course participants with dignity and respect and alert line manager if discrimination observed.</li> <li>• Take into consideration that people can have different, views and opinions.</li> <li>• Promote a culture that values people and their contribution.</li> </ul>
G1 Learning & Development	Y	X				<p><b>Indicator A</b></p> <ul style="list-style-type: none"> <li>• Discuss with course directors what is required of me so that I can produce an environment conducive to learning</li> </ul> <p><b>Indicator B</b></p> <ul style="list-style-type: none"> <li>• Ensure all required equipment, props and paperwork available to allow smooth running of courses.</li> <li>• Carry out tasks in an order to allow efficient running of courses</li> </ul> <p><b>Indicator C</b></p> <ul style="list-style-type: none"> <li>• On encountering a problem with any aspect of the running of a course I would contact the course director.</li> </ul>