

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

JOB TITLE: Simulator Technician

MANAGER'S NAME:

DATE: January 2014

MANAGER'S SIGNATURE

Reference Code: A-S-MTO2-ANAE-new

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

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CORE DIMENSIONS						
1 Communication	Y		X			<p>Indicator A</p> <ul style="list-style-type: none"> Communicates with staff and course participants via email, telephone and written correspondence with regard to development and delivery of courses. Communicate with Centre Director and educational co-ordinators in course planning and implementation. Communicate with other relevant departments for example: medical physics & clinical skills. <p>Indicator B & C</p> <ul style="list-style-type: none"> Use effective communication skills to create a non threatening learning environment. By being self aware can adjust listening, questioning, verbal and non-verbal approaches to create a specific learning environment Participate, with the clinical educator, in delivering pre-course introductions and post-course summaries. <p>Indicator D</p> <ul style="list-style-type: none"> Store video & DVD footage of educational scenarios securely in compliance with Data Protection Act and Forth Valley policies. Organise all course materials required for each scenario. <p>Indicator E</p> <ul style="list-style-type: none"> Maintain confidentiality at all times in line with Forth Valley Policies. Effectively uses internet, intranet, e-mail & Microsoft Office to communicate.

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2 Personal and People Development	Y			X		<p>Indicator A B C & E</p> <ul style="list-style-type: none"> • Identify own learning needs and discuss with line manager, actively seeking out training to meet these needs. • Complete, following discussion with line manager, a personal development plan in line with KSF post outline on an annual basis • Attend mandatory and statutory training sessions for example: BLS, fire, infection control, moving & handling and data protection. <p>Indicator D & F</p> <ul style="list-style-type: none"> • Advises other staff on the benefits of particular courses for their individual learning and development needs. • Act as a mentor and role model to junior staff. • Sharing knowledge, skills and experience.

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

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4 Service Development	Y	X				<p>Indicator A,E,F</p> <ul style="list-style-type: none"> • Contribute in regular team meetings and suggest ideas to improve own practice and the running of the simulation centre. • Review feedback from faculty relevant to technical issues and support provided and address any issues raised. <p>Indicator B</p> <ul style="list-style-type: none"> • Re-evaluate own clinical practice by utilising clinical skills ensuring candidates receive evidence based teaching. <p>Indicator C</p> <ul style="list-style-type: none"> • Present information on simulation centre activity at conferences. <p>Indicator D</p> <ul style="list-style-type: none"> • Make suggestions on developing new systems for course scenarios to line manager and educational co-ordinators.

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5 Quality	Y		X			<p>Indicator A</p> <ul style="list-style-type: none"> Follow COSHH guidelines for disposal of anaesthetic inhalational agents. <p>Indicator B</p> <ul style="list-style-type: none"> Carry out tasks within capabilities and within policies governed by the Health Professions Council and Forth Valley. <p>Indicator C</p> <ul style="list-style-type: none"> Ensure all required equipment, props and paperwork are available and in good working order to allow smooth running of courses. Ensure adequate stock levels are maintained. <p>Indicator D</p> <ul style="list-style-type: none"> Carry out tasks in an order to allow efficient running of courses. <p>Indicator E</p> <ul style="list-style-type: none"> Carry out anaesthetic machine checks to ensure it is functioning properly as per policy/procedure. <p>Indicator F</p> <ul style="list-style-type: none"> Ensure Forth Valley policies & procedures are followed in conjunction with Health & Safety, drug storage and needlestick injuries, completing incident forms when required and reporting incident to line manager.

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

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G2 Development and Innovation	Y	X				<p>Indicator A</p> <ul style="list-style-type: none"> Through technician networks, internet, attending simulation conferences, other simulation centres and product demonstrations, identify new developments which could enhance simulation based learning <p>Indicator B</p> <ul style="list-style-type: none"> Consider effectiveness and test ideas for use within SCSC <p>Indicator C</p> <ul style="list-style-type: none"> Present/propose suitable innovations/ideas to centre director and/or educational co-ordinators
G3 Monitor, order and check supplies of goods and/or services	Y	X				<p>Indicator A</p> <ul style="list-style-type: none"> Weekly check of supplies/stores, ordering same when required using hospital systems <p>Indicator B,C,E</p> <ul style="list-style-type: none"> Checks delivery of goods as per hospital policy, identifying any issues and dealing with same <p>Indicator D</p> <ul style="list-style-type: none"> Recycle and re-use goods where appropriate to minimise costs without compromising safety
EF1 Systems, Vehicles and Equipment	Y	X				<p>Indicator A,C,D</p> <ul style="list-style-type: none"> Regular cleaning and maintenance of mannequins, audio-visual, communication and medical/surgical equipment for use in simulation scenarios. Safe storage of all equipment and tools required to perform same. <p>Indicator B</p> <ul style="list-style-type: none"> Identify simple faults and carry out repairs where necessary or refer to appropriate manufacturer