



Job Description

Section 1 - Description

Job Title:	Clinical Technician – Clinical Anatomy Skills Centre (CASC) – 5 days flexible across 7 days – (35 hours)
Grade:	Salary Grade 4 (£26,579 - £30,379)
Location:	CASC, Thomson Building, University of Glasgow. G12 8QQ; and RCPSG, 232 St Vincent Street, Glasgow, G2 5RJ
Reports to:	Surgical Manager, Education, Training & Professional Development Unit
Date:	May 2021

Section 2 - Job Purpose

Reporting to the Surgical Manager within the Education and Assessment Unit, the clinical technician is responsible for the effective day-to day coordination of all clinical and technical aspects of the CASC simulation centre including maintenance and operation of the College's equipment at the Centre. CASC is a joint project with Glasgow University (GU), providing high fidelity simulation training for all stages of a doctor's career with either human cadaveric or animal tissues.

The post holder will be required to provide a full support service to include set up and breakdown, AV & technical services for the development and running of courses held within the TCal facility at CASC and to ensure all equipment/materials required are prepared and available in a safe and functioning way. In this role they will be supported by and will assist the Anatomy Technical staff of GU.

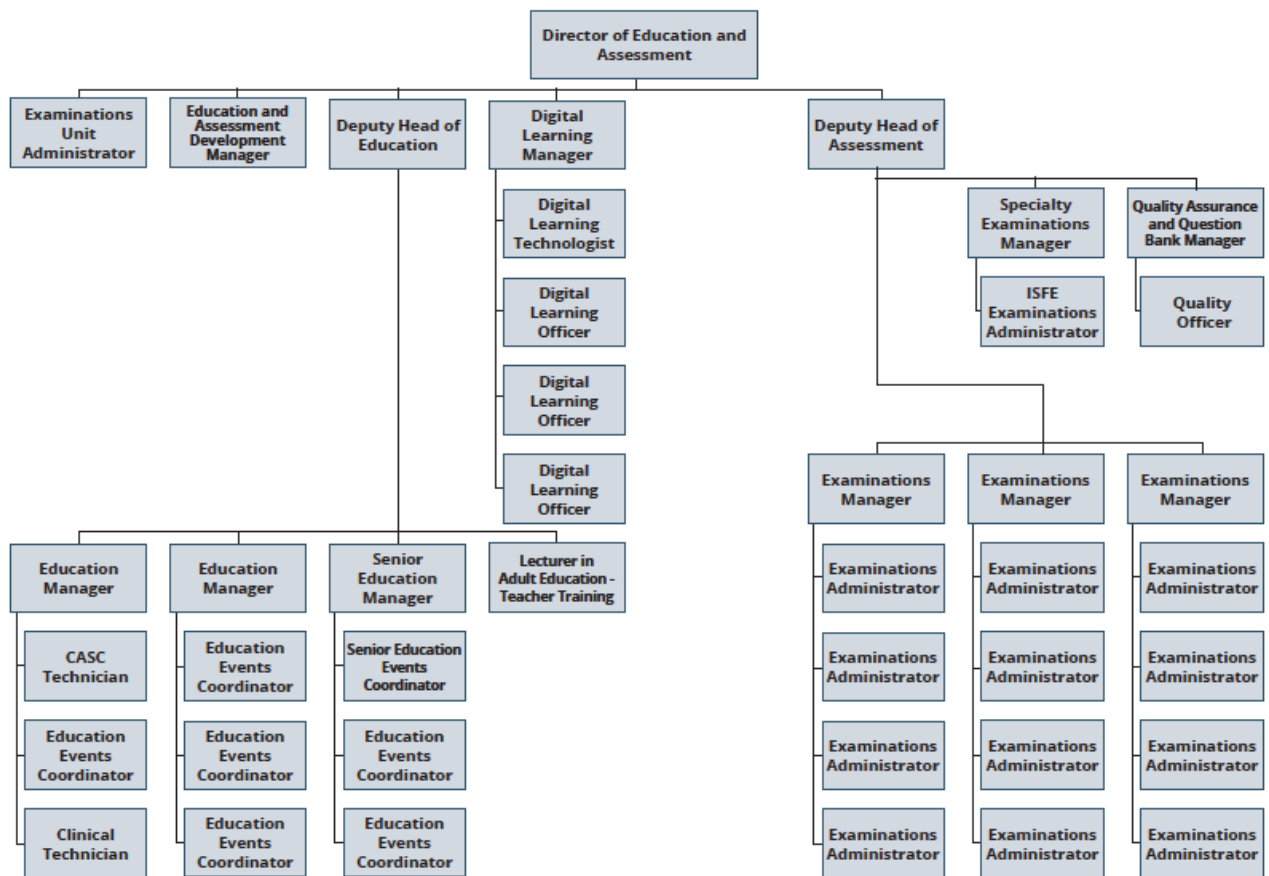
In addition to working within CASC, the post holder will carry out similar duties within the Macewen Skills Lab (in St Vincent Street) when required, supported by the Clinical Technician for Macewen.

Section 3 – Job Dimensions

- Approximately 30-35 courses run in CASC per annum, ranging from one to three days.
- CASC courses will range from 2-30 delegates, with 2-10 faculty, working with 2-10 cadavers.
- Approximately 50 courses run in Macewen Skills Lab per annum, with approximately 10-15 requiring additional support from this role.



Section 4 - Organisation Chart



Section 5 - Main Responsibilities and Role

- Set up and operation of all CASC equipment and instruments for all cadaveric and simulation courses as required.
- Dedicated AV/technical support for CASC events and courses including operation and utilisation of all ICT equipment and software systems as required.
- Responsible for the regular care and organising maintenance of all CASC equipment/instrumentation including: testing, calibration and upgrades, ensuring maximum uptime. To ensure all necessary equipment and AV requirements are tested and fully operational for each course. (e.g. AV and videoconferencing systems, laparoscopic stack systems, surgical robotic devices, energy devices including diathermy and harmonic generators, x-ray equipment, ultrasound, suction and compressed air).
- Responsible for troubleshooting, set up of the TCal lab, equipment, instrument preparation, AV system, disposables, gowns, gloves etc. as required for each course. To be responsible for dismantling and clean-up of all equipment and instruments following each course.
- Maintain and supply all courses with the correct medical instruments and identify any medical instruments required for future courses.



- Arrange for cleaning, autoclaving and servicing of instruments and equipment as required.
- Organise stock control and maintain an electronic inventory of instrumentation, equipment, staples and sutures as well as all disposables. Order stock of aforementioned as required.
- Participate in the writing and amendment of standard operating procedures within the CASC facility.
- Ensure that Health and Safety legislation, Incident reporting, Waste management and Codes of conduct are adhered to, monitoring application of standard operating procedures. Employing best practice and the use of personal protective equipment as appropriate.
- Document, construct and update operating manuals / procedures for all courses for both centres.
- Liaise with CASC manager, Clinical Director and course leads to determine future course requirements including:
 - Specifying new equipment for use on specific courses and negotiating with industry to get a preferential purchase price/ or a commitment to supply equipment for use on specific courses.
 - Working with GU staff and Estates and Buildings to ensure changes made within TCal laboratory satisfy the continuing demands required to host courses.
 - Provide (often ad hoc) custom solutions for courses to meet with clinicians' specific requirements in terms of body positioning, equipment capability and operating AV equipment if required.
- In consultation with course lead and supervisor, to be responsible for the identification and sourcing of appropriate medical/technical equipment to meet course specifications (e.g. CO₂ gas, oxygen, insufflations, disposables, power tools, instrumentation, gowns/gloves etc.)
- Organise delivery and collection of external equipment as required for each course.
- Liaise with sponsors and industry representatives.
- Identify areas of improvement and scope requirements for future upgrades to ensure CASC remains 'state of the art' and 'fit for purpose'.
- Liaise with GU radiation officer to allow for use of radiation and CO₂ / NDYAG lasers.
- Ad-hoc photography of courses or procedures as required.
- When required, technical cover to be provided in the Macewen Skills lab in St Vincent Street as well as providing cover for the Macewen Lab Technician for annual and sick leave if required and provide additional support for courses with high delegate numbers or significant technician demands.

Any other Technician duties as designated by the Surgical Manager, Education department.



Section 6 – Planning and Organising

The technician will be expected to plan independently the purchase of additional equipment/ all disposables including sutures and surgical staplers ensuring that the purchase of equipment/disposables has been approved and that all equipment is available, calibrated and functioning for all planned events. This includes the set-up of AV equipment and organising arrangements with external customers.

S/he will be expected to liaise directly with equipment suppliers in order to organise and compile quotes and plan for negotiations with suppliers.

S/he will also organise own workload to include arrangements for regular maintenance of all the equipment/disposables at the Centre.

Section 7 – Decision-Making

The technician may be expected to take decisions directly relating to the maintenance, operation and purchase of equipment at the Centre. S/he will also require independently taking quick decisions and finding solutions at short notice where unforeseen problems arise. S/he must be confident of communicating these decisions to the Clinical Director and clinicians running or attending the training course.

Section 8 – Knowledge, Experience and Skill Set Required

The post-holder will require the following:

- Technical qualification or experience in a relevant clinical support role.
- Ability to work under minimum supervision and prioritise own workload to meet demands of the service.
- Comfortable working in a cadaveric environment and alongside cadaveric material or instruments which have been in contact with cadavers.
- Comfortable working with any animal tissues for simulation training.
- Work hours flexibly around the needs of each course which will include early mornings, evenings and weekends.
- Physically able to deal with routine regular lifting of deliveries and moving heavy equipment.
- A working knowledge of AV system, HD monitors etc.
- Good communication skills and willingness to cooperate as part of a multi-disciplinary team, but comfortable working on own initiative.
- Ability to liaise with medical professionals and scope out technical requirements.
- Experience of negotiating with suppliers on pricing.
- Excellent customer and service delivery skills.
- Awareness of Health & Safety requirements.
- Ability to use Microsoft Office including Word, Excel and Powerpoint.



The following would be desirable:

- Experience of working in a cadaveric or surgical healthcare environment.
- A working knowledge of the care and use of a range of medical equipment used within surgical operating theatres including:
 - Laparoscopic equipment and instrumentation.
 - Medical suction.
 - Medical gases.
 - Compressed air.
 - Energy devices including diathermy and harmonic generators.
 - Surgical instruments for open and minimally invasive surgery.
 - Surgical power tool