

## Job Description

**Title:** Associate Medical Device Trainer

**Band:** 4

**Reports to:** Lead Clinical Skills Educator, Learning Education and Development

### Job Summary:

- Role within Clinical Skills Team in Learning Education and Development, the Associate Medical Device Trainer provides device training across the PHU main site together with service to satellite centres.
- The post holder is responsible for organising and providing training to clinical staff who are required to use a portfolio of medical devices.
- The post holder will require excellent interpersonal and teaching skills underpinned with sound theoretical knowledge and extensive practical experience of a wide range of medical devices and their clinical use.
- This training may extend to the education of patients or carers in the correct and safe operation of any medical device that they may be discharged with and will be responsible for operating.

### Key Responsibilities:

- Provide specialist training for a wide range of core medical devices to enable safe and effective use of diagnostic and therapeutic technology. This will require clear and concise explanations of complex technologies and concepts to clinical staff, aligned to manufacturer specifications and local policy.
- Be able to set up medical equipment for demonstration in training sessions, as outlined by the manufacturer specifications with a high degree of precision
- The post holder will contribute to training schemes covering a variety of core medical devices
- The post holder will be required to liaise and work closely with local departmental leads & managers, practice educators and cascade trainers to support or arrange training.
- The post holder will be expected to deliver effective training sessions presentations and talks to large groups, small groups and to individuals who are in clinical practice
- In collaboration with the Lead Educator, use specialist knowledge of medical devices to develop, provide and advise on the core medical device training programme.
- In partnership with the Lead Educator, plan, organise and deliver training sessions using the standardised training materials and resources. Work with senior clinical staff to plan and organise training programmes for the professional development of junior clinical staff.
- In partnership with the Lead Educator and in collaboration with the clinical skills team provide accessible & modified training, as required, to meet the training needs of a diverse work force.
- Understand clinical procedures and pressures placed on clinical staff to enable effective communication and interaction with multi-disciplinary staff at all levels
- With support from the Lead Educator provide training that includes the technical and clinical factors associated with medical devices, risks associated with the use of medical devices.
- In collaboration with the Lead Educator, identify training requirements to control risks associated with medical devices, and as part of patient safety.
- Produce and maintain training content and materials for delivery by a range of methods including traditional presentations, trainee notes, user guides, reference and resource materials and computer presentations including e-learning. The post holder will liaise with clinical and other training departments in the production of training material.

- Order training materials to ensure availability for training courses, being aware budgetary restraints and should order and manage this stock accordingly
- Understand methods for assessing device user competency in a non-judgmental way, encouraging openness and understanding. Carry out observations of the learner's ability to safely and competently use medical equipment and perform audits on the overall effectiveness of the training programmes
- Demonstrate appropriate methods of handling and storage of medical devices, to prevent damage or physical injury.
- Keep up to date records of training delivered onto ESR to ensure that competency is updated, and education is documented correctly. Keep up to date records of training activities, competency and compliance.
- Maintain candidate records as part of training bookings, in line with GDPR regulation
- Maintain up to date record keeping of administrative activities and procedures including SOPs.
- Raise electronic requisition orders for consumable items, receipting appropriately when the goods arrive and chasing up outstanding orders with the suppliers.
- Undertake photocopying, printing, laminating, and shredding as required.
- In collaboration with the Lead Educator look for opportunities to improve efficiency of training delivery together with advice to user departments concerning modification of their policies or clinical practice to create more efficient and safer ways to use medical equipment
- The post holder will demonstrate a clear understanding of hospital and NHS policies and procedures both at local and national levels and contribute to policy development specifically in the field of medical devices
- Effectively use and adapt systems or technologies appropriate to operations within a large healthcare organisation in order to meet objectives of the service
- Support clinical departments with potential clinical trials of equipment including the development and preparation of the user competency assessment record. Liaise with user departments to ensure they are able to use the equipment correctly. Facilitate the collection and analysis of the users' opinions of the trial equipment
- Post holders will conduct themselves appropriately when working in clinical environments that expose them to distressing circumstances
- Be aware of chemical or biological hazards associated with medical device use and be able to protect themselves and teach others, to minimise exposure to such hazards

## Organisational Chart

Head of Resus and Simulation Band 8a

Lead Clinical Skills Band 7

Senior Educator Clinical Skills Band 6

Clinical Skills Educator Band 5

Associate Medical Device Trainer Band 4

**\*\*This Role\*\***

Clinical Skills Administrator Band 2

*Working together...*



for  
Patients



with  
Compassion



as  
One Team



Always  
Improving

## Person Specification

### Qualifications

#### Essential

- GCSE C grade or equivalent in English and Maths
- NVQ/QCF level 4 in relevant subject or similar.
- Experience of teaching and training in the workplace.
- IT skills including Microsoft, excel and computer literacy.

#### Desirable

- Formal teaching qualification or equivalent experience teaching groups and individuals.
- Experience working within an administrative role

### Skills and Knowledge

#### Essential

- Understanding of clinical environment
- Ability to communicate verbally and in writing the operation of complex systems effectively
- Organisational skills
- Able to give presentations and impart knowledge to all staff groups
- Experience of clinical procedures
- Teaching multi-disciplinary healthcare professionals
- Experience of working with NHS policies and procedures
- Computer based presentation tools
- Full UK driving licence

#### Desirable

- Highly developed interpersonal skills
- Specialist knowledge of medical device technology and its clinical application
- Manufacturer's training courses

### Experience

#### Essential

- NHS experience and knowledge of working in the clinical setting
- Ability to work unsupervised and on own initiative
- Prepare to work where there maybe critically unwell patients connected to, and dependant on, medical devices in clinical areas.

#### Desirable

- Knowledge of the function of a Medical Equipment Library
- Knowledge of general ward-based medical equipment

### PERSONAL QUALITIES

#### Essential

- Confident, professional, and trustworthy

*Working together..*



for  
Patients



with  
Compassion



as  
One Team



Always  
Improving

- Willing to be flexible and work as part of a small team
- Understanding
- Helpful, enthusiastic
- Flexible work times
- Self-motivated
- Good team member
- Empathy with healthcare
- Travel between sites
- Smart appearance

#### **Desirable**

- Prepared to work some unsocial hours
- Motivational skills
- Influencing skills across hierarchies and disciplines

#### **Analytical & Judgement Skills**

- Ability to problem solve issues such as bookings onto courses, working with ward managers & practice educators, responding to queries and complaints, escalating issues when necessary to lead educator and clinical skills educators.

#### **Planning and Organisational Skills**

- Able to work independently and recognise the importance of teamwork.
- With support from lead educators, plan and organise of courses in classrooms and on ESR
- To manage own workload independently and escalate to lead educator when needed.
- Undertake photocopying and printing of registers, course programmes and correspondence.

#### **Physical Skills**

- Previous experience using a computer, lifting medical device equipment & collecting items from main building to classrooms, sorting files and paperwork, handling devices & training equipment.
- Working standard office hours, Monday to Friday, with the flexibility for change of working pattern during advanced courses, where earlier and later starts are required.

#### **Mental Effort**

- Frequent concentration is essential, such as updating records on ESR, spreadsheets and Microsoft forms

#### **Emotional Effort**

- Potential exposure to patient information or safety learning events related to medical devices and error

#### **Working Conditions**

- Working in shared office with other educators, in external hospital building with ramp access and lift, shared toilet and kitchen facilities

*Working together..*



for  
Patients



with  
Compassion



as  
One Team



Always  
Improving

### **Policy/ Service Development**

- To support in the delivery of high-quality medical device training against operating procedures, and trust policy for staff at Portsmouth Hospitals and external learners as required.

### **Financial and Physical Resources**

- With support from lead educator, support in identifying and orders consumable items for the use in device training, consumable management and awareness of budget associated with consumable items.

### **Information Resources**

- Essential computer literacy and keyboard skills including the use of Microsoft Office and other operating systems such as spreadsheets.
- Essential correspondence through emails
- Answering telephone enquiries or answer machine messages, escalating to the lead educator or clinical skills educator as required

### **Freedom to Act**

- Is able to use initiative with standard operating procedures and provide advice in relation to medical device training, and escalate when needed.

### **Working Together:**

**For Patients**

**With Compassion**

**As One Team**

**Always Improving**

Job holders are required to act in such a way that at all times the health and well being of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition all staff are expected to complete essential/mandatory training in this area.

**Post Holder**

**Print Name:**

*Working together..*



for  
Patients



with  
Compassion



as  
One Team



Always  
Improving

**Date:**

**Signature**

**Manager**

**Print Name:**

**Date:**

**Signature:**

*Working together...*



for  
Patients



with  
Compassion



as  
One Team



Always  
Improving