

**Title:** Apprentice Simulation Technician

**Band:** Band 2

**Staff Group:** Nursing and Midwifery

**Reports to:** Lead Educator for Simulation

**Job Summary:**

- The Apprentice Simulation Technician will provide general support to the Professional Educators, Clinical Educators and Resuscitation Educators, within Learning Education and Development Department.
- The postholder will assist in the preparation, setup, and maintenance of simulation and training equipment under direct supervision.
- This apprenticeship offers structured on-the-job learning alongside formal training. The postholder will develop the knowledge, skills, and experience required to provide effective technical and administrative support to simulation-based education, whilst maintaining safe working practices and Trust standards.

---

**Key Responsibilities:**

*Patient Safety, Patient Experience and Use of Resources*

- The operating of advanced (high fidelity) computer-controlled manikins, in collaboration with simulation educators and faculty members, in the delivery of simulation-based education.
- The preparation and maintenance of surgical instruments & laparoscopic stacks, supporting the delivery of surgical simulation. To assist the simulation educators with the storage, and disposal of fresh tissue (animal & human) while gaining further knowledge and competency, following appropriate protocols and procedures. Working in partnership with the education team, assist in the maintenance and servicing of all training equipment used in and for training in the various environments either by cleaning, sterilization, repairing or arranging repair of models and other items. Maintain a computerised inventory of all training equipment including the labelling and recording all new equipment in partnership with the simulation educators.
- Responsible for promoting and maintaining the loaning process for clinical skills equipment used by clinicians outside of clinical skills.
- Manage cleaning, maintenance and storage of all training equipment and clinical skills rooms, ensuring the equipment is checked, available and set up before, during and after all local and national courses.

- Responsible for maintaining stock levels of all simulation equipment required for training such as detergent wipes, spare lungs, single use items.
- Assist the simulation centre administrator for ordering consumable and stock items for courses and the centre.
- Responsible for arranging the safe transportation of equipment around and between all clinical sites and training spaces sites for both local and national courses.
- Assist with providing technical support for the educators and facilitators of all simulation-based courses including information technology and audio-visual equipment.
- At all times adhere to Health and Safety at Work legislation.
- Assist with reporting faults with the equipment to the Clinical Engineering Department and relevant educator/line manager or appropriate company provider i.e., Laerdal UK, SMOTS UK
- In collaboration with the education team, work alongside key stakeholders in the design and implementation of in simulation-based activities.
- In collaboration with the education team, design and implement the use of moulage to align with lessons plans and learning objectives for specific simulation activity.
- In collaboration with education team, support in innovation within educational practices, and demonstration capacity for innovation.

#### *Team working*

- Undertake specific organisational and administrative duties as required.
- Assist other clinical areas within the Trust as the clinical situation and staffing levels require
- Participate in innovation and quality of education by attending department meetings, participate in projects, including audit and quality initiatives pertinent to the role and if the opportunity arises, attend national conferences relevant to role i.e., ASPIH, Wessex Simulation Network, National Simulation Technician groups.
- Act as an associate link for a specific area of practice, e.g., health and safety, manual handling.
- Treat all colleagues with respect in accordance with Trust values and Equality and Diversity Policy.

#### *Professional Education and Development Role*

- Complete Trust mandatory and essential skills training, relevant to role. Maintain own learning record of evidence of continued professional development.
- Recognise the need to participate in ongoing personal development by attending essential training for the role. Participate fully in the Appraisal and Development Review Process.

#### **Technical and Operational Support**

- Assist in the setup and basic operation of simulation equipment, manikins, and clinical training aids, following clear instructions and under supervision.

- Prepare training rooms and equipment for courses, ensuring areas are tidy, safe, and ready for use.
- Support staff with simple equipment checks, cleaning, and restocking after training sessions.
- Assist with the collection, movement, and safe storage of equipment and consumables across training areas.
- Report faults or missing items promptly to senior team members or line manager.
- Help with the safe disposal of waste and used materials in line with Trust infection prevention procedures.

### **Administrative Support**

- Support the Simulation Administrator with ordering consumable and stock items for courses and the centre.
- Maintain simple stock and inventory records as directed, ensuring items are correctly labelled and stored.
- Assist with ordering and restocking consumable supplies under supervision.
- Handle routine emails or telephone queries courteously, referring more complex matters to appropriate colleagues.

### **Learning and Development**

- Complete all apprenticeship learning requirements as agreed in the training plan.
- Participate actively in Trust mandatory and essential training programmes.
- Maintain a record of learning and development progress in line with apprenticeship standards.
- Seek guidance and feedback from supervisors to support ongoing learning.

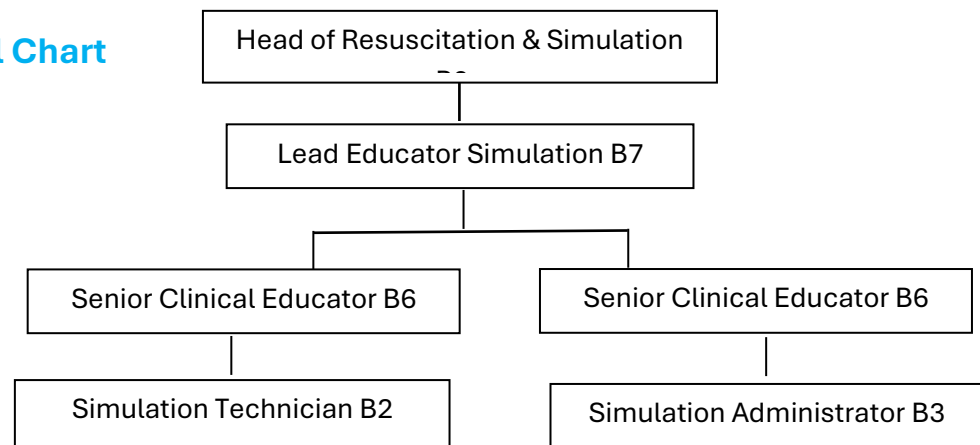
### **Teamwork and Communication**

- Work effectively as part of the Simulation Team, contributing to a supportive and positive learning environment.
- Communicate courteously with colleagues, educators, and visiting learners.
- Respect confidentiality and adhere to Trust values in all interactions.
- Attend team meetings, supervision sessions, and other activities as required.

### **Health, Safety and Infection Control**

- Follow all Trust policies and procedures, including Health & Safety, Infection Prevention and Control, and Manual Handling.
- Report any accidents, hazards, or concerns to a senior member of staff immediately.
- Use equipment safely and responsibly, following training and guidance.
- Wear appropriate personal protective equipment (PPE) where required.

## Organisational Chart



## Person Specification

### Qualifications and Experience

#### Essential

- English and Maths qualification GCSE or Functional Skills Level-1
- Evidence of continued professional development and essential skills training.
- Experience within a hospital setting such Health Care Support Worker role or technical role or clerical or facilities.
- Commitment to complete a required apprenticeship or training programme and end point assessment within 2-2 ½ years from recruitment.
- Full time post in the simulation centre, inclusive of 7.5 hours a week of apprenticeship
- For non-UK applicants, must be a resident in the UK/EU for a minimum of 3 years and have a valid VISA to be able to work in the UK.
- If applicable, completion of the Care Certificate.

#### Desirable

- English and Maths qualification GCSE Grade 4 and above, or Functional Skills Level-2
- NVQ Level 2 (or equivalent) in care or modules relevant to the area.

### Communication and Relationship Skills

- Working in partnership key stakeholders in simulation-based education through face-to-face meetings, emails, telephone and virtual communication.

- Working as part of a team including simulation educators and administration staff, in the delivery of good quality education.
- Working in a shared office space
- Working alongside multiple key stake holders and faculty, from a variety of different clinical backgrounds and expertise.

### **Analytical and Judgemental Skills**

- Troubleshoot equipment and AV issues, expediting repair in a timely manner.
- Working in collaboration with simulation education team and key stakeholders in the technical requirement of training in the designs, recognising the capabilities and limitations of the equipment and environment.

### **Planning and Organisation Skills**

- Preparing the environment and equipment prior, during and following simulation-based activities, ensuring completed in a timely manner.
- Liaising with education team and key stakeholders to plan and organise & develop the technical requirements of courses.

### **Physical Skills**

- Following the correct manual handling procedures for the movement, storage and transportation of simulation manikins and skills equipment.
- Completion and alignment of risk assessment for the manual handling of simulation-based equipment.
- Setting of the simulation & education environment to align with the training requirements/ lesson plan.
- Safe use of tools and electrical devices within the simulation environment.

### **Policy and Procedure**

- Aligning simulation training to lesson planning and learning objectives
- Follow trust policy, standard operating procedures, health & safety procedures, infection control procedures and COSHH.

### **Financial and physical resources**

- Working with administer to order and procure consumable equipment, manikins & component parts, and fresh tissue (animal) relevant to simulation activity.
- Ensuring the timely ordering of required equipment prior to courses to ensure smooth running.
- Maintain appropriate stock control and inventory records.

### **Human Resources**

- Providing education of technical requirement of manikins and simulation-based equipment for new starters

### **Information Resources**

- Recording and documentation of candidate attendance through registers
- The storing of candidate personal data aligned with GDPR.
- The recording & storage of simulation activity, following consent, through AV equipment, aligned with standard operating procedures and GDPR.

### **Research and Development**

- Support in the evaluation and feedback from courses, through smart survey and QR codes.

### **Freedom to Act**

- Carrying out technical requirement for courses, aligned with lessons planning and expert faculty, working independently recognising when to escalated to education team.

### **Physical Effort**

- The movement, transportation and storing of manikins, clinical skills models and medical equipment within the centre and to external building, through safe manual handling techniques and appropriate equipment.
- Physical effort including lifting, pushing, pulling, transferring, use of trollies, slide sheets, boards and extension sets, as per trust policy and manual handling techniques.
- Removal of waste, following infection prevention procedures including clinical waste, sharps, and fresh tissue.
- Setting up of simulation environment, including movement of furniture, medical devices, IT equipment and surgical stacks.
- Packing and unpack of consumable equipment, manikins and IT/ AV equipment.

### **Mental Effort**

- Operating computerised equipment and AV, in a dark room.
- Periods of intense concentration during simulation activity for longer periods of time.

### **Emotional Effort**

- Simulation scenarios based upon patient cases, distressing themes, and visual prompts, that are real to life.
- The use of simulated patients, displaying distressing situations such as mental health crisis.
- Potential exposure to surgical simulation courses using human tissue.
- Working closely with multiple key stakeholders to ensure quality of education and management of expectations.

### **Working condition**

- Working in an open office, with simulation team members, as well as separating training spaces over three floors.
- Smell from fresh tissue courses.

### **Skills and Knowledge**

#### *Essential*

- Ability to work as part of a team
- IT skills and confidence using a variety of technology including laptops and iPad
- Excellent verbal and written communication skills.
- Able to meet the minimum skill set within first twelve months of appointment with support and development where required (list of skills as defined in generic competency framework).

#### *Desirable*

- European Computer Driving Licence (ECDL)

### **Other**

- Motivation to meet the training needs for self and others.
- Ability to demonstrate confidentiality and trustworthiness.
- A willingness to be flexible and part of a team.
- Ability to juggle many priorities at one time, whilst remaining calm

### **Working Together For Patients with Compassion as One Team Always Improving**

**Strategic approach** (clarity on objectives, clear on expectations)

**Relationship building** (communicate effectively, be open and willing to help, courtesy, nurtures partnerships)

**Personal credibility** (visibility, approachable, back bone, courage, resilience, confidence, role model, challenge bad behaviour, manage poor performance, act with honesty and integrity)

**Passion to succeed** (patient centred, positive attitude, take action, take pride, take responsibility, aspire for excellence)

**Harness performance through teams** (champion positive change, develop staff, create a culture without fear of retribution, actively listen and value contribution, feedback and empower staff , respect diversity)

---

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.

**Print Name: Lisa Toft**

**Date: October 2025**

**Signature:**