



Job Description

Post Title:	Clinical Skills Practitioner / Lecturer
Responsible to:	Vice Principle Veterinary Studies
Responsible for:	Assisting with Veterinary Nurse Practical Assessments and co-facilitating practical teaching sessions
Location:	Principal site: London Centre
Hours of Attendance:	Normally 37.5 hours per week. The appointee will be expected to work flexibly to meet the requirements of the post.

Purpose of the Post

To contribute and assist in the coordination and delivery of a range of practical duties associated with the teaching and assessment of clinical skills for veterinary nursing. To be responsible for and drive forward further development of the Clinical Skills Facility as a teaching resource and associated administration, in order to contribute to the College's objectives.

Main responsibilities to include:

- * Clinical Skills Practitioner
- * Student Support
- * Clinical Coach Support
- * Standardisation (Clinical skills)
- * Identify and source additional resources required for clinical skills sessions across all centres
- * Plan and lead teaching and assessment schedules
- * Recruit, train & liaise with external examiners and HR
- * Assessment of Diploma student work (i.e. 316 assessment & exam)
- * Course Tutor responsibilities (Diploma/ Degree)

Other Responsibilities to include:

- * Student/Trainee Safety/Health and Safety at Work
- * Classroom based lectures

Detailed Tasks:

Clinical Skills Practitioner

- Deliver / Prepare practical teaching sessions
- Maintain practical rooms
- Co-facilitate clinical skills/practical sessions
- Analyse and maintain stock requirements
- Prepare and maintain inventory for practical rooms
- Maintain own professional competence in relation to clinical skills
- Plan and implement assessment of students for level 3 Diploma and BSc programmes
- Assist with the preparation of students for awarding body practical exams
- Attend standardisation sessions and meetings associated with VN programmes
- Co facilitate the delivery of clinical skills within teaching sessions
- Organise practical revision sessions
- Timetable examinations
- Train practical examiners
- Develop practical examination criteria
- Attend Assessment Boards and present practical examination results
- Attend programme meetings

Student Support

- Provide NPL support and guidance
- Ensure findings are communicated
- Report appropriate student information to others
- Maintain student records
- Attend team meetings
- Attend Staff Away Days
- Liaise with other Internal Verifiers/QAS and QA Administrators where required
- Provide effective and appropriate information, advice and guidance (IAG)
- Input to Progress review meetings

Clinical Coach Support

- Actively participate in Clinical Coach training sessions
- Participate in the training as required by the awarding body
- Attend meetings as may be determined by the College
- Attend awarding body visits as requested

Standardisation of Clinical Skills/ Practical skills

- Plan and deliver clinical /practical skills staff training sessions across centres
- Plan and deliver Clinical Coach standardisation sessions
- Plan and implement the clinical skills assessment process for veterinary nursing programmes

Resources/stock procurement

- Maintain clinical skills areas/equipment
- Source additional equipment/stock as required to meet the needs of the programmes
- Liaise with all centres to ensure the required equipment/stock are purchased and distributed appropriately
- Develop innovative solutions to teaching and assessing clinical skills for veterinary nurses

Assessment Schedules

- Liaise with programme managers to plan and implement teaching schedules
- Liaise with programme managers to plan and implement assessment schedules including revision and individual support
- Ensure that awarding body/university guidelines are followed for assessment of students
- Accurately record, archive and distribute student results and other related statistical data

Health & Safety

- To comply with the Health & Safety at Work Act.
- To comply with The College of Animal Welfare Health & Safety policies.
- To ensure that students' safety is considered at all times.
- To take responsibility for maintaining awareness of Health & Safety Committee at the College, via the Committee, minutes and staff noticeboard.

You are liable to undertake such duties as may be reasonably required commensurate with your grade.

Equal Opportunities

The College of Animal Welfare undertakes not to discriminate unlawfully, either directly or indirectly, against a job applicant or one of its own employees. The College is committed to equal opportunities: appointments are open to all members of the community on an equal basis.

Attributes	Essential	Desirable	How Identified
Education Level/ Qualification	<ul style="list-style-type: none"> • Appropriate professional qualification. • Recognised clinical skills / practical teaching qualification. • Good knowledge of VN syllabus and day one skills • Willing to undertake essential CPD 	<ul style="list-style-type: none"> • Assessor and Verifier Awards. • L3 qualification in coaching. • Level 3 qualification in ICT i.e. Key Skills or Functional Skills. • L3 Customer service award. • Teaching Qualification (Level 3) • BHS Stage 2 qualification (or similar) 	<ul style="list-style-type: none"> • Sight of qualifications documents • Application form
Experience	<ul style="list-style-type: none"> • Experience of coaching/mentoring students • Up to date knowledge within the subject areas. • Understanding of awarding bodies requirements • Understanding of quality improvement strategies 	<ul style="list-style-type: none"> • Experience in teaching role. • Understanding of assessment and requirements for the courses in the learning schools, especially where this is externally accredited. • Awareness of learning and how learners might be motivated. 	<ul style="list-style-type: none"> • Application form • References
Knowledge and Ability	<ul style="list-style-type: none"> • To meet people with ease and motivate them to seek opportunities and achieve high standards. • Provide optimum levels of leadership, if required, encouragement, training and support in order to help others achieve their results. • Generate and provide specialist and/or administrative services which benefit the 	<ul style="list-style-type: none"> • Generally, motivate people to give their best results, praising them when things go well and appraising them of improvements which can and should be made. • Knowledge of awarding body exam tasks and procedures 	<ul style="list-style-type: none"> • Application form • References • Interview

Attributes	Essential	Desirable	How Identified
	<p>organisation & lead to a high level of both internal or external customer satisfaction.</p> <ul style="list-style-type: none"> • Develop competences and expertise in both self and others. Committed to equality and diversity 		
Attitude/Disposition	<ul style="list-style-type: none"> • Self-motivated to work with young people. • Possess patience & persistence. • Willing to positively promote the college at every opportunity. • The determination to set challenging targets with the expectation of high standards 	<ul style="list-style-type: none"> • Self-confident and persuasive communicator. • Appropriate attitude to the use of authority and maintaining discipline through an even temperament and amiable disposition 	<ul style="list-style-type: none"> • References • Interview