

JOB DESCRIPTION

Post Title:	Visiting Practical Skills Tutor and Examiner
Responsible to:	Clinical Skills Manager (Diploma)
Location:	North London/Huntingdon/Leeds/Wigan/Edinburgh/Solihull
Responsible for:	Training, Assessing and Examining Practical Skills
Hours of Attendance:	To work flexibly, hours to be agreed in advance

Purpose of the Post

To contribute and assist in the coordination and delivery of a range of practical duties associated with the training and assessment of practical skills for veterinary nursing. To assist with the Practical Skills Facility as a training resource and associated administration, in order to contribute to the College's objectives.

Main Responsibilities

1. Practical Skills Training
2. Practical Skills Assessment and Examinations
3. Student Support
4. General Responsibilities

Detailed Responsibilities

1. Practical Skills Training

- 1.1 To train student veterinary nurses with practical skills
- 1.2 To assist the relevant VN tutor/Head of Veterinary Studies in the preparation and administration of practical skill training of student veterinary nurses
- 1.3 To assist the relevant VN tutor/Head of Veterinary Studies with the review and development of practical skills activities and assessments
- 1.4 To complete the programme documentation accurately and promptly
- 1.5 To assist with set up of practical skills/assessment equipment, tasks and stations
- 1.6 To brief students during practical skills training sessions
- 1.7 To assist with clearing away equipment, consumables, clinical waste disposal, at the end of the day.

2. Practical Skills Assessments and Examinations

- 2.1 To assess and examine the practical skills of student veterinary nurses in accordance with Degree and/or Awarding Body policy and assessment procedures and standards
- 2.2 To assist the relevant VN tutor/Head of Veterinary Studies in the preparation and administration of practical skills examinations
- 2.3 To assess and examine under mock examination conditions the practical skills of student veterinary nurses in accordance with Degree and/or Awarding Body policy and assessment procedures and standard
- 2.4 To draw any queries and/or anomalies to the attention of the relevant VN tutor/Head of Veterinary Studies
- 2.5 To brief candidates at the practical assessments and examinations
- 2.6 Complete practical assessment mark sheets
- 2.7 Record candidate marks accurately on documentation provided
- 2.8 Ensure that the mark sheets are completed fully and are legible
- 2.9 Provide written comments on candidate performance where applicable
- 2.10 Complete practical assessment station review forms when required and submit for review
- 2.11 To maintain the integrity of the practical skills assessments

3. Student Support

- 3.1 Provide support to students in developing their practical skills
- 3.2 Document findings and outcomes
- 3.3 Report appropriate student information to others
- 3.4 Maintain student records
- 3.5 Complete learner reviews
- 3.6 Liaise with other academic staff

4. General Responsibilities

- 4.1 Adhere to the examiner dress code
- 4.2 Work with courtesy and consideration for all students
- 4.3 Attend any practical skills/assessment standardisation meetings as required by the College
- 4.4 Maintain professional competence, registration and subject expertise
- 4.5 Ensure confidentiality in all matters relating to assessments
- 4.6 Attend academic team meetings
- 4.7 Attend Lecturer Away Days
- 4.8 Undertake such duties as may be reasonably required commensurate with your role.

5. Safeguarding

- 5.1 Ensure you know the name of the designated safe guarding person and their role
- 5.2 Know how to pass on and record concerns about a child or young person
- 5.3 Understand individual responsibility for referring child protection concerns using the proper channels and within the agreed timescales
- 5.4 Ensure concerns about poor or unsafe practice in regard to students are raised in a timely manner
- 5.5 Be clear with students that you cannot promise to keep secrets
- 5.6 Ensure that the five Every Child Matters outcomes – being healthy, staying safe, enjoying and achieving, making a positive contribution and achieving economic wellbeing are met
- 5.7 Promote health in areas such as:
 - Smoking
 - Drug and alcohol use
 - Disease prevention and control
 - Mental fitness and wellbeing
- 5.8 Review policy and procedures on an annual basis

6. Health & Safety

- 6.1 To comply with the Health & Safety at Work Act.
- 6.2 To comply with The College of Animal Welfare and partner institutes' Health & Safety regulations.
- 6.3 To ensure that students' safety is considered at all times.

7. Equal Opportunities

- 7.1 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 members of the community on an equal basis.

Attributes	Essential	Desirable	How Identified
Education Level/ Qualification	<ul style="list-style-type: none"> Registered Veterinary Nurse (RVN or REVN) or Registered Veterinary Surgeon (MRCVS) 	Hold a recognised assessor and/or internal verifier certificate or equivalent	<ul style="list-style-type: none"> Application form References Certificates
Experience	<ul style="list-style-type: none"> Experience in clinical coaching/assessing 	<ul style="list-style-type: none"> Practical experience Possess reasonable post-qualification experience (normally at least 2 years) working within veterinary practice in a position of responsibility that is actively involved in the training/assessing of student veterinary nurses Having performed the role of a practical skills examiner for an RCVS approved licenced to practice qualification within the past 3 years 	<ul style="list-style-type: none"> Application form References Interview
Knowledge and Ability	<ul style="list-style-type: none"> Current nursing knowledge and clinical skills Conversant with the RCVS Veterinary Nurse Day One Skills and Competences Attend OSCE exam standardisation events annually 		<ul style="list-style-type: none"> Application form References Interview
Attitude/Disposition	<ul style="list-style-type: none"> Organised and methodical Excellent communication skills (written and verbal) Possess a high degree of professional integrity Diplomacy Approachable Empathetic 		<ul style="list-style-type: none"> References Interview