

## JOB DESCRIPTION

<b>Job Title:</b>	Teaching Support Technician (Pharmacy Practice)	<b>Grade:</b>	SG5
<b>Department:</b>	Medway School of Pharmacy	<b>SOC Code</b>	3111
<b>Role reports to:</b>	Teaching Support Manager		
<b>Direct Reports</b>			
<b>Other Key contacts:</b>	Deputy Teaching Support Manager and Senior Technicians (Biosciences/Clinical areas). Academic lead in Clinical and Bioscience laboratories.		

This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

### **PURPOSE OF ROLE:**

To provide teaching and technical support in Dispensary and Clinical Skills laboratory within the School of Pharmacy under direction of SG6 technician and Teaching Support Manager.

### **KEY ACCOUNTABILITIES:**

#### **Pharmacy Practice Team Specific:**

- Preparation, setting up and clearing away of all equipment and materials for a range of Pharmacy Practice/Clinical Skills laboratories.
- To provide teaching and technical support to undergraduate students during the Clinical Skills and Dispensing laboratory practical sessions, ensuring correct use of equipment and procedures. This includes supporting students dispense mock prescriptions.
- To provide Technical support for undergraduate and post graduate classes that require the use of Simulated Patients and computerised mannikins.
- To maintain stock levels of consumables at an agreed level ensuring that stock is re-ordered appropriately.
- Deputise for Senior Technicians as required.
- Contribute to the development of laboratory sessions along with Academic & Teaching Support staff.

- To participate in setting up and running Objective Structured Clinical Exams (OSCE's) and assessed practical exams in collaboration with Academic and Senior Technicians. This may involve playing the part of a patient in role play exercises during student practical classes or examinations.
- Provide technical assistance for the student competency assessments/exams including OSCE's & Dispensing exams.

**Technical team Specific:**

- To maintain equipment in good working order and ensure scheduled servicing is undertaken in collaboration with the Senior Technician.
- To work with the health and safety policies and procedures as directed by the Teaching Support Manager and the Health and Safety Officer in quality audits.
- Any other duties as required by the Teaching Support Managers or the Dean of School in support of the School's activities.

**Generic:**

1. To participate in setting up and processing of exam papers.
2. To provide teaching and technical support cover in other teaching laboratories including Biosciences, Dispensary and Chemistry and Drug Delivery when necessary.
3. Help with the set up and running of the Induction week providing support to new students

**Managing Self**

- To participate in staff development and staff appraisals

**Core Requirements**

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

**KEY PERFORMANCE INDICATORS:**

Contribute to effective running of teaching laboratories  
 Contribute to the team work  
 Actively participate in own staff development  
 Contribute to Health & Safety procedures

**KEY RELATIONSHIPS (Internal & External):**

Academic and support staff within the school of pharmacy  
 Undergraduate students  
 Dispensing Support Pharmacists

**PERSON SPECIFICATION**
**Essential**
**Experience**

Knowledge of clinical procedures (Vital signs e.g.: taking blood pressure, peak flow readings, temperature)

Experience of using Clinical Skills in either a patient or student focused environment such as Pharmacy, Nursing, Allied Healthcare or Sport Sciences.

Knowledge of Health and Safety procedures carried out in laboratories

**Skills**

Cultural awareness and sensitivity

Ability to work independently and as part of a team

Excellent communication skills (verbal & written)

**Desirable**
**Experience**

Working as a support technician in a healthcare field

Experience of working in a clinical skills laboratory

Experience of working in a Pharmacy either Community or Hospital setting.

Experience of role play in a health care setting and running OSCE's.

Use of Computerised Simulation manikin (e.g Simman®, Apollo)

Stock Control

**Skills**

Ability in the use of computer and audio/visual equipment to run instrumentation (using software programme for simulated manikins, microphones, video cameras)

Ability to work under pressure

<p>Calm, friendly and professional manner</p> <p>A flexible approach to work and takes a proactive approach to learn new skills</p> <p>Confidence to role play during OSCE</p> <p>Confident using Microsoft packages and audio/visual equipment.</p> <p><b>Qualifications</b> Educated to at least BTEC/NVQ level 3 or equivalent in: either Pharmacy, Nursing, other Allied Healthcare field or Sports Science.</p> <p>Applicants without the relevant qualification but with significant experience will be considered.</p> <p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>We are looking for people who can help us deliver the <a href="#">values</a> of the University of Greenwich: Inclusive, Collaborative and Impactful</li> </ul>	<p>Commitment to further learning or Continued Professional Development.</p> <p><b>Qualifications</b> Graduate level education with a degree in a Scientific or Allied Healthcare subject.</p> <p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>N/A</li> </ul>
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