



THE COLLEGE OF
OSTEOPATHS

ROLE PROFILE

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| Job Title | Clinic Tutor - Stoke |
| Pay scale | C2 - C3 £33,800 - £44,500 (FTE, 40 hours per week) |
| Reports to | Clinical Lead |
| Service area | Clinic |
| Number of staff responsible for | None |
| Budget responsibility (£) | None |

Purpose of Job:

To assist intermediate and senior clinical tutors in supporting the development of student clinical skills and awareness and application of the Osteopathic Practice Standards.

Role Specific Responsibilities

- Ensure that the professional standards as prescribed within the syllabus are upheld within the clinical setting.
- To be aware of the learning objectives of the Clinical Module, as set out in the Course Documents.
- Individualise the learning process by enabling the student to develop appropriate learning goals through the learning contract.
- Enable the student to apply theoretical knowledge in the practical situation.
- To facilitate a method of treatment administered primarily by the student(s), which provides a realistic opportunity of improvement / achievement of aims, for the patient.
- To provide feedback for students which will enable them to overcome any perceived areas of difficulties.
- To undertake formal assessment of students as required.
- To liaise with senior clinic staff about concerns relating to students in general
- To liaise with senior clinic staff about patient management where necessary.
- Hold a current First Aid Certificate and update as required.
- Ensure efficient daily running of the clinic, including liaising with the Clinical Lead to review patient list for the day, and allocate students as appropriate.
- Act as a positive role model and resource person for the student and establish a good rapport with the student.
- Encourage and stimulate the learning process within the student(s), according to their level of competence.
- To arrive at the clinic prior to 09.00am in the morning, ready to start duties at 09.00 promptly.
- To stay until the end of either the morning, afternoon or evening session, as required.

- To be responsible for students whilst they are on clinic premises.
- To be prepared to conduct and complete treatment of a patient. This includes circumstances in which, by virtue of professional judgement, it is deemed inappropriate for a student to complete.

In addition:

- To embrace and promote the ethos and philosophy of the College as set out in its Mission Statement, and Strategic Plan.
- To display appropriate interpersonal and communication skills which, by example, students will follow and adopt in professional life.
- Ensure that all the relevant professional standards are demonstrated and upheld.

This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather should be read as a guide to the main priorities and typical areas of activity of the post holder. These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the post holder.

| Key Competencies: | | |
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| Personal Effectiveness | Leadership | Working in Partnership |
| <ul style="list-style-type: none"> • Actively promotes a culture that values equality and diversity • Reflect on content, delivery and assessment methods in order to identify areas for improvement • Ensures own work is of a high quality, accurate and timely | <ul style="list-style-type: none"> • Understands how own work contributes to The College of Osteopaths' goals • Actively seeks and acts on feedback on own performance | <ul style="list-style-type: none"> • Appreciates the demands on team colleagues and willingly provides them with support • |

Flexibility

- In order to assist the teaching and clinical teams in supporting students on a part-time programme, there may be occasions when you will be required to attend at weekends to participate in e.g. Staff Student Liaison Meeting (SSLM) and student clinical assessments. Such duties, however, will fall within the scope of the post, and be at the appropriate level.

Health and Safety

- To support clinical teams in ensuring safe and efficient delivery of service by adhering to health and safety protocols within the clinic and reducing risk.

The College's Commitment to Equality

- To support the College's commitment to equality of opportunity in the provision of the service the College delivers to students, patients and the public.

Information Security (including use of IT)

- In order to protect the confidentiality, integrity and availability of information, employees will comply with the College's policies to cover IT use, electronic communication & government legislation on data storage & protection.

Safeguarding of Students Patients and the Public

- The College is committed to safeguarding students, patients and the public. Safe recruitment of staff is central to this commitment, and the College will ensure that its recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to students, patients and the public. All staff employed to work at the College must be competent.

PERSON SPECIFICATION

Qualifications Required

| Type | Level required |
|--|---|
| Professional qualifications/membership | GOsC registered & practising osteopath |
| Education | Essential – A first degree. Desirable - A recognised teaching qualification. |

Technical / Knowledge Requirements

| Type | Description |
|-----------------------------------|--|
| Knowledge & Experience | Significant post qualifying experience Ability to demonstrate Osteopathic Practice Standards in the clinical environment Experience of dealing with part-time and mature students is desirable. Ability to apply professional judgements when supervising students & student/patient interactions Ability to impart knowledge & understanding of the safe and effective application of a range of osteopathic skills to a varied student audience Ability to support students in the development of their |

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| | <p>competency in the application of a range of osteopathic processes, skills & techniques.</p> <p>Ability to demonstrate good all-round clinical tutoring skills, and the potential and interest in further development through in-house or external staff development</p> <p>Knowledge & understanding of the safe and effective application of a range of osteopathic skills</p> <p>Ability to apply a range of osteopathic skills</p> <p>Experience of responding to students effectively and provide resolution of queries including signposting to colleagues is desirable</p> <p>Willingness to develop 'tutoring skills', in order to support the development of students' practical skills & techniques, patient assessment, diagnosis and management skills</p> <p>Professional attitude that provides students with a sound role model within the osteopathic and wider health professional environment</p> <p>Teamwork experience</p> |
| Information Technology | Ability to apply and develop a range of IT skills to support practice management and student data collection |

Competencies

| Competency | Levels |
|------------------------|---|
| Personal Effectiveness | <ul style="list-style-type: none"> Explains facts and expresses views and opinions with clarity and conviction Challenges the views or actions of others in a constructive but firm manner Uses a range of communication styles to influence the decisions and actions of others Establishes and maintains an effective network of working relationships Ensures students communicate effectively with each other Respects others' time by being punctual Challenges unethical or disrespectful behaviour in others Copes effectively with work-related pressures and setbacks Is flexible and adaptable to changing goals and circumstances Acts quickly to deal with potential problems |
| Leadership | <ul style="list-style-type: none"> Is clear about The College of Osteopaths' strategic priorities |
| Working in Partnership | <ul style="list-style-type: none"> Appreciates the demands on team colleagues and willingly provides them with support |