

# LINCOLN COLLEGE JOB DESCRIPTION

Lincoln / Newark / Gainsborough

<b>Post Title:</b>	Clinic Supervisor	<b>Post Number:</b>	CS1195P
<b>Daily Supervision:</b>	Learning and Skills Lead - HE (Complementary Medicine, Business and Social Science)	<b>Grade:</b>	CSS Scale 5/6
<b>Department:</b>	Higher Education	<b>Last Updated:</b>	June 2023

### Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

### Our Mindset:



### Job Purpose:

To be responsible for the supervision, tuition, assessment and internal verification of students according to the clinic practice requirements of the Clinical Herbalism/Herbal Therapeutics programmes.



## PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To maintain an updated knowledge of relevant courses.
2. To be responsible for the supervision, tuition, review, assessment and internal verification of learner performance, according to the requirements of the programme.
3. To support learner progress through observation, assessment and guidance.
4. To complete and maintain student records and other paperwork connected to learner progression.
5. To undertake clinic workshops/inductions and plan, develop, deliver and critically assess group tuition in appropriate curriculum areas.
6. To develop and operate a booking system for both students and patients in clinic.
7. To be actively involved in all aspects of student recruitment and guidance to learners.
8. To carry out appropriate risk assessments in external clinics and liaise with practitioners and students to support them in their work placements.
9. To contribute to the maintenance of both tuition and programme management materials relevant to the clinic, liaising with the Clinic Technician.
10. To be a member of the appropriate programme team, attending meetings and supporting academic staff as required.
11. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
12. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
13. To maintain quality standards appropriate to the post.
14. To conform with the Health and Safety requirements relevant to the post.
15. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

**N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.**



## PERSON SPECIFICATION

	Knowledge	PSM
1	You will possess a relevant qualification	A
2	You will possess practitioner insurance and have 2 years proven experience in 'western' herbal clinical practice, including clinical examination skills	A/I

	Skills/Abilities – Interpersonal	PSM
3	The ability to work effectively as a member of a team.	A/I
4	Excellent interpersonal skills.	A/I
5	Good communication skills.	A/I
6	The ability to deliver a high level of customer care.	A/I
7	The ability to work in a non discriminatory manner.	A/I
8	The ability to respond to the individual learning needs of students.	A/I

	Experience	PSM
9	Sound knowledge of clinical practice relating to Clinical Herbalism.	A/I
10	Working knowledge of Health & Safety in relation to clinics.	A/I

	Work Related Circumstances	PSM
11	Assessment & Verifier experience.	A/I
12	The ability and willingness to undertake relevant staff development.	A/I

	Skills/Abilities - Other	PSM
13	The ability and willingness to travel to external clinics.	A/I
14	Good organisational skills.	A/I
15	Ability to develop and operate booking systems and record keeping.	A/I
16	Responsibility for safeguarding and promoting the welfare of students wherever applicable.	A/I

<b>Prepared By:</b>	Jennie McCann
<b>Date:</b>	May 2023

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

