

## LINCOLN COLLEGE JOB DESCRIPTION

<b>Post Title:</b>	Clinic Technician	<b>Post Number:</b>	CS1321P
<b>Daily Supervision:</b>	Assistant Principal – Higher Education	<b>Grade:</b>	CSS Scale 4
<b>Department:</b>	School of Higher Education	<b>Last Updated:</b>	September 2024

### Our Purpose:

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

### Our Mindset:



### Job Purpose:

You will support the day to day running of the clinical facilities in the Complementary Medicine area of the college. This will include the management of bookings, effective running and maintenance of all equipment in the clinic, and technical assistance to undergraduate students and staff.

## PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Facilitating the efficient running of clinics across Complimentary Medicine, by preparing and maintaining resources and materials necessary for lessons and clinics.
2. Setting up and clearing away of materials for clinics and practical sessions, thus supporting the learning and teaching.
3. Ensuring stocks of consumables are checked and maintained.
4. Ensuring the clinics are kept clean, tidy and safe.
5. To complete and maintain records for the area.
6. Managing bookings and client interactions, along with processing of payments.
7. Working with wider teaching staff to ensure professional standards are maintained inline with Professional and Awarding bodies.
8. Supporting the wider teaching team with the safe delivery of the clinic including; COSHH, Risk Assessment and working within regulatory guidelines.
9. 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.
10. 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.
11. To maintain quality standards appropriate to the post.
12. To conform with the Health and Safety requirements relevant to the post.
13. 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	Degree in Health-related subject	A
2	Grade C/4 or above in GCSE Maths and English or equivalencies	A
3	An understanding of the processes and procedures used in a medical clinic	A/I
4	Understanding of clinic safety	A/I

Skills/Abilities – Interpersonal		PSM
5	The ability to work in a non-discriminatory manner	A/I
6	The ability to respond to the individual needs of learners, staff and patients	A/I
7	The ability to work constructively towards area targets and objectives	A/I
8	The ability to advise students on working safely and effectively, and to implement the colleges Health and Safety policy, including the production of risk assessments	A/I
9	Good customer service skills	A/I

Experience		PSM
10	Previous technical experience of working in a clinic environment	A/I
11	Working knowledge of computer-based booking systems and ordering	A/I

Work Related Circumstances		PSM
12	The ability and willingness to undertake relevant staff development	A/I
13	Ability to work safely in a potentially hazardous environment, whilst following regulations and best practice guidance	A/I

Skills/Abilities - Other		PSM
14	Effective organisational skills with the ability to prioritise, action plan and meet deadlines	A/I
15	Ability to work unsupervised and in a team with a good degree of initiative and flexibility	A/I
16	Appropriate level of ICT and laboratory skills including clinical equipment	A/I
17	Responsibility for the safeguarding and promoting the welfare of children/vulnerable adults wherever applicable	A/I

<b>Prepared By:</b>	Jennie McCann – Learning and Skills Lead – Academic Programmes
<b>Date:</b>	May 2023

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

