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| **Job Description for Standby Clinic Tutor** |
| **Position** | **Clinic Tutor** |
| **Responsible to** | **Head of Clinic** |
| **Grade** | **E1-E2** |
| **Name of Employee** |  |

**Clinic Tutors are required to:**

* Provide effective clinic based learning opportunities and experiences for student osteopathic practitioners to help them to acquire, develop, consolidate and refine classroom knowledge and clinical experiences in accordance with GOsC requirements.
* To encourage and promote the use of a range of approaches that reflect the breadth of the curriculum for the osteopathic care and management of patients.
* Encourage and promote reflective practice as an integral part of practice life.
* Ensure that students record their clinical findings, actions and other data in a coherent, comprehensive and accessible means using the relevant and acceptable notations.
* Challenge students about their proposed clinical actions based on their clinical reasoning skills.
* Supervise and guide students in the preparation of letters, where required, to health care practitioners including medical doctors and complementary health practioners
* Act as a role model to students promoting ethical, reflective, efficient and effective osteopathic practice at all times.
* Monitor and supervise each patient encounter to ensure maximum benefit and safety to all patients and students under your supervision.
* Actively participate in all aspects of the student clinical assessment programme i.e prompt and efficient in CA6 forms for all students in your team.
* Prepare students for exams and assessments by challenging and supporting them and offering timely feedback.
* Keep up to date with developments in the curriculum by regularly accessing the E-syllabus.
* Observe health and safety requirements within the clinic e.g. Fire evacuation procedure.
* To abide by the conditions of confidentiality concerning the disclosure of patient, staff and student data and details.
* Participate in peer review, appraisal and relevant training and development activities.
* Participate in relevant meetings including faculty meetings.
* Be prepared to cover for colleagues (when reasonable to do so) in cases of unplanned absence and offer temporary supervision to students.
* Be registered with GOsC.
* Ensure an atmosphere is maintained in the clinic that is conducive to learning.
* Liaise closely with the head of clinic in the development of Clinical Education.

 Anything else that may be reasonably required to assist in the running of the business, consistent with the role of a Clinic Tutor.

**GRADE E2**

 A Clinic Tutor at grade E2 will meet one or more of the following criteria:

Have relevant teaching experience.

Have a teaching qualification or relevant post-grad qualification.