|  |  |
| --- | --- |
| Job Description |  |

|  |
| --- |
|  |
| Job Title | Optometry Clinical Tutor |
| **Department** | Optometry |
| **Responsible To** | Head of Optometry |
| **Responsible For** | Providing clinical skills teaching support to the delivery of the UHI optometry programme |
| **Grade** | Six |
| **Location** | UHI House, Inverness |
| Job Objective |
| To provide clinical skills teaching support and assist the delivery of clinical skills techniques within the optometry curriculum. This will involve demonstrating techniques to students and supporting them in the learning process as they undertake clinical skills training in order to become proficient in a wide range of techniques.  |
| Key Duties & Responsibilities |
| * Support delivery of clinical skills sessions, with a commitment to the delivery of a minimum of 2 half day sessions per semester (Time commitment up to 4 hrs per session, 9am -1pm or 1pm-5pm for 2 sessions minimum per semester)
* Demonstrate clinical skills to students utilising own knowledge and expertise.
* Guide students in their development of clinical skills techniques and where required provide assistance to refine.
* To assess student attainment and/ or competency in a range of clinical skills
* To provide feedback on individual student performance and contribution using a specified professionalism scoring matrix and feedback any issues arising during sessions to the module lead.
* To be aware of any health and safety issues arising during the sessions and take action to maintain a safe environment, raising any concerns with the module lead or other designated member of staff.
* Demonstrate a positive proactive approach when dealing with students, staff and external stakeholders.
* To maintain student attendance records
* Attend department training workshops specific to the role as required
* Liaise with the module lead in advance of the clinical teaching sessions and ensure familiar with content to be delivered. Contribute to the planning and review of taught clinical sessions.
* Such other duties temporarily or on a continuing basis, as may reasonably be required, commensurate with the role.

**General duties*** To participate in the university’s performance and development review procedure.
* To take due care of yourself and others in respect of health and safety.
* To attend training courses that may be identified as necessary by your line manager.
* Such other duties temporarily or on a continuing basis, as may reasonably be required, commensurate with your grade.
* Contribute to UHI's climate, biodiversity, and sustainability goals, including net-zero by 2040.
 |
| This is a description of the job as it is presently constituted. It is normal practice to periodically review job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by the line manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is the university’s aim to reach agreement to reasonable changes, but where it is not possible to reach agreement the university reserves the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.Date: June 2024 |