1 Advertisement

**Post Title:** Surgical Training Coordinator  
**School/department:** Brighton and Sussex Medical School  
**Hours:** Full time hours considered up to 36.5 hours per week. Requests for flexible working options will be considered (subject to business need).  
**Contract:** fixed term until end of March 2023  
**Reference:** 5590  
**Salary:** starting at £25,941 to £30,046 per annum, pro rata if part time  
**Placed on:** 9 July 2021  
**Closing date:** 28 July 2021. Applications must be received by midnight of the closing date.  
**Expected start date:** 1 September 2021  
**This vacancy is only open to those currently employed by the University of Sussex or the University of Brighton**

Brighton and Sussex Medical School is seeking to appoint an Surgical Training Coordinator to lead the Surgical Training provision that occurs alongside undergraduate and postgraduate teaching. The successful candidate will join the Anatomy Department led by the Head of Anatomy Prof. Claire Smith. You will be working in the Dissecting Room dealing with human cadaveric material, in licensed premises under the Human Tissue Act. You will be responsible for preparation of material and overseeing the day to day activity of Surgical Training. The Anatomy team is a small, friendly dynamic group comprising of a: Senior Lecturer, 3 Lecturers, Prosector, Technician, Demonstrators and Divisional Assistants. You will be an enthusiastic individual with good common sense. Good record keeping and attention to detail will be important. You will be able to demonstrate well developed communication skills and be able to work independently as well as part of a team. Prior experience in a laboratory or clinical would be advantageous.

Please contact Professor Claire Smith c.smith@bsms.ac.uk for informal enquiries.

The University is committed to equality and valuing diversity, and applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in Science, Technology, Engineering, Medicine and Mathematics (STEMM) at Sussex.

For full details and how to apply see our vacancies page  
www.brighton.ac.uk/jobs  
www.bsms.ac.uk

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*
2. The School / Division

Brighton and Sussex Medical School and partners

Brighton and Sussex Medical School is an equal partnership between the Universities of Sussex and Brighton together with NHS organisations throughout the South East region. Find out more at: bsms.ac.uk/about

The University of Sussex is a leading research-intensive university near Brighton, currently ranked top 20 in all major league tables. Find out more: http://www.sussex.ac.uk/about/

The University of Brighton is a complex and diverse institution with a long and distinguished history of applied research. Find out more: brighton.ac.uk/about-us/ Brighton and Sussex University Hospitals Trust is the regional teaching hospital working across two sites: the Royal Sussex County Hospital in Brighton and the Princess Royal Hospital in Haywards Heath. Find out more: bsuh.nhs.uk/about-us/ Sussex Partnership

NHS Foundation Trust specialises in working with people who are experiencing mental health difficulties and those with learning disabilities, across Sussex, Kent and Hampshire. Find out more: sussexpartnership.nhs.uk/about-us

3. Job Description

Job Description for the post of: Surgical Training Coordinator

**Department:** Department of Medical Education

**Section/Unit/School:** BSMS

**Location:** Medical School Teaching Building, University of Sussex Campus

**Grade:** 5

**Responsible to:** Prosector

**Responsible for:** N/A

The Surgical Training Coordinator at Brighton and Sussex Medical School (BSMS) is responsible for the management of all elements of surgical training and ensuring cohesive activity between surgical and undergraduate/postgraduate education.

Key Responsibilities:

1. to manage existing Surgical Courses and to facilitate the expansion of our course portfolio and surgical clients.

2. to direct and organize (with the support of the Anatomy Assistant) all surgical courses.

3. to ensure the procurement of donated human tissue for surgical courses.

4. to undertake preparations of fresh frozen specimens as required for the various
sessions as well as to organize prosected material as required.

5 to ensure the appropriate and correct disposal of human tissue.

6 to provide guidance to the anatomy technician as required for surgical courses.

to be there during surgical courses to offer support as required.

7 to work with IT to ensure the audiovisual set up for surgical courses including live streaming and 360 VR.

8 to contribute to the documentation and audit/inspection for the Human Tissue Authority and Health and Safety within the Anatomy Laboratory.

9 to support the prosector and academic faculty in any appropriate laboratory based activities.

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4. **Person Specification**

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<th>1. Communication</th>
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<td>The post holder must be able to communicate orally with a wide variety of individuals on a daily basis including anatomy and medical school colleagues, clinicians, students, and representatives from companies.</td>
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Please give details of the written communication that is required of the post-holder, including frequency and level of complexity, and give examples:

The post holder must be able to communicate in written form in various guises including technical reports (SOPS and COSHH forms) letters to companies, e-mails, as well as preparation of teaching notes and PowerPoint presentations.

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<th>2. Teamwork and Motivation</th>
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<td>It is essential that the post holder be able to work on their own and as part of an important team to ensure the smooth running of surgical training and anatomy teaching. The post holder will offer day to day guidance to the anatomy technician.</td>
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<th>3. Liaison and Networking</th>
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<td>The post holder must liaise with a wide variety of individuals on a daily basis including anatomy, medical school, clinical and university colleagues, and representatives from numerous companies. The post holder would be expected to network with fellow anatomy staff at other UK and European institutions to ensure the sharing of good practice.</td>
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<th>4. Service Delivery</th>
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As a member of the technical side of the Anatomy facility, the post holder must be able to deliver the service elements of surgical training including preparation of sessions, on the day support, clearing up facilities and reporting post-course analysis to Head of Anatomy. A combination of reactive and proactive elements are therefore required.

5. Decision Making Processes and Outcomes

The post holder must be able to make decisions on day-to-day matters including provision and ordering of consumable resources, reporting of adverse technical issues, recommendation of courses and teaching provision to the Head of Anatomy, ensuring health and safety issues are addressed (including accident reports) and advising the Head of Anatomy on all matters relating to the Human Tissue Act including security.

6. Planning and Organising Resources

The post holder determines their own day-to-day task list within the confines of the requirements of the job description. A consistent and organised approach to tasks within the Anatomy Laboratory is essential given the sensitive nature of the work and also the legal requirements of the Human Tissue Act for which the post holder is a ‘person designate’. Finally the post holder is a member of the anatomy team and as such is an important voice in the long-term planning of the Anatomy Department’s outlook.

7. Initiative and Problem-Solving

It is essential that the post holder be able to problem solve and act on their own initiative. The legal requirements of the Human Tissue Act mean that the post holder must be proficient in the complexities of the Act and therefore must be able to direct all activities within the Anatomy Department and adapt immediately when necessary.

8. Analysis and Research (not necessarily academic analysis/research)

The post holder must perform post-course analysis for all surgical courses undertaken in the Department. This includes analysis of the adequacy of the facilities and consumables during the running of the course as well as an assessment of the delivery of each session. The post holder must be able to analyse and interpret all communications from the Human Tissue Authority and report all necessary outcomes to the Head of Anatomy and advise on any course of action required.

9. Sensory and Physical Demands

This post is a very specialized one and the post holder must be able to undertake a number of practical tasks (as outlined in the full job description, including the manoeuvring of weights up to 90 kg) some of which are reasonably physical. The post holder must undertake skilled work including the preparation of bodies and prosected material. They must be able to master a variety of both technical and manual tasks to ensure that the anatomy facilities run smoothly and that all necessary preparations are made for teaching sessions. The post holder will also need to be aware both visually and aurally of health and safety, and security issues.
10. Work Environment

The post holder acting under the Prosector who is responsible for all day-to-day health and safety issues within the Anatomy Laboratory. Therefore the postholder must also have a good understating of these issues and is expected to be proactive in addressing any issues affecting the safety of the facility and those individuals present and working in the facility, including students and course participants. The post holder will be a trained First Aider for the Anatomy Laboratory. There are times when the post holder is the sole worker within the Anatomy Laboratory and must follow all necessary guidelines and regulations.

11. Pastoral Care and Welfare

The post holder is responsible on a day-to-day basis for welfare of surgeons working in the Anatomy Laboratory and is expected to report all relevant matters to the Prosector. The post holder is responsible for advising the Prosector on all infringements of the Human Tissue Act or regulations of the Anatomy Laboratory.

12. Team Development

The post holder leads the induction of all surgical visitors. They will help to deliver any training needs to surgeons and to more junior members of faculty.

13. Teaching and Learning Support

The post holder may be involved in broader teaching sessions such as supervising open day visits, student interviews and other suitable activities.

14. Knowledge and Experience

The post holder must have a good level of anatomical knowledge to be able to carry out dissection/preparation of surgical material. They must be technically competent in operating a wide range of equipment including potentially dangerous items such as the bandsaw. The post holder must have a working knowledge of the Human Tissue Act and be able to analyse and interpret all communications from the Human Tissue Authority and report all necessary outcomes to the Head of Anatomy.

A DBS check is an essential requirement as this post involves work with human cadavers HTA.
This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.