**JOB DESCRIPTION**

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| **BUSINESS TITLE:** | Midwifery Simulation and Clinical Skills Instructor |
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| **EMPLOYMENT GROUP:** | Midwifery Clinical Faculty |
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**JOB SUMMARY**

Effective September 1, 2021, the UBC Midwifery Program will have part-time Clinical Skills Instructors (.2 FTE/averages one day per week) located in Vancouver and Victoria. Each site has separate clinical skills facilities and supply storage. Midwifery Clinical Skills Instructors will communicate with each other about best practices in inventory procurement and storage and the management of clinical skills experiences.

**WORK PERFORMED**

**Responsibilities:** The Midwifery Simulation Lab and Clinical Skills Instructor is responsible for:

* Maintaining an inventory of lab supplies that support teaching of the Midwifery undergraduate program and the Internationally Educated Midwives Bridging Program on the 6th Floor Clinical Skills Teaching Unit at BC Women's Hospital or at Victoria General Hospital, depending on assignment.
* Organizing teaching materials to facilitate student learning at skill stations including the development of written and electronic materials and resources available to learners at stations.
* Ensuring Skills Stations are stocked before the clinical skills class or exams, labs function efficiently, and unused supplies are returned to storage.
* Ensuring Skills Stations are stocked before for clinical intensives: MESP, NRP, ALARM, and ACORN as required, labs function efficiently, and unused supplies are returned to storage.
* Planning, sourcing and preparing purchase orders for new equipment and replacement equipment or repair; and service of all equipment, in consultation with midwifery faculty.
* Planning anticipated needs for clinical teaching and learning resources.
* Maintaining an electronic inventory system making recommendations for new purchases as required.
* Communicate with faculty year leads in the undergraduate program and the IEMBP director to know scheduled clinical skills labs and OSCEs. Communicate with the instructional assistant before the start of each term to verify clinical skills lab and OSCE dates, number of students, and supplies needed.
* This position also provides occasional teaching services as requested by the Director of the Midwifery Program.
* The Clinical Skills Instructor is expected to attend 50% of the Midwifery Program meetings annually. These may be attended by videoconferencing.
* Review of the literature published on simulation and clinical skills teaching is encouraged. Continuing education in simulation and clinical skills teaching may be negotiated with the Midwifery Director.

In addition, the Midwifery Simulation Lab and Clinical Skills Instructor provides teaching support to faculty during scheduled lab teaching sessions and remedial sessions on assigned days. This requires the Instructor to liaise with course instructors to ensure that supplies and equipment are set up and available to support the curriculum being delivered which includes set-up, orientation and supervision of lab equipment during use as well as the dismantling and returning of equipment and supplies to storage and/or applicable stations at the end of the teaching session.

**SUPERVISION GIVEN**

The position does not have direct supervisory responsibilities.

**QUALIFICATIONS**

Registration as a midwife in British Columbia or related experience. Midwifery Clinical Faculty members will be given preference. Computer experience required (Word, Excel, Access, PowerPoint, and virtual meeting platforms). Ability to communicate effectively verbally and in writing. Ability to deal with a diversity of people in a calm, courteous, and effective manner. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to effectively manage multiple tasks and priorities. Ability to exercise tact and discretion. Ability to maintain accuracy and attention to detail. Ability to work effectively independently and in a team environment. Ability to exercise initiative, organizational skills, and diplomacy.

Updated: 1 August 2021