



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

JOB DESCRIPTION

Job Title:	Associate Tutor for Injury Clinic
Location:	Cyncoed or Llandaff campus
Salary:	£22.94 per hour plus 18% holiday pay

Role Summary:

The Injury Clinic Supervisor will oversee the operations of the Cardiff Metropolitan University Injury Clinic, ensuring high-quality care for clients, supervising and mentoring students, and integrating academic and clinical training. This role involves managing clinical services, facilitating student learning and development, and contributing to research activities within the School of Sport and Health Sciences.

Role Description

Please note that the session fee includes two hours for both teaching and associated duties, i.e. one hour for student preparation/ feedback, and one hour for the duties associated with injury clinic processes including notation.

Principal Duties and Responsibilities

Clinical Supervision and Management

- **Oversee Clinical Services:** Manage the daily operations of the Injury Clinic, ensuring effective and efficient service delivery.
- **Patient Care:** Provide expert assessment, diagnosis, and treatment of musculoskeletal injuries and conditions.
- **Quality Assurance:** Maintain high standards of clinical practice and ensure compliance with relevant regulatory and professional guidelines.

Student Supervision and Education

- **Supervise Students:** Oversee the clinical placement of students, providing guidance, support, and feedback to enhance their learning and professional development.
- **Clinical Training:** Conduct training sessions and workshops to develop students' practical skills in injury assessment, treatment, and rehabilitation.
- **Assessment and Evaluation:** Evaluate student performance through observation, feedback, and formal assessments, contributing to their academic progression.

Administration and Coordination

- **Scheduling and Coordination:** Organise and manage the clinic's schedule, coordinate appointments, and ensure adequate staffing levels.
- **Record Keeping:** Maintain accurate and confidential patient records, ensuring data protection and privacy regulations compliance.
- **Reporting:** Prepare regular reports on clinic activities, outcomes, and student performance for the Director of Sport and Exercise Science and other stakeholders.

Research and Development

- **Research Support:** Collaborate with academic staff on research projects related to sports injuries, rehabilitation, and clinical practice.
- **Innovation:** Implement evidence-based practices and contribute to developing new clinical protocols and treatment methodologies.
- **Professional Development:** Stay current with advancements in sports medicine and injury rehabilitation through continuous professional development and participation in relevant professional organisations.

Community Engagement

- **Outreach Programs:** Develop and participate in community outreach programs to promote the Injury Clinic and the university's services.
- **Partnerships:** Establish and maintain relationships with local sports teams, healthcare providers, and other relevant organisations.

Key Skills and Competencies

- **Clinical Expertise:** Advanced knowledge and skills in assessing, diagnosing, and treating musculoskeletal injuries.
- **Educational Leadership:** Ability to teach, mentor, and evaluate students effectively, fostering a supportive learning environment.
- **Communication:** Excellent verbal and written communication skills, with the ability to interact professionally with students, colleagues, patients, and external partners.
- **Organizational Skills:** Strong organisational and administrative skills to manage clinic operations efficiently.
- **Problem-solving:** Ability to address and resolve clinical and operational issues promptly and effectively.
- **Research Aptitude:** Interest and involvement in research activities related to sports injuries and rehabilitation.

Qualifications

- **Essential:**
 - A degree in Physiotherapy, Sports Rehabilitation, or a related field.
 - Professional registration with a relevant regulatory body (e.g., HCPC, CSP).
 - Significant clinical experience in musculoskeletal injury assessment and rehabilitation.
 - Experience in supervising and mentoring students in a clinical setting.
- **Desirable:**
 - A postgraduate qualification in a relevant field.
 - Experience in conducting or supporting clinical research.
 - Membership in relevant professional organisations.

Standard Notification

These guidelines are provided to assist you in the performance of your role. The university is a dynamic organisation; therefore changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated tasks are likely to be performed as directed by the line manager.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, People Services and Health and Safety policies and procedures.

Mae'r ddogfen hon hefyd ar gael yn Gymraeg / This document is also available in Welsh.



PERSON SPECIFICATION

Job Title:	<u>Associate Tutor for Injury Clinic</u>	*Key A - Application form I - Interview P - Presentation
School/Unit:	<u>Cardiff School of Sports and Health Sciences</u>	

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	P*
Education and Qualifications (Essential)	A good honours degree and/or equivalent professional qualification.	✓		
	Membership of a professional body.	✓		
	Appropriate experience in Musculoskeletal Health Care.	✓		
Education and Qualifications (Desirable)	A good Masters and/or equivalent professional qualification.	✓		
	Doctorate or equivalent research experience.	✓		
	Fellow Status as part of the Higher Education Academy's Professional Recognition scheme.	✓		
Knowledge (Essential)	A good level of knowledge relevant to the subject and professional area.	✓	✓	
	Evidence of undertaking continuous professional development (CPD).	✓		
	A good organisational ability.		✓	
Skills and Abilities Relating to Role (Essential)	Ability to communicate with students and patients to a high level.		✓	
	Ability to undertake administrative duties in an accurate and timely fashion.		✓	
	Ability to plan workloads.	✓		
	Ability to identify improvement areas and use initiative and problem-solving skills to improve performance.		✓	

	<p>Ability to communicate and disseminate complex and conceptual ideas in a variety of ways.</p> <p>Ability to develop productive working relationships as part of a professional team.</p>	✓		
		✓	✓	
Experience Paid/Unpaid (Desirable)	Experience of teaching/ Supervision.	✓		
Other Requirements (Essential)	N/A			
Other Requirements Welsh Language Skills (Desirable)	<p><u>Listening, Reading, Speaking, Writing</u></p> <p>A1 - Beginner</p> <p>Can understand and use familiar everyday expressions and very basic phrases in Welsh.</p>	✓	✓	