



# BASICS Scotland

## Job Description

JOB DETAILS	
JOB TITLE	<b>Assistant Clinical Director, BASICS Scotland</b>
Accountable to:	<b>Medical Director, BASICS Scotland</b>
Salary:	<b>Negotiable - Based on experience. Secondment from current employer would be considered.</b>
Location & Hours of Work:	<b>The post will be for 1 day per week, based in BASICS Scotland Office, Aberuthven.</b>
JOB PURPOSE	
<p>To assist with the routine management and development of BASICS Scotland with particular responsibility for recruitment, development and activation of new pre-hospital care responders.</p> <p>To manage the development and educational governance of clinical content of course materials and ensure best practice within current guidelines.</p> <p>This post is a for a fixed term of three years with a view to the successful applicant replacing the current Medical Director of the organisation on their retirement.</p>	
DIMENSIONS	
<p>The post holder will work with the current Medical Director of BASICS Scotland to fulfil the aim of the organisation which is to promote pre-hospital care in Scotland. The post will be based at Sandpiper House, Aberuthven, PH3 1EL. The successful application will be expected to travel throughout Scotland as required.</p> <p><b>Responsibilities</b></p> <p>The post holder will have specific responsibility for the recruitment of pre-hospital care responders for BASICS Scotland and for the clinical governance of the organisation.</p> <p>In addition, they will have responsibility for overseeing the maintenance and development of immediate care courses and updating of clinical materials ensuring we are operating best practice within current guidelines. This includes leading the management of educational governance, ensuring the effectiveness of immediate care courses, reviewing clinical content of courses and ensuring it is relevant to what we are teaching on course.</p> <p>There will be a requirement to cover as Course Director on BASICS Scotland courses which involves driving a van and trailer and loading/unloading of course equipment.</p> <p>The post holder will work with the current Medical Director to sustain the current performance of the organisation.</p>	

## **Financial**

The post holder will work with the current Medical Director and the Board of BASICS Scotland to ensure the financial stability of the organisation and to consider new income streams for the continued sustainability of the organisation.

## **ROLE OF BASICS SCOTLAND**

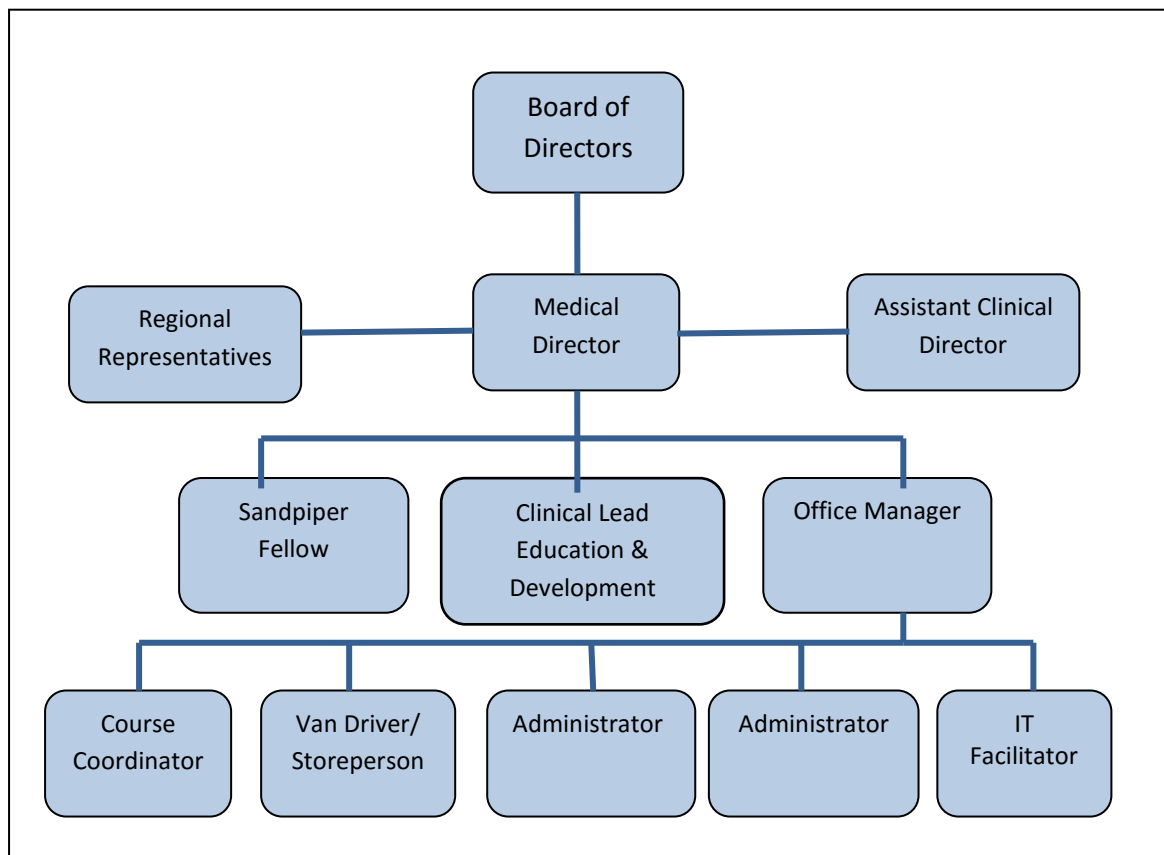
BASICS Education Scotland has provided high quality immediate care training to health professionals in Scotland since 1993. BASICS Education Scotland provides a variety of educational courses including immediate medical care courses, pre hospital paediatric care courses, major incident courses and emergency medicine courses. Many of these courses are run under license from other organisations such as the Advanced Life Support Group and the Faculty of Pre Hospital Care of the Royal College of Surgeons, Edinburgh. BASICS Scotland works closely with The Sandpiper Trust. The Sandpiper Trust provides Sandpiper Bags to health service professionals who have completed immediate care training. As well as providing bags, the Trust has provided vehicle locators and additional equipment to responders. In addition, it has provided training equipment, including simulators to BASICS Scotland. This valuable symbiotic relationship makes BASICS Scotland unique amongst training providers in that not only do we provide education, we also provide participants with the equipment they are taught to use.

BASICS Scotland receives funding from the National Health Service Education Scotland (NES). It achieves its educational aims by delivering courses, in convenient locations and by using remote learning technologies, throughout Scotland. BASICS Education Scotland aims to provide all its educational courses in the most supportive, informal and convenient manner as possible to those attending its courses.

In addition to providing training courses, we co-ordinate local Responder Schemes throughout remote and rural Scotland and work closely with Scottish Ambulance Service, the Emergency Medical Retrieval Service and hospital based pre-hospital care teams based in Scotland.

BASICS Scotland Responders are rural GP's, Nurses and Paramedics who have received additional training through BASICS Scotland. Each of our Responders is provided with equipment including a Sandpiper Bag and access to a defibrillator. Many Responders have also been issued with an automatic Vehicle Locator System to allow contact with their local Ambulance Control and tracking of their vehicle's location.

## ORGANISATIONAL STRUCTURE



## KEY RESPONSIBILITIES

### Organisational Management

The post holder will be expected to work with the Medical Director and staff of BASICS Scotland to ensure the continued management of the organisation. They will have specific responsibility for clinical governance and responder recruitment.

The post holder will work with the Medical Director and staff of BASICS Scotland to ensure that the organisation is aware of all relevant changes within the NHS in Scotland and the wider healthcare environment and ensure that the strategy of the organisation changes to remain relevant to its aims.

In addition, they will play a key role in overseeing the development and educational governance of the clinical content of immediate care courses.

### Financial Management

The post holder will work with the current Medical Director and the Board of BASICS Scotland to ensure the financial stability of the organisation and to consider new income streams for the continued sustainability of the organisation.

## **People Management**

The post holder will be expected to play an active part in managing the clinical staff and supporting the volunteer instructors who work with BASICS Scotland. This may include undertaking staff appraisals on an annual basis.

A key function of the organisation is to recruit and support responders who provide pre-hospital care throughout Scotland. The post holder will be expected to actively work to increase the number of responders in Scotland and to monitor and make appropriate provision for the changing requirements and concerns of these responders.

There is a national policy to ensure that emergency responders have access to psychological support as and when required. To date, this type of provision for pre-hospital care responders has been less than ideal and BASICS Scotland is working with other organisations on a national level to improve this. Provision of this type has to be sensitive to the needs of this very specific group of individuals and to be successful a new and imaginative way of providing this will be required. The post holder will work with the Medical Director and members of the BASICS Scotland Board of Directors to develop this provision.

## **Communication**

- With key stakeholders such as NES, The Sandpiper Trust, The Scottish Ambulance Service, Health Boards, The Scottish Government, Universities, The Faculty of Pre-hospital Care of The Royal College of Surgeons of Edinburgh and other organisations working in the pre-hospital care and remote and rural healthcare.
- With other members of BASICS Scotland staff, BASICS Scotland Board of Directors, Instructors and course participants.
- To make presentations at conferences and meetings of both the organisation and those of external organisation.
- To communicate with the media and use digital communication platforms as required.

## **Teaching and Research**

The post holder will have a responsibility for the continued monitoring and development of the educational output of the organisation. This will include teaching on courses from time to time as required, ensuring that teaching materials reflect up-to-date evidence and national guidelines, ensuring the continued quality of the educational material by monitoring feedback from courses and clinical governance activity.

BASICS Scotland has provided teaching in major incident management for the past 20 years. This is a changing field and the requirements of this particular sector are likely to change in the foreseeable future. There will be a requirement to monitor the changes as they take place and to design organisation strategies for the continued involvement of the organisation in this sector.

The organisation already provides a range of educational resources which are available by the use of digital technology such as the internet and videoconferencing. It is anticipated that the post holder will be involved in the future development of these resources.

The final measurement of the educational output of an organisation such as BASICS Scotland is the measurement of the change of behaviour that our educational activity produces. This is measured by responders returning Patient Report Forms (PRFs) to the BASICS Scotland Offices. Currently the number of PRFs returned is less than required and there is a need for work to be undertaken to encourage responders to return PRFs.

The organisation is involved in a number of research projects. Some of these are clinical research such as the Sandpiper Wildcat Project and some involve educational research, particularly with regard to skill and knowledge decay following courses.

#### **EQUIPMENT AND MACHINERY**

The following are examples of equipment which will be used when undertaking the role:

- Personal computer – for audio/visual presentations during meetings.
- Laptop, tablets and projector – for audio/visual presentations during meetings.
- Use of network printers and photocopiers when required.
- Use of telephone systems.
- Use of training equipment including manikins, simulators and the medical equipment that requires to be demonstrated on courses.

**Note:** New equipment may be introduced as technology develops within the organisation, however, training will be provided.

#### **SYSTEMS**

The following are examples of systems which will be used when undertaking the role:

- Regular use of the Internet, Intranet, Outlook email system and Microsoft Office software – Word, Excel, Access, Publisher, Powerpoint – to support programme management/development work and project monitoring/reporting.
- Project and performance management systems to support planning.
- Established database systems, eg contact/ mailing database etc.
- Intranet/Internet – for accessing information sources to support project implementation.

**Note:** New equipment may be introduced as technology develops within the organisation, however, training will be provided.

#### **ASSIGNMENT AND REVIEW OF WORK**

The post holder is accountable to the Board of Directors at BASICS Scotland.

Overall direction will be provided through the Medical Director.

Work is reviewed annually through the Personal Development Planning and Review system.

#### **MOST CHALLENGING PARTS OF THE JOB**

- Communicating complex technical information, models of service, redesign and influencing and facilitating significant cultural and organisational change within key stakeholders without having direct management responsibility for service delivery.
- Constant requirement for assessment and re-assessment of priorities while managing a wide-ranging and challenging portfolio.

- Budget management requirements associated with funding contributions and reporting requirements of a range of strategic partners.
- Managing the expectations and requirements of the different stakeholders, individuals, communities, organisation and partners to ensure that the project goals are met and that the scope and responsibility boundaries of each are appropriate and well understood.

### **COMMUNICATIONS AND RELATIONSHIPS**

The post holder will be expected to communicate with a wide range of stakeholders, including the most senior personnel, both internally and externally. They must have excellent presentation skills with the ability to express coherent and convincing views, verbally and in writing.

To undertake the role will require developed communication skills to enable key messages to be delivered.

The post holder will be expected to demonstrate sensitivity and awareness of 'politically' sensitive issues and the need to adjust styles and behaviours to accommodate different situations and cultures. There will be a regular requirement for advanced communication and negotiation skills in challenging situations internally and externally, overcoming adverse reactions and political pressures.

### **PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**

#### **Physical:**

- Standard keyboard skills for producing reports and project plans.
- Requirement to travel between sites to attend project meetings.
- Transferring equipment required for presentations/training sessions across sites.
- Able to load and unload course equipment from the van at course and other venues.

#### **Emotional:**

- Communicating sensitive issues or unwelcome information to stakeholders of the project.
- Liaising between groups of colleagues in different organisations who may have conflicting agendas and ways of working.

#### **Environmental:**

- Regular VDU use.

### **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

- A registered Nurse, Paramedic or Doctor.
- A history of providing pre-hospital care in the United Kingdom.
- Experience in teaching and development of educational material.
- Knowledge of Remote and Rural Healthcare.
- Experience in health care related research.
- Knowledge of the structure and organisations tasked with healthcare provision in Scotland.
- Knowledge and experience of Clinical Governance in the NHS.
- Experience in dealing with a variety of stakeholders involved with pre-hospital care.

**JOB DESCRIPTION AGREEMENT**

A separate job description will need to be signed off by each job holder to whom the job description applies.

Job Holder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Head of Department  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_