



Job Description

1. JOB DETAILS

JOB TITLE

Clinical Lead – Remote Education Development

GRADE 8A

Full Time (37½ hours)(Job share basis will be considered)

REPORTS TO

Medical Director

2. JOB PURPOSE

This is a new post.

The purpose of this post is to develop new educational initiatives for Immediate Care training provided by BASICS Scotland, with a primary focus on developing new remote training models.

The post holder will have a day to day responsibility for developing new models of remote training in pre-hospital care. This will require the post holder to examine the current methods of delivery of remote education and the alternative delivery methods that could be used for this purpose. This will require an ability to examine a wide variety of educational delivery modalities including the use of videoconferencing, social media, gaming technology as well as the more traditional methods of remote learning.

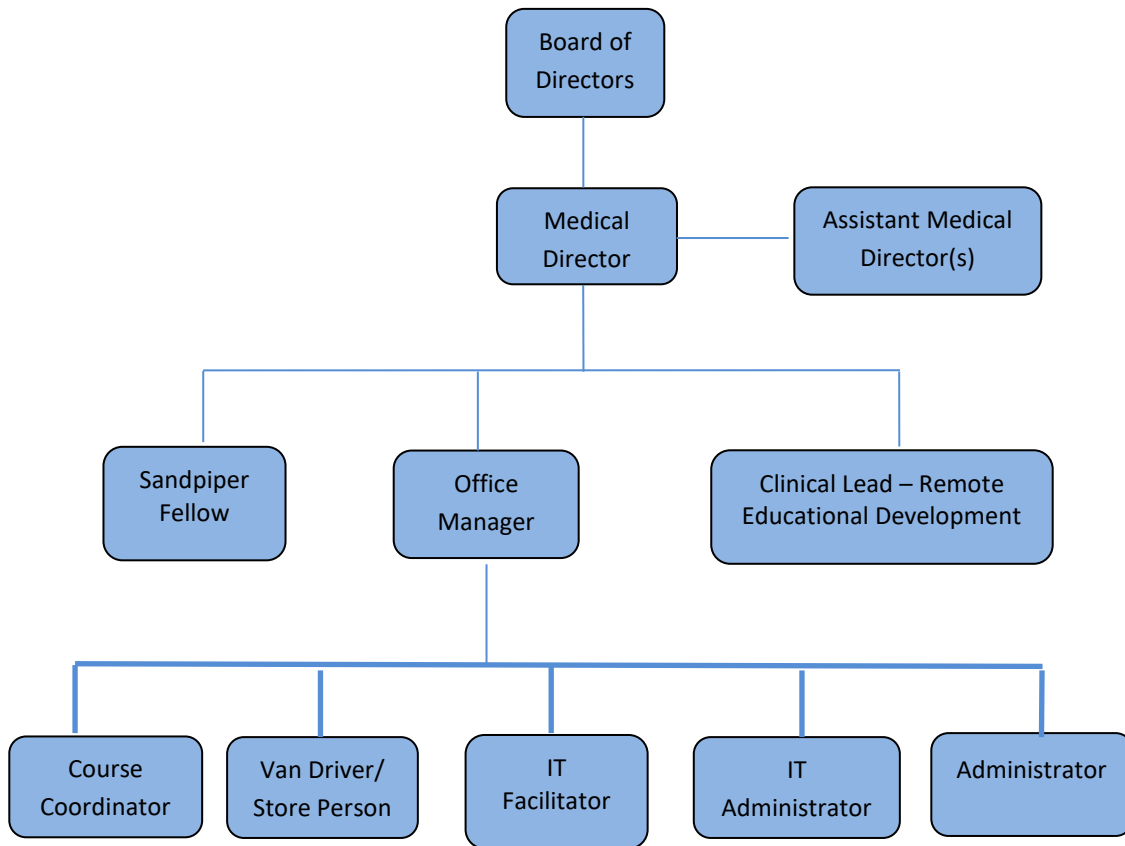
The post holder will need to ensure targets for development and expansion of the remote and on-line training resources of the organisation. This will require the post holder to effectively make change in order to deliver outcomes.

3. DIMENSIONS

The post holder has responsibility and accountability for:

- Taking a lead role in identifying and developing new educational initiatives for BASICS Scotland in the field of immediate care education and training.
- Managing key educational objectives set by the BASICS Scotland Board.
- Leading the management and delivery of new educational developments and ensuring the effectiveness and financial viability of new training initiatives.
- Liaising with senior managers within NHS Boards, regulatory bodies, higher education institutions, Scotland's colleges, commercial and public bodies to ensure delivery of these initiatives in terms of education provision and service delivery within appropriate timescales.
- Providing expert advice on best practice to members of BASICS Scotland, The Sandpiper Trust, organisations we supply training to, course candidates and instructors.
- Preparing business plans for new initiatives within BASICS Scotland.
- Budget management.
- Responsible for ongoing maintenance, procurement and future budgeting of BASICS Scotland training equipment.
- Working with other partners within the NHS Education for Scotland (NES) Clinical Skills Group, SMMPD and the EMRS.
- Ensuring commercial sensitivities are respected and adhered to.

4. ORGANISATIONAL STRUCTURE



5. ROLE OF BASICS EDUCATION SCOTLAND

BASICS Education Scotland was established in 1995 to provide high quality immediate care training to health professionals in Scotland. 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 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 NES to provide immediate care courses to health professionals working in remote and rural areas of Scotland.

It achieves this by delivering courses in convenient locations throughout Scotland. BASICS Scotland aims to provide all its educational courses in the most supportive, informal and convenient manner as possible to those attending its courses.

Over the past five years BASICS Scotland has undertaken a development programme for the use of videoconferencing as an educational tool for remote and rural health professionals in Scotland. This work has shown that there are significant cost savings to be made by using distance learning as a tool in the education of remote and rural healthcare practitioners. As a result of forming a relationship with the recently formed Scottish Rural Medicine Collaborative further work in this area is planned.

BASICS Scotland is about to undertake a project to change its models of course delivery and develop new methods of remote learning as evidence would suggest this would increase cost effectiveness and time effectiveness of providing education to health professionals in remote and rural Scotland.

6 KEY AREAS OF RESPONSIBILITY: KEY RESULT AREAS / MAIN TASKS

6.1 Professional liaison

Develop and maintain effective links with key stakeholders for the following purposes:

- Providing professional advice on a range of educational issues. This will include members of BASICS Scotland, The Sandpiper Trust trustees, course candidates, course instructors, NES, health boards, public bodies and other clients as and when requested.
- Provide support and expertise to the NES Clinical Skills Group.
- Representing BASICS Scotland at appropriate seminars and conferences and present papers as required.
- Recording, reporting and promoting the sharing of innovative educational practice.
- Contributing to inter-professional debate and educational development activity.
- Arranging appropriate conferences with relevant speakers and materials.

Key stakeholders include NHS Boards, NES, Higher Education Institutions, Royal Colleges and professional bodies, regulatory bodies, and other Scottish and UK national organisations including the Advanced Life Support Group and the Resuscitation Council UK.

6.2 Development projects and management of remote educational development.

The post holder is required to develop new methods of education for remote healthcare professionals which will have a long term impact on the sustainability of BASICS Scotland. This will be achieved by the following:-

- Researching and developing new methods of remote educational provision using the resources available within BASICS Scotland.
- Taking note of the financial impact of all decisions on the organisation.
- Securing funding and resources as required.
- Developing business cases for new projects which will enhance the long term stability of the organisation.
- Steering projects towards achieving objectives.
- Reporting progress to the BASICS Scotland Trustees.
- Managing project budgets from inception to completion.
- Risk managing projects and courses.
- Developing and implementing project evaluation strategy.
- Monitoring the ongoing delivery of new educational initiatives to ensure continued quality.

6.3 Initiation, development, and maintenance of course programme

The post holder will have some responsibility for participating in the rolling programme of courses supplied by BASICS Scotland. To achieve this the post holder is responsible for:

- Work with Clinical and Administrative staff in planning a calendar of dates for courses.
- Monitoring the educational needs of course participants.
- Registering courses where appropriate.
- Arranging an appropriate team of instructors.
- Arranging an appropriate course director.
- Ensuring appropriate logistical arrangements are in place such as travel accommodation, catering etc.

To achieve this, the post holder will have the use of appropriate staff within the organisation to facilitate the above.

6.4 Educational infrastructure projects

The post holder will take a leading role (as detailed above) in the development of educational infrastructure projects to assist BASICS Education Scotland in responding to changes in education and training.

6.5. Provision of specialist professional advice

- Take responsibility for the provision of specialist advice (internally and externally) on educational strategies related to remote immediate care training.

6.6 Change management

The post holder will use effective change management strategies and project management skills to ensure the ease of implementation of new initiatives.

6.7. Staff Development

- Maintain and develop own professional knowledge and expertise in relation to areas of responsibility; maintain awareness of professional education, good practice and innovation within the UK and abroad through their own professional development as agreed with The Medical Director of BASICS Scotland.
- Negotiate, agree and review personal and professional development activities annually with the Medical Director – BASICS Scotland.

6.8. Line Management

Although this post has no direct line management responsibility, the post holder would be expected to manage, supervise and develop staff where appropriate, in line with BASICS Scotland policies and procedures.

7. USE OF PHYSICAL RESOURCES

Equipment and Machinery

- PC for drafting reports, educational materials and correspondence, communications by e-mail and internet.
- Printers, photocopiers, fax machine, PDA, video conferencing and tele-education.
- Simulators/training manikins.

Systems

- Electronic resources and manual files, to store and generate information for the purposes of financial monitoring, course tracking and compilation of evidence bases.
- Regularly required to use computer software to manipulate data such as Access databases, Excel spreadsheets, PowerPoint and any other software packages in order to develop new educational modalities, compile reports, presentations and documents which will be used by others.

8. ASSIGNMENT, GENERATION AND REVIEW OF WORK

Working as part of the BASICS Scotland team, the post holder is responsible for planning, prioritising and allocating her/his own work and has freedom to initiate, implement and deliver outcomes within a framework agreed with her/his line manager and the BASICS Scotland trustees. The post holder is expected to work independently, maintaining effective time management and prioritising tasks appropriately.

Plans, progress reports and outcomes are reviewed as appropriate by the Medical Director – BASICS Scotland and The BASICS Scotland trustees.

The post holder is required to allocate work to Administration and Project staff as appropriate, and to work with other professional staff on appropriate initiatives.

9. COMMUNICATIONS AND WORKING RELATIONSHIPS

The post holder is required to deploy advanced skills in communicating with a range of internal and external stakeholders in developing new educational material. The post holder will take a leading role in implementing a communications strategy to develop awareness of BASICS Scotland, and where appropriate The Sandpiper Trust and NES, to secure involvement from organisations and individuals from within NHS Scotland, the education and public sectors.

Specific communication skills required include the ability to:

- Chair meetings effectively.
- Persuade, influence and negotiate in order to secure funding and contracts, present proposals, obtain support for proposals, and secure involvement of colleagues in initiatives.
- Facilitate workshop and focus group discussions.
- Present complex/specialist information at internal and external conferences and seminars.
- Present and brief groups of internal and external stakeholders with complex information which may challenge existing practices.

Internal

The post holder is required to maintain communication and working relationships with all staff, trustees and members of the organisation.

This communication is verbal, written and electronic and ranges through direct personal contact to scheduled meetings, all with a view to facilitating the work of BASICS Scotland.

External

Communication with outside agencies is essential for the efficient and effective conduct of the post and to ensure that the service available from BASICS Scotland and The Sandpiper Trust is known and understood. This may require considerable amounts of travelling to attend meetings. External communication is with:

- Key contacts in the NHS including Health Boards which could include medical and nursing directors and Emergency Planning Officers.
- The Scottish Ambulance Service including regional managers, training officers, the Resilience Department and the National Training Department.
- Public and commercial organisations who request our services or input.

10. MOST CHALLENGING PARTS OF THE JOB

- To develop the post holders own knowledge of educational, remote learning methodologies and the digital technologies available to develop new types of remote learning.
- Development of analytical skills and creative strategies to solve complex, often unprecedented problems relating to national educational initiatives.
- Working within a national remit with all disciplines representing healthcare workers and those providing pre-hospital care.
- Ensuring delivery of existing and new educational projects nationally. This will involve considerable amounts of travel and the ability to stay away from home for several days at a time.
- Engaging and maintaining effective communication with senior staff within NES, BASICS Scotland, The Sandpiper Trust, territorial health boards, special health boards, the education and training sector, professional and statutory bodies, commercial healthcare providers and other organisations.
- Using management strategies and techniques to affect change in the organisation.
- Maintaining communications with a range of audiences to convey complex information and comment.
- Collating, interpreting and reconciling information and opinions from a range of stakeholders, especially where these may be conflicting, and analysing these to enable a compromise to be brokered or judgement made between the options.
- Considering the feasibility of initiatives in practice and developing flexible approaches that enable goals/ implementation to be successfully achieved.
- Contributing to the planning and organising the development of BASICS Scotland governance frameworks, which have a significant effect on the aims and work of BASICS Scotland, and thus determining the way in which educational initiatives and standards for immediate care practice are implemented, quality assured and monitored.

11. EFFORT REQUIRED TO DELIVER THE REQUIREMENTS OF THE POST

Physical skills

Basic keyboard skills. A driving licence and ability to drive our vehicles, including van and trailer (licence validation to include C1+E).

Physical effort

The post holder should be able to operate standard office procedures. The post holder will be required to sit for long periods of time when working with ITC equipment/participating in meetings. Teaching requires standing for long periods when working at skill stations etc. A degree of physical fitness is required to load and unload the course equipment from our vehicles at courses and other venues.

Mental effort

The post holder will be expected to demonstrate analytical skills and think creatively over sustained periods. It is expected that project strands will run concurrently and the post holder will therefore be required to co-ordinate simultaneous activities.

The ability to produce reports and other documents to a high standard is essential.

Emotional effort

The post holder is required to work to tight deadlines, set by external stakeholders such as NES and Health Boards.

Working Conditions

Requirement for travel to meetings, conferences and courses will have a considerable effect on

work patterns. This will require the post holder to work flexible hours including weekends and being away from home on a regular basis. The post holder is required to use a computer for long periods of time whilst working on reports/ strategies, course organisation etc.

12. QUALIFICATIONS AND/OR EXPERIENCE SPECIFIED FOR THE POST

Essential

- Registered healthcare professional.
- Educated to first Degree level, or relevant professional qualification.
- Substantial postgraduate experience and will have held enhanced responsibility in an education or healthcare post.
- Knowledge and understanding of professional regulation.
- Knowledge and understanding of the work of pre-hospital care providers in Scotland.
- Current Instructor for Immediate Medical Care/Life Support courses or equivalent.
- Experience and understanding of educational quality assurance and the education sector in the UK.
- The ability to work at the interface of healthcare and education.
- Change management skills.
- Knowledge and experience in the field of immediate care education and training.
- Cognisance of the importance of commercial sensitivities.
- IT and information management skills.
- Able to demonstrate a history of personal development and adaption to the use of new technology.
- Understanding of NHS & other Sectors.
- Driving licence with C1+E validation.

Desirable

- Knowledge of NES Clinical Skills Strategy.
- Diploma in Immediate Medical Care.
- Course Director of Life Support courses.

THIS SECTION TO BE REMOVED FOR JOB MATCHING PURPOSES

13. JOB DESCRIPTION AGREEMENT

This job description should cover the whole of the post, the skills required and the working environment in which the post holder operates. Both post holder and manager should check the form, agree content and sign it as an accurate record.

Job holder's signature: Date:

Manager's signature: Date: