



BASICS Scotland

Job Description

1 JOB DETAILS	
Job Title:	Clinical Educator, BASICS Scotland
Accountable to:	Chief Executive, BASICS Scotland
Salary:	Starting salary from £42,058
Location & Hours of Work	Full Time (37.5 hours) Job share basis will be considered The post will be based in BASICS Scotland Office, Aberuthven

2 JOB PURPOSE

To deliver high class pre hospital emergency care education and training to remote and rural health practitioners across Scotland.

To operate as course/event director for programmed educational delivery. Liaise, supervise and manage training faculty to ensure learning outcomes are delivered in line with BASICS Scotland training documentation.

To assess and evaluate feedback and act on agreed changes in conjunction with the Senior Management Team (SMT).

Work collaboratively with the SMT, fellow Clinical Educators, other support functions to develop new initiatives for Immediate Care training provided by BASICS Scotland, with a primary focus on developing and measuring the delivery of new remote training models.

Work collaboratively with partners and stakeholders to ensure that all educational delivery is under pinned by a quality assured system for standards of simulation based education.

Utilise new technologies including augmented reality, virtual reality and remote learning to support cost effective ways of delivering educational to remote and rural practitioners.

Support the SMT in the development of a strong and innovative educational strategy that is evidenced based to underpin all educational activities undertaken by BASICS Scotland.

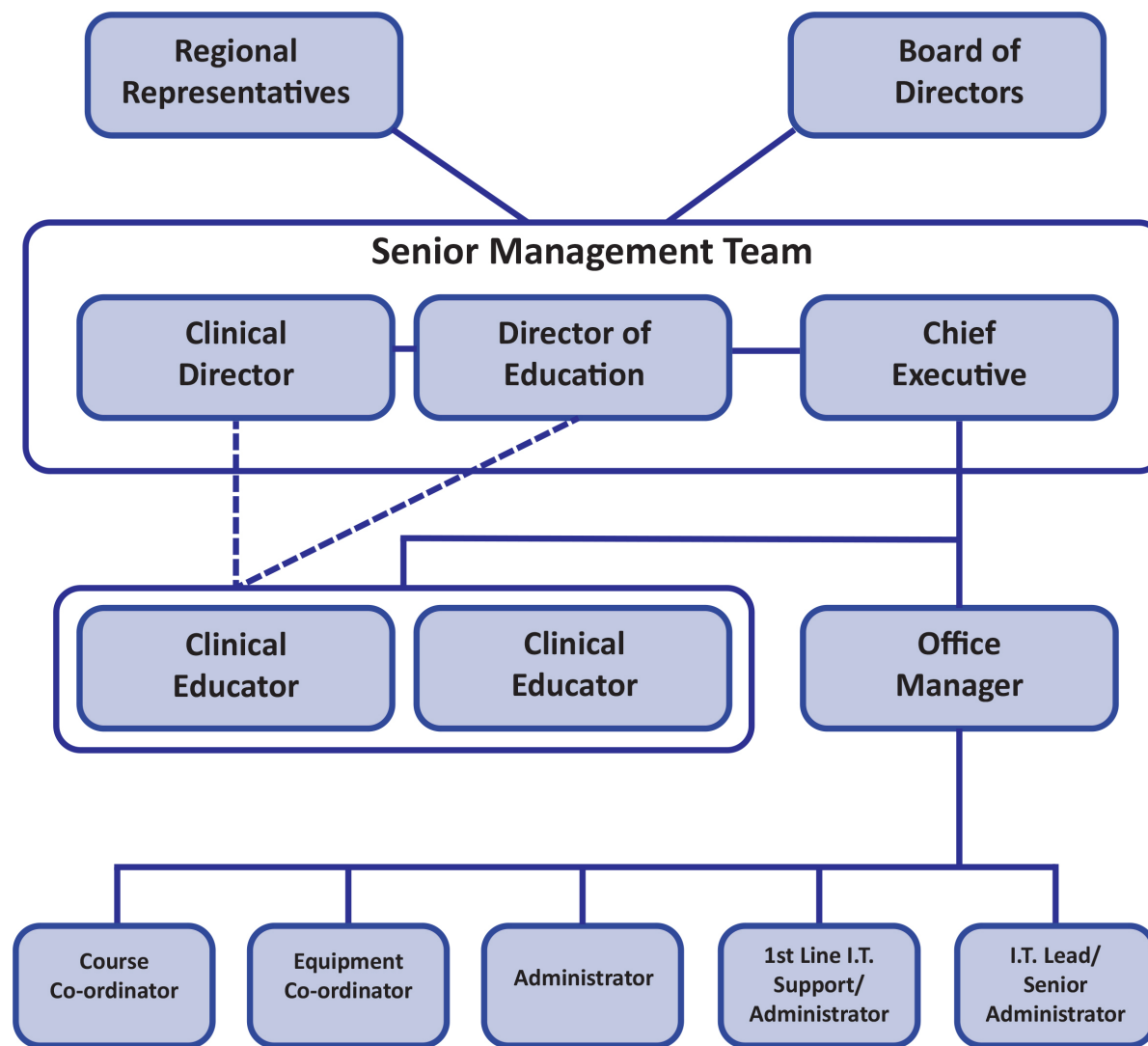
3 ORGANISATIONAL POSITION

The postholder reports operationally to the CEO BASICS Scotland and will maintain a close liaison with the Medical Director and Director for Education. The postholder is one of a team of two

Clinical Educators that will share the course delivery workload for BASICS Scotland, with the support of the IT/Admin team. The postholder will be required to manage and prioritise their work portfolio in consultation with the SMT, receiving direction as required to meet the needs of the team and the business areas they are responsible for; together with any multi-agency/CS MEN project/research work required from time to time.

The post holder will work under the direction of the SMT, BASICS Scotland, to fulfil the aims of the organisation which is to promote pre-hospital care in Scotland.

4 ORGANISATIONAL STRUCTURE



5 SCOPE AND RANGE

The postholder will:

- Provide high quality pre-hospital care education and training to registered health practitioners by delivering courses throughout Scotland.

- Develop, pilot and deliver new educational resources including the use of remote and other technologies to maximise accessibility and enhance the learning experience and ensuring the effectiveness and financial viability of new training initiatives.

6 MAIN DUTIES/RESPONSIBILITIES

6.1 To provide high quality pre-hospital care education and training to healthcare professionals by delivering courses throughout Scotland. The team of two Clinical Educators, will deliver the full educational programme. The division of courses will be directed by the SMT, as there will be rotation to ensure resilience. The duties will include:

- Direct and conduct training on Pre-Hospital Emergency Care (PHEC) courses.
- Direct and conduct training on Portfolio Project events.
- Support training activity on PHPLS courses.
- Support training activity at Universities.
- Support training activity on MIMMS courses.
- Carry out remote learning using tele-education technology.
- Assist in development of training videos, including in front of camera presenting
- Act as lead educator for additional bespoke training requests for healthcare students and professionals.
- Liaise 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.
- Carry out internal validation of training activities and complete appropriate training governance paperwork.
- Work with the SMT, support staff and other faculty members to review and update activities and create new training documentation to support training activities.
- Observe budgetary management requirements on existing training outputs, and plan training equipment requirements.

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

- 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

6.2 To develop, pilot and deliver new educational resources including the use of remote and other technologies to maximise accessibility and enhance the learning experience.

The postholder will support the development of new and emerging projects, supporting the SMT to enable the delivery of the educational outputs through:

- Creation and delivery of new educational projects. These may include:
 - ScotGEM
 - Intermediate Care Course
- Work with BASICS Scotland IT team to develop and pilot innovative means of education delivery including video conferencing, virtual reality and gaming.

- Working with the Director of Education, support the development of an educational strategy.

6.3 Support the maintenance of a sustainable cohort of multi-professional course instructors, ensuring rigorous systems of identifying potential instructors and the pathway for their development.

- Co-ordinate the development of Instructor Candidates(IC).
- Ensure the completion of ALSG Instructor Candidate work books.
- Co-ordinate the recertification of existing instructors.

6.4 In conjunction with the Director of Education, assess and review training requirements that will develop a network of BASICS Scotland Responders that actively support the Scottish Ambulance Service:

- Deliver training required to maintain and update Responders.

6.5 Professional liaison

- Work with partners including the NES Clinical Skills Managed Educational Network, Scottish Multiprofessional Maternity Development Programme and EMRS to meet educational targets.
- Provide expert advice on best practice and expertise on the BASICS Scotland educational programme to key stakeholders including members of BASICS Scotland, course candidates, course instructors, Sandpiper Trust, NES, health boards, public bodies and other clients as and when requested.
- Represent BASICS Scotland at appropriate seminars and conferences and present papers as required.
- Support activities to raise awareness of the work of BASICS Scotland and its role in pre hospital emergency care, as well as the partnership working of the Sandpiper Trust.

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 Chief Executive of BASICS Scotland.
- Negotiate, agree and review personal and professional development activities annually with the Senior Management Team.

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 DECISIONS AND JUDGEMENTS

The postholder has professional accountability for the service provision within his/her sphere of responsibility and is expected to work autonomously without routine supervision or monitoring of practice. As a member of the SMT, the postholder is expected to support the regeneration of BASICS Scotland strategy, policy/practices and to make effective decisions that impact across the

organisation. They will have freedom to take action based on their own interpretation of evidenced based best practice as appropriate.

Regularly required to new data and clinical evidence and decide on an appropriate course of action. The postholder must therefore exercise significant initiative in interpreting relevant information to determine what educational delivery should be provided and assess the impact for the organisation and its sponsors.

8 PHYSICAL AND MENTAL DEMANDS OF THE JOB

Physical skills

Basic keyboard skills. A driving licence and ability to drive our vehicles, including van and car transporter trailer, which includes the extrication demo vehicle (licence validation to include C1E – training to update driving licence can be provided if required).

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.

9 MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Ensuring delivery of existing outputs 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 a multi-agency partnership environment, including 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.

Considering the feasibility of initiatives in practice and developing flexible approaches that enable goals/ implementation to be successfully achieved.

10 KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

The requirement to maintain clinical practice is recognised by BASICS Scotland. Clinical Educators will be supported to by the organisation to access up to 2 days per month of clinical activity. This can be negotiated upon appointment. It will be granted where reasonably practicable, in consultation with the CEO, but must be balanced against organisational outputs and educational demand.

The post holder will require an honours degree or equivalent, plus relevant professional experience.

Essential

- Experience of delivering pre-hospital emergency care
- Experience of pre-hospital care teaching
- Experience of developing and writing educational material using best evidence
- Experience of drafting and producing papers and publications
- Experience of planning and managing project implementation in an educational context
- Registered healthcare professional (Nurse or Paramedic).
- First level degree or relevant professional qualification
- Knowledge and experience in the field of pre hospital emergency care education and training.
- Knowledge of BASICS Scotland, The Sandpiper Trust and the remote and rural healthcare agenda in Scotland
- Advanced communicator at all levels
- Excellent presentation skills
- IT and information management skills
- Driving Licence

Desirable

- Experience of writing progress reports and business cases
- Experience of implementing change
- Management of financial & human resources
- Experience in committee/workshop management and chairing.
- Full Instructor/ Course Director experience on Immediate Care/Life Support Courses or equivalent
- Experience of ALSG course provision, governance and GIC certification
- Driving Licence (with C1E validation)
- Diploma in Immediate Medical Care
- Knowledge of training equipment including manikins, simulators and medical equipment
- Video conferencing and tele-education skills
- Risk management skills
- Project management skills
- Knowledge of NES Clinical Skills Strategy

11 COMMUNICATIONS & RELATIONSHIPS

The post holder will be expected to communicate with a wide range of stakeholders, including senior managers, 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.