



# BASICS Scotland

## Job Description

<b>1 JOB DETAILS</b>	
Job Title:	<b>Director of Education, BASICS Scotland</b>
Accountable to:	<b>Chief Executive, 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 a minimum of 1 day per week, based in BASICS Scotland Office, Aberuthven</b>

### 2 JOB PURPOSE

Create a strong and innovative educational strategy that is evidence based to underpin all educational activities undertaken by BASICS Scotland.

Lead a transformational education delivery capability for BASICS Scotland that delivers an accessible training and education service for Scotland's remote and rural health care providers.

Work collaboratively with the Clinical Educators, liaise with BASICS Scotland's Board of Directors and work as part of the Senior Management Team 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 virtual reality, augmented reality and remote learning to support cost effective ways of delivering educational to remote and rural practitioners.

### 3 ORGANISATIONAL POSITION

The postholder reports operationally to the Chief Executive of BASICS Scotland, and will maintain a close liaison with the Medical Director. The postholder is required to manage and prioritise their work portfolio autonomously 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 within the Senior Management Team of BASICS Scotland to fulfil the aim of the organisation which is to promote pre-hospital care in Scotland



terms of education provision and service delivery within appropriate timescales.

- Supporting a review and development of training initiatives to support BASICS Scotland Responders.

## **6 MAIN DUTIES/RESPONSIBILITIES**

### **6.1 Provision of specialist education advice**

- The postholder will provide specialist educational input to provide high quality pre hospital care education and training to registered health professionals. Supervising the delivery of courses throughout Scotland and delivering to match identified local needs.
- Undertake thorough and ongoing evaluation of all our educational activities and ensure reporting demonstrates the impact of our services.
- Manage BASICS Scotland input to collaboration work with CS MEN on prioritised relevant research activities.
- Manage the educational input to the BASICS Scotland Conference.
- Develop and initiate effective evaluation and reporting of training activities including the review of course feedback and measuring long term impact.
- Provide specialist input on educational matters to the SMT in developing the long term strategic plans.

### **6.2 Development of new educational resources**

- To develop, pilot and work with the Clinical Educator staff and SMT to deliver new educational resources, including using remote and other technologies to enhance the learning experience, underpinned by a rigorous examination of evidence based research, to ensure high standards of education delivery.
- Assess and review training requirements that will develop a network of BASICS Scotland Responders that actively support the Scottish Ambulance Service in providing immediate medical care on scene in remote and rural Scotland, and work in close partnership with the Sandpiper Trust to provide responders with equipment and ongoing support

### **6.3 Strategic development**

- In the longer term manage the development of BASICS Scotland Educational Strategy that incorporates the following key outputs:
  - Review and analysis of existing training delivery and outputs.
  - Scoping of planned and potential training activity to strengthen community resilience in particular remote and rural healthcare providers.
  - Support the review and development of training initiatives to maintain BASICS educators in line with the CSMEN simulation based educator framework.
  - Conduct a review and develop training initiatives to support BASICS Scotland Responders.
  - Educational delivery is evidence based.
  - Linked to Standard Operating Procedures (for STN, NHS providers).
  - Linked to Scottish Government priorities for service redesign.

### **6.4 Partnership working**

- Ensure any educational activities are closely linked with the strategies of the Scottish Trauma Network the Scottish Ambulance Service and NES.

- Develop and maintain effective links with key stakeholders including 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, to represent BASICS Scotland.

#### **6.5 Raising the profile of BASICS Scotland**

- 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.
- Provide specialist input on educational matters to the SMT in developing and implementing a Marketing Strategy.
- Ensure recording, reporting and promoting the sharing of innovative educational practice.
- Co-ordinate, edit and support the submission of scholarly articles for publication.
- Represent BASICS Scotland in the preparation and presentation of educational output; to other relevant stakeholders and partners and at relevant educational meetings and events

#### **6.6 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 Chief Executive of BASICS Scotland.

#### **6.7 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 Senior Management Team, 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 evidence based best practice as appropriate.

Regularly required to appraise new data and wider relevant 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 for drafting reports, educational materials and correspondence, communications by e-mail and internet.

**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.

**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.

**9 MOST CHALLENGING/DIFFICULT 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.

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

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

**Essential**

- Postgraduate educational qualification
- Substantial postgraduate experience and will have held enhanced responsibility in an education or healthcare post
- Experience and understanding of educational quality assurance and the education sector in the UK
- Experience in teaching and development of educational material.
- A record of research and publication activity

- Knowledge of educational theories and their application
- Knowledge of Remote and Rural Healthcare
- Knowledge of the structure and organisations tasked with healthcare provision in Scotland
- Knowledge of Microsoft Office
- The ability to work at the interface of healthcare and education
- Ability to communicate with a wide range of stakeholders Good interpersonal Skills
- Excellent communication and presentation skills

**Desirable**

- Registered Nurse, Paramedic or Doctor.
- Experience of providing education or training to GP's or other healthcare professionals
- Experience and knowledge in the field of immediate care education and training
- Experience in using tele-conferencing and other remote learning technologies to deliver education
- Previous experience of clinical governance in the NHS
- Experience in dealing with a variety of stakeholders involved with pre-hospital care
- Knowledge and understanding of pre-hospital care provision
- Knowledge of training equipment including manikins, simulators and medical equipment
- Knowledge of using new technologies to aid learning

**11 COMMUNICATIONS & 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.