

Clinical Training Support Officer

Department	States of Jersey Ambulance Service
Reports to	Clinical Tutor (Training and Development Officer)
JE Ref	JHA1138.1
Grade: CS08	JE Date: 08/08/2023

Job purpose

This role is for a part time Clinical Training Support Officer to plan, organise, deliver and audit appropriate training, instruction and supervision of ambulance personnel and other voluntary or government organisations as directed by the Clinical Tutor and wider States of Jersey Ambulance Service (SoJAS) Clinical Team. The post holder will act as a member of the training team and maintain training competence and compliance for the Ambulance Service.

The Clinical Training Support Officer will plan, organise, deliver and audit courses in liaison with the Business Support Unit through the awarding body Qualseafe, which includes the pre-hospital qualification suite: Level 2 Community First Responder and Level 3 First Response in Emergency Care, as well as assisting in the facilitation of in-service training as directed.

Job specific outcomes

1. Deliver training courses and conduct assessments to a professional and consistent standard to internal and external stakeholders as directed by the Clinical Tutor.
2. Assist in the planning, co-ordination, development, and production of lesson plans, risk assessments and training materials in line with the awarding body and States of Jersey Ambulance Service Policies and Procedures.
3. Assist in the maintenance and updates of lesson plans, risk assessments and training materials in line with the awarding body and States of Jersey Ambulance Service Policies and Procedures.
4. Assist in the management and maintenance of all the equipment used, ensuring it is fit for purpose, cleaned, properly stored and recorded in line with States of Jersey Policy and Procedures.
5. Deliver clinical training to internal and external stakeholders, in line with current practices and agreements, including the community first responder scheme and Ambulance Support unit, to the level in which the trainer is qualified.
6. Assist in the delivery on non-clinical training in line with the Government of Jersey Standards for equipment, manual handling, fire safety, safeguarding and other subjects.
7. Assist in the management, recording and production of training records working with the business support unit to ensure the compliance of internal and external stake holders.

8. Assist in the development of policies and procedures to support the ongoing training of internal and external stakeholders.
9. Meeting with the Clinical Governance Team regularly to review training status, risk assessments and compliance to SOJAs Policy. Which will involve advising the organisation on any significant changes in legislation and guidance relative to Manual Handling.
10. Maintain their competency to perform their specialist role, to ensure continued professional development (CPD).

Organisational structure





States of Jersey Ambulance Service

Tier 2 Role

Chief Ambulance Officer (Exec)

Tier 4 Roles

Associate Chief Ambulance Officer
Clinical Governance & Risk

Medical Director
(1 PA (4 hrs) per week)

Associate Chief Ambulance Officer
Operations & Support

Head of Clinical Quality and Effectiveness

Head of Regulation and Compliance

Analyst

Head of Operations

Head of Operational Support

Head of Emergency Preparedness, Resilience & Response

Tier 5 Roles

Specialist Paramedic

Clinical Tutor

Clinical Management Support Officer

Ambulance Audit Officer

Leading Ambulance Paramedic

Patient Transport Service Manager - Routine Care

Tier 6 Roles

Clinical Training Support Officer

Paramedic

Emergency Care Assistant (ECA)

Emergency Medical Technician (EMT)

Patient Transport Services Control Officer

Ambulance Care Assistant

Ambulance Systems Officer

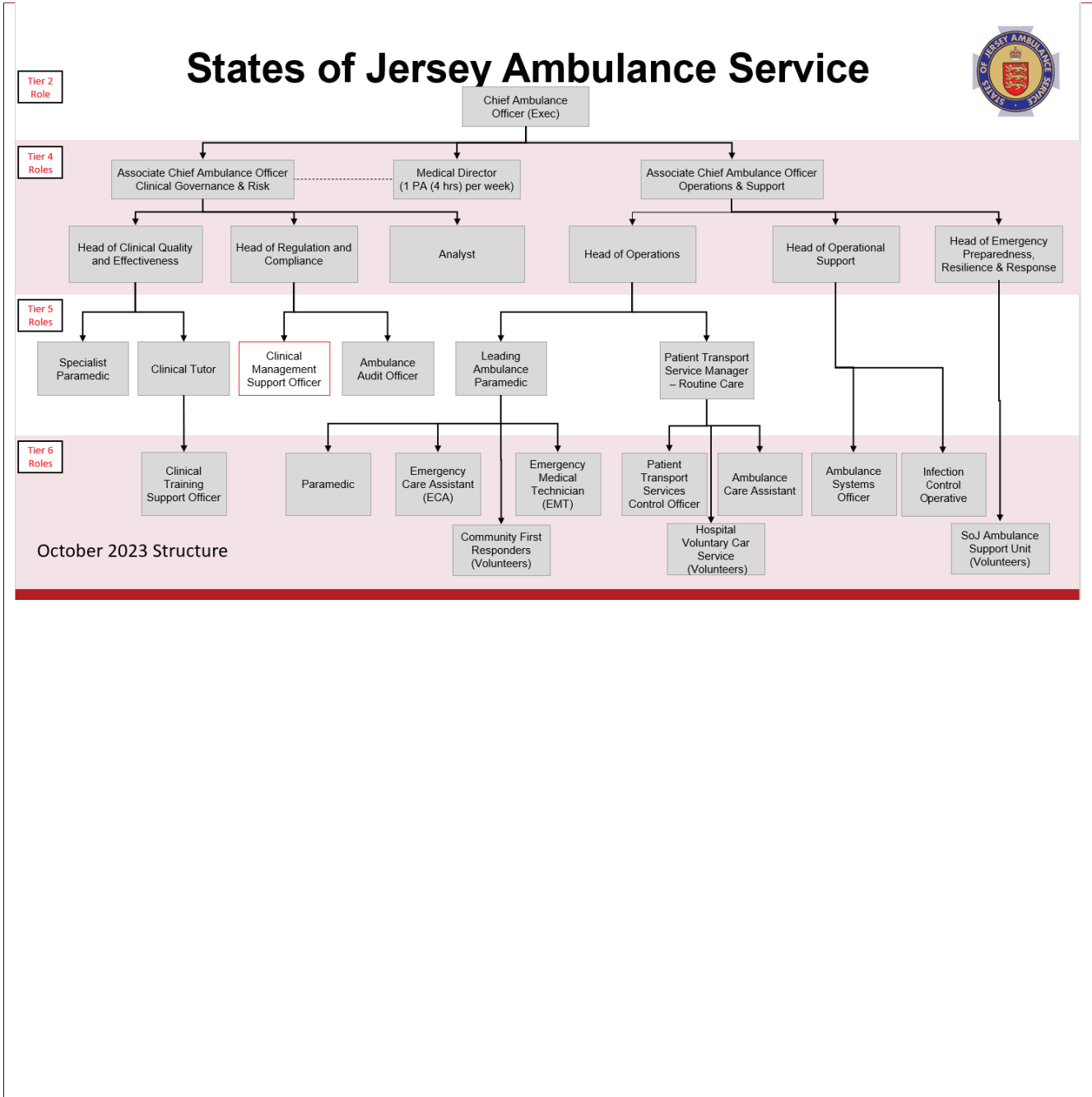
Infection Control Operative

Community First Responders (Volunteers)

Hospital Voluntary Car Service (Volunteers)

SoJ Ambulance Support Unit (Volunteers)

October 2023 Structure



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Educated to GCSE level or equivalent (Grade C and above) including maths and English.</p> <p>First Response in Emergency Care Level 3 or equivalent</p> <p>Level 3 award in Education and Training. AET</p>	<p>Level 3 Certificate in Assessing Vocational Achievement (CAVA)</p> <p>Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice</p>
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g., the understanding of a defined system, practice, method or procedure).</i></p>	<p>Have a working knowledge and understanding of the Ambulance service training to enable safe training, instruction and supervision to all ambulance service staff and external stakeholders.</p>	
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g., language fluency, vehicle license etc.</i></p>	<p>Excellent IT Skills to include writing skills in English</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g., effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Good presentation and report writing skills in English.</p> <p>Ability to motivate others.</p> <p>Flexible and able to use own initiative.</p>	

<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Excellent organisational and time management skills</p> <p>Experience in teaching</p> <p>Experience of managing our workload</p> <p>Evidence of continued professional development</p>	
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Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.