

## Ambulance Training and Development Officer and Clinical Mentor (Clinical Tutor)

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**Department:** Justice and Home Affairs

**Division:** Ambulance

**Reports to:** Senior Ambulance Officer Clinical Governance and Risk

**JE Ref:** JHA501.1

**Grade:** WFMG

**JE Date:** 24/09/2020

### Job purpose

Recommend and implement the agreed training (clinical and non-clinical) strategies Plan and develop appropriate training programmes, policies and procedures to meet the organisational requirements, standards and scope of clinical practice. Tutor all levels of staff within the ambulance service. Undertake clinical/medical tutoring ensuring staff competency requirements are met.

Act as lead clinical mentor, develop a mentorship and preceptorship programme and support staff undertaking a variety of training and educational development activities. Provide advice, guidance and clinical support to all staff. Ensure maintenance of high standards of care through clinical appraisal. Provide leadership and guidance to a team to enable the team to meet its objectives and service level agreements.

### Job specific outcomes

1. Develop and implement all clinical and non-clinical training programmes for Ambulance Staff/Clinicians that is consistent with the Service Strategies and Annual Business Plan objectives and within budget.
2. Ensure the maintenance of appropriate training records and statistical information for accreditation, registration and clinical audit/governance. Ensure all training equipment is fit for use and well maintained. Production and implementation of training, clinical or governance related policies and procedures.
3. Tutor staff and volunteers as appropriate on all areas of clinical and operational practice. Manage and monitor all training, ensuring it takes place in accordance with current Health and Safety legislation and risk assessment. Address staff welfare issues during training events.
4. Monitor and assess staff performance/standards through training, audit and work based assessments and provide remedial training where necessary. As an outcome of appraisal for tutors and operational staff, produce individual development plans.
5. Maintain teaching and instruction skills through re-certification and through continuous application in order to maintain accreditation and training standards. Develop and maintain

links with the other emergency services, hospital departments and outside organisations in order to keep abreast of current developments and standards of training and education.

6. As lead clinical mentor provide and coordinate preceptorship and mentorship programmes for newly qualified staff including; paramedics, ambulance technicians, ambulance intermediary care assistants and ambulance care assistants. Act as Clinical support during working hours for newly qualified staff.
7. Develop and implement clinical appraisal systems and undertake clinical appraisal of staff. Provide written reports following clinical appraisal shifts, making recommendations for improvement of practice. Provide advice and guidance to staff on continuing professional development.
8. Undertake clinical shifts as a paramedic in order to maintain knowledge, skills and competence in paramedic practice. Maintain own professional registration with the Health and Care Professions Council and maintain own continuous professional development. As a Paramedic comply with all relevant aspects of the Paramedic role.
9. Be an integral member of the Major Incident Medical Management and Support Team and be fully conversant and skilled in the use of all the major incident vehicles and specialised equipment in order to train staff and be of support to senior managers on scene. The post holder will be required to attend Major Incident exercises as directed and suitable command courses and may be required to fulfil duty officer obligations from time to time.

### Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

### Organisational structure



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Qualified and State Registered Paramedic with a postgraduate qualification in Paramedic Science or equivalent.</p> <p>Holds a recognised adult teaching qualification.</p> <p>Holds a recognised mentorship qualification.</p> <p>Qualified in ambulance emergency response driving or equivalent.</p> <p>Safe handling qualification.</p>	<p>Safe handling training qualification.</p> <p>Safeguarding awareness trainer.</p> <p>Assessor's qualification.</p>
<p><b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge <b>required</b> to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>An up to date knowledge of the how the Ambulance Service works in practice and a good understanding of the wider context in which the Ambulance Service functions.</p> <p>Knowledge of legislation, codes of practice in relation to clinical practice and operations. This includes the HCPC Standards for Proficiency and Standards of Conduct Performance and Ethics.</p> <p>Awareness and knowledge of preceptorship programmes.</p> <p>Understanding of major incident procedures.</p>	
<p><b>Technical / Work-based Skills</b></p>	<p>Experience in the use of computers and</p>	

<p><i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>presentation software as well as good keyboard skills.</p> <p>Experience in the use of training and simulation equipment.</p> <p>Familiarity with emergency and non-emergency medical services.</p> <p>Experienced and up to date in the technical aspects of paramedic practice.</p> <p>Full, clean Driving Licence with category C1.</p>	<p>Evidenced experience and understanding of first line management.</p>
<p><b>General Skills/Attributes</b> <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>Excellent communications skills and the ability to maintain effective working relationships with Health Professionals and key stakeholders.</p> <p>Ability to challenge other health care professionals appropriately.</p> <p>Ability to use own initiative, be autonomous and accountable and respond promptly and decisively to a variety of incidents, and be able to assimilate and respond to information from a variety of sources.</p> <p>Ability to work under extreme pressure at emergency incidents, making decisions that could affect the health and safety and wellbeing of service users.</p> <p>Be flexible with working hours if needed and be</p>	

	willing to attend relevant courses off island.	
<p><b>Experience</b> <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>Significant and relevant post qualified experience as an Ambulance Paramedic</p> <p>Demonstrate a record of ongoing training and professional development in clinical practice.</p>	<p>Experienced Clinical Tutor with confidence &amp; experience in delivering training in a clinical environment.</p>

### Core Accountabilities, Attributes and Behaviour Indicators

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.