

Recruitment of Accreditation Programme Manager Pre-Hospital Emergency Care Council (PHECC)

Title of Position: Accreditation Programme Manager, Pre-Hospital Emergency Care Council

Duration: Permanent Contract

Commencement: Immediate Appointment

Office: Pre-Hospital Emergency Care Council, 2nd Floor, Beech House, Millennium Park, Osberstown, Naas, Co. Kildare. W91 TK7N

Location: Naas, Co. Kildare

Website: www.phecc.ie

Established by the Minister for Health and Children in April 2000, the Pre-Hospital Emergency Care Council (“PHECC”) is an independent statutory body with responsibility for standards, education and training in the field of pre-hospital emergency care in Ireland. PHECC’s mission is to protect the public by specifying, reviewing, maintaining and monitoring standards of excellence for the delivery of quality pre-hospital emergency care.

The functions of the Council are set out in the PHECC Establishment Orders (S.I. No. 109/2000). Further information about PHECC, including publications and key documents, is available at www.phecc.ie

THE ROLE

Reporting to the Director of the Pre-Hospital Emergency Care Council, the Accreditation Programme Manager will be a member of the Executive Management Team. He/she will provide vision and leadership to the Accreditation team and the wider external stakeholders in the area of accreditation, licensing, quality improvement and quality assurance.

PHECC operate and manage two accreditation schemes, Governance Validation Framework [GVF] and Quality Review Framework [QRF].

QRF is an accreditation scheme developed to protect the public by ensuring the operation of Recognised Institutions [RI] and Approved Training Institutions [ATI], who are licensed by PHECC to deliver PHECC-approved training and education courses, is maintained at the approved PHECC quality standard.

GVF is an accreditation scheme developed to protect the public by ensuring the operation of Clinical Practice Guidelines [CPG] Service Providers, who are licensed by PHECC to operate PHECC-approved CPGs, is maintained at the approved PHECC quality standard.

These two systems have been developed and operate separately. Part of the role the Accreditation Programme Manager is to further develop each system and to combine them into a single accreditation system encompassing CPG Providers, RI’s and ATI’s. This will include the development of a digital portfolio and system for the electronic transfer and processing of data.

The Accreditation Programme Manager of PHECC will be required to undertake the following duties and responsibilities:

Accreditation and Quality Assurance

- Implement the legislation related to Service Providers and RI's/ATI's.
- Benchmark accreditation frameworks against international accreditation standards.
- Maintain oversight on the industry and identify relevant issues as they occur and produce reports/solutions for Committees and Council.

Governance Validation Framework [GVF] for Licensed CPG Provider Organisations

- Manage the production and development of the Governance Validation Framework systems.
- Review and process new applications from service providers.
- Review and process renewal submissions from service providers.
- Introduce new technologies internally and externally to support the department as appropriate.
- Implement systems of quality assurance.
- Management and maintenance of the CPG Licensing.
- Management and maintenance of external assessor panels.
- Develop relationships with relevant external organisations.
- Oversee the drafting of reports by the review panel, then present to Council for consideration and final publication.
- Help to merge GVF and QRF onto a single system.
- Guide and inform organisations to ensure they have the tools and skills to carry out self-assessment and continuous quality improvements required in QA process.

Quality Review Framework (QRF) for Recognised Institutions and Approved Training Institutions

- Manage the production and development of the Quality Review Framework systems.
- Review and process new applications of service providers.
- Review and process renewal submissions of service providers.
- Introduce new technologies internally and externally to support the department as appropriate.
- Implement systems of quality assurance.
- Help to merge GVF and QRF onto a single system.
- Management and maintenance of external assessor panels.
- Develop relationships with relevant external organisations.
- Oversee the drafting of reports by the review panel, then present to Council for consideration and final publication.
- Guide and inform organisations to ensure they have the tools and skills to carry out self-assessment and continuous quality improvements required in QA process.
- Develop a modified QRF suitable for smaller ATI's.

General

- Be a member of the Executive Leadership Team and work closely with other Programme Managers.
- Support the Director of PHECC, with the other members of the Executive Leadership Team, to achieve the organisation's goals and objectives as detailed in the PHECC Strategy Document.
- Deputise for the Director and/or Deputy Director as required.
- Commit to quality standards within PHECC and maintaining the PHECC's ISO accreditation.
- Monitor and improve internal Key Performance Indicators (KPI).

- Produce content relevant to your programme for the Annual Report and annual Business Plan.
- Prepare and present reports to Council and Standing Committee's of Council as required.
- Maintain and update the risk management framework for your relevant programme.
- Further develop, maintain and manage Policies, Procedures related to your relevant programme.
- Maintain the PHECC internal quality management system relevant to your programme.
- Manage the budget for your relevant programme.
- Provide leadership to the programme team and the management and development of staff assigned.
- Undertake any other duties appropriate to the post as requested by the Director.

Qualifications/Experience:

Essential

- Holder of a level 8 qualification in a relevant subject.
- Experienced user of IT programmes (Microsoft Office).
- Experience in managing programmes/projects.
- Experience in report writing.
- Experience working at senior management level.
- Experience working in multidisciplinary teams.
- Demonstratable leadership and interpersonal communication skills.
- Experience with preparation and management of meetings.

Desirable

- Holder of a level 9 qualification in a relevant subject.
- Experience in Project Management.
- Experience with Research.
- Experience in training/education.
- Experience with responder level organisations through teaching and/or operations and/or management.
- Experience with CPG Provider organisations through teaching and/or operations and/or management.
- Engagement with pre-hospital emergency care developments.
- Experienced user of the Microsoft Visio programme.

Salary

The salary for this post is that of a Public Service Officer Grade VIII.

Skills, Competencies and Knowledge

The successful candidate will be able to demonstrate their knowledge, skills and competencies in the following five areas;

- **Leadership & Decision Making:** Proven ability to inspire individual and organisational excellence, to create and attain a shared vision, and to successfully manage change to attain the organisation's strategic ends and successful performance
- **Communications:** A demonstrable ability to communicate clearly and concisely with internal and

external stakeholders, to establish and maintain relationships, and to facilitate constructive interactions with individuals and groups.

- **Knowledge of the Healthcare and Education Environment:** Demonstrate an understanding of the Irish healthcare system and in particular the pre-hospital emergency care environment and also of the Irish education arena.
- **Professionalism:** An established ability to align personal and organisational conduct with ethical and professional standards that include a responsibility to the patient and community, a service orientation, and a commitment to lifelong learning and improvement. Communicate and understanding of the associated role of education in healthcare with a particular reference to the setting and monitoring of standards for healthcare professionals
- **Management Skills and Knowledge:** Proven ability to apply basic business principles, including project management, to the pre-hospital emergency healthcare environment.

Application Process

If you wish to apply for this role, please e-mail a comprehensive CV and covering letter explaining how you meet the requirements of the role to Karen O'Neill recruitment@phecc.ie , **to be received by close of business on 30th of November 2020.**