

Recruitment of Education Programme Officer

Pre-Hospital Emergency Care Council (PHECC)



Candidate Information Booklet

THE POSITION

Title of Position:	Education Programme Officer, Pre-Hospital Emergency Care Council
Duration:	Specified Purpose Contract – Expected Duration 14 Months or until the position is permanently filled (Secondment will be considered)
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)

PHECC invites applications from suitably qualified persons for the post of Education Programme Officer.

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 Education Programme Officer will be a member of the Executive Management Team. They will be responsible for a small team of staff and will be the head of, and will lead on, PHECC's education programme.

The Education Programme Officer of PHECC will be required to undertake the following duties and responsibilities:

Education and Training Standards

- Advise the Council, HSE, other Government Departments, public sector employers and other employers of Council approved courses.

- Advise the Council regarding the appropriate level of competence for emergency medical technicians, paramedics, advanced paramedics and responders.
- Engage in research into pre-hospital emergency care, including emerging technology, education and training, the formulation of experimental curricula, and the evaluation of existing courses and assessment and examination.
- Serve as project manager for the current Review of the revision of practitioner education and training standards and development of competency framework for practitioner levels (EMT, Paramedic and Advance Paramedic). This project is commissioned to external consultants and is to conclude in February 2020. Implement recommendations from the project report as approved by Council.
- Review and revise (as required) the current suite of education and training standards at responder levels in line with international best practice (i.e. International Liaison Committee on Resuscitation) and PHECC Clinical Practice Guidelines as appropriate.
- Manage the current revision of the Council's Teaching Faculty Framework (TFF) to include exploration of alternative models of certification with the National Framework of Qualifications (NFQ), Quality and Qualifications Ireland (QQI).
- Manage the educational award process for new and renewal applications for assistant tutor; tutor and facilitator and any future changes resulting from revision of the TFF.
- To act as the lead PHECC officer for the Education and Standards Committee.
- Represent PHECC as a member of the Road Safety Authority "Emergency Services Driving Standard" (ESDS) panel; a working group established to develop, implement and monitor a national emergency driving standard.

Recognition of Professional Qualifications (EU and International)

- Lead on implementation of the Directive 2005/36/EC, amended directive 2015/55/EU, S.I. No.8 /2017 including Council role as competent authority in relation to educational matters.
- Manage Council's obligations as competent authority in relation to emergency medical technicians, paramedics and advanced paramedics under the Recognition of Professional Qualifications (Directive 2005/36/EC) Regulations 2008 (S.I. No. 139/2008) and 2017 (S.I. No. 8/ 2017).
- Lead on Council policy development for EU and non-EU applicants including revisions to the implementation process involving application procedures for applicants.
- Manage the qualification assessors' panel (QAP) i.e. recruit, train and supervise.
- Monitor the application process i.e. forms, guidelines, web information, liaise with QAP, present recommendation to the Director of PHECC for approval and prepare outcome letters to applicants including reasons for decision.
- Manage appeals from unsuccessful/dissatisfied applicants.
- Prepare and present an annual report to Council.
- Return annual statistics to Department of Education and Skills and Department of Health (DoH).
- Interact with DoH representatives and other healthcare regulators for Brexit preparation and implementation post Brexit for any Recognition of Qualifications requirements.

Recognised Institutions (RIs) and Approved Training Institutions (ATIs)

- Advise the Council, RIs, ATIs and such other persons as it may consider appropriate of the standards which should inform education and training in relation to pre-hospital emergency care.
- Manage the recognition or approval of institutions providing education and training to persons pursuing the award of the N.Q.E.M.T. at the level of competence of emergency medical technician,

paramedic or advanced paramedic and responder levels, as the case may be, in accordance with the rules made by the Council.

- Lead on development and implementation of Council policy and rules for recognition/approval of institutions including revisions of implementation process including procedures for applicant institutions.
- Assess new applications for recognition/approval of institution and courses. Assess renewal (every 3 years) applications for recognition/approval of institution. Prepare a report with recommendation for the Education and Standards Committee for RI applications and the Director for approval for ATI applications. Draft outcome letters including observations and/or conditions.
- Communicate and guide existing and prospective organisations including management of the day-to-day queries by email/phone from existing and prospective Recognised Institutions (RIs) and Approved Training Institutions (ATIs). Oversee pre-application and induction meetings conducted by RI/ATI administrative staff.
- Manage the web portal for RIs and ATIs on the PHECC website.
- Manage panel of RI/ATI application assessors, i.e. recruit, train, advise and monitor.
- Prepare and present an annual report to Council (responder certificates issued) etc.
- Refine the recognised institution/approved training institution database and integrate with the in-house business management system.
- Meet with representatives of institutions as needed to give guidance, enforce rules/standards or investigate a breach in rules/standards.

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

- Implement the QRF annually; the core elements are the recognised institution/approved training institution self-evaluation with quality improvement plans and the on-site reviews.
- Manage the panel of reviewers i.e. recruit, guide, monitor members.
- Prepare and manage the desk top review and the on-site reviews as the PHECC representative (20-25 institutions per year in a 3-year cycle, current cycle extends to 2022).
- Oversee the drafting of onsite reports (Compliance and Composite reports) by the QRF review panel for return to recognised institutions and approved training institutions for observation and comments, then present to Council for consideration and finally publication (within timeframes).
- Guide and inform institutions to ensure they have the tools and skills to carry out self-assessment required in QA process.

General

- To undertake any other duties appropriate to the post as directed by the Director.
- To be a member of the Executive Management Team.
- To support the Director of PHECC, with the other members of the Executive Management Team, to achieve the organisations goals and objectives as detailed in the PHECC Strategy Document.

EXPERIENCE AND PERSONAL QUALITIES REQUIRED

The successful candidate **must** be able to demonstrate the following for the role of Education Programme Officer;

- Evidence of a minimum NFQ level 8 qualification in a relevant discipline
- Evidence of a minimum of 3 years' satisfactory experience in public service body or similar organisation

- Evidence of a minimum of 3 years' experience at senior management level
- Evidence of experience in and exposure to the tertiary education system
- Strong presentation, interpersonal and influencing skills, including the capacity to represent and act as an advocate for PHECC
- Evidence of experience in the delivery of change management
- Proven administrative, business management and people skills, including an ability to manage a multi-disciplinary team in a complex environment

Desirable Requirements

- Evidence of a minimum NFQ level 9 qualification in a relevant discipline
- Evidence of research in an appropriate academic field
- Evidence of experience and knowledge in healthcare education or regulation
- Evidence of experience in and exposure to the pre-hospital emergency care or healthcare environment
- Evidence of a proven track record in the implementation of strategic plans
- Be a registered healthcare professional

Salary

The salary for this post is that of a Public Service Officer Grade VIII; Currently
 €68,310 €68,924 €71,519 €74,123 €76,708 €79,304 €81,883

Reporting and Working Relationships

The Programme Development Officer is accountable to the Director of PHECC.

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 we 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 recruitment@phecc.ie , **to be received by close of business on 8th November 2019.**

Informal enquiries to Richard Lodge Director, PHECC (045 882042) or Kathleen Walsh (086 043 1077)