

Recruitment of Clinical Programme Manager

Pre-Hospital Emergency Care Council (PHECC)

Title of Position:	Clinical 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 Clinical Programme Manager will be a member of the Executive Management Team. He/she will provide vision and leadership to the Clinical Practice team and be the head of, and will lead on, PHECC’s Clinical Practice programme.

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

Clinical Practice Standards

- Advise the Council, HSE, Government Departments, public sector employers and other employers of Council’s clinical practice guidelines (CPGs) and Clinical Practice Procedures (CPPs).
- Advise the Council, HSE, Government Departments, public sector employers and other employers of Council’s Standards of Operation (SoO).
- Advise the Council regarding the appropriate scope of practice for PHECC registered practitioners and responders.
- Maintain a current Medication and Skills Matrix.
- Maintain a current Medication Formulary.
- Maintain a current Field Guide and Field Guide App.
- Engage in research into pre-hospital emergency care.
- Update and maintain the Seventh and Tenth Schedules in conjunction with the Medications Section, Department of Health.
- Serve as project manager for new clinical practice developments.

- Review and revise, as required, the current PHECC Clinical Practice Guidelines, Standards of Operation and Clinical Practice Procedures in light of international developments.
- Update and maintain the DCR table to support the priority dispatch standards.
- To act as the lead PHECC manager for the Medical Advisory Committee and the Priority Dispatch Committee.
- Respond to clinical queries received by PHECC from Department of Health, licensed CPG providers, Recognised Institutions, Approved Training Instructions, practitioners, responders, external agencies and members of the public.
- Represent PHECC as a member of various clinical care national committees as required.
- Currently; Out of Hospital Cardiac Arrest Registry, Sepsis Steering Group, National Ambulance Service Critical Care & Retrieval Services and Transport Medicine Advisory Committee, Acute Coronary Syndrome programme.
- To liaise with other National Clinical Programmes as required.

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.
- Represent PHECC as a member of various national committees as required;
 - Transport Medicine Advisory Committee
 - Acute Coronary Syndrome programme
- Undertake any other duties appropriate to the post as requested by the Director.

Qualifications/Experience:

Essential

- Registered or be eligible to be registered on the PHECC register at Advanced Paramedic division
- Holder of a level 8 qualification in a relevant subject.
- Experienced user of IT programmes (Microsoft Office).
- Minimum five years-experience of frontline pre-hospital emergency care delivery at ALS level.
- 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 with Research.
- Experience in project management.
- Experience in ambulance communication/control operations.
- Experience in training/education.
- Experience with responder level organisations through teaching and/or operations management.
- Active 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.**