

Recruitment of Clinical Information and Examinations Programme Manager

Pre-Hospital Emergency Care Council (PHECC)

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| Title of Position: | Clinical Information and Examinations 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 Information and Examinations Programme Manager will be a member of the Executive Management Team. He/she will provide vision and leadership to the Information and Examinations team and be the lead for Pre-Hospital Clinical Information Standards and NQEMT Examinations and Responder Examinations

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

Clinical Information:

- To act as the lead PHECC manager for the Quality & Safety Committee.
- Maintenance and development of pre-hospital clinical information standards pertaining to the assessment, management and delivery of care to the patient pre-hospital.
- Performance of systematic review of the clinical information standards in place.
- Maintenance and development of data collection tools both manual and digital as appropriate (PCR & eACR/ePCR).
- Maintenance and development of systems and processes whereby access to standards and data collection tools are in place for PHECC Licensed CPG Providers and Recognised Institutions.
- Monitor processes, guidelines and web information in relation to Clinical Information and Examinations.
- Briefing of SLT on leading digital patient information systems in accordance with international best practice.
- Collaboration with other healthcare organisations, standards bodies as appropriate in addition to Sláintecare and HSE Digital Transformation programmes.

NQEMT and Responder Examinations:

- Management of Council's statutory remit in relation to the delivery of the national qualification in emergency medical technology (NQEMT) examinations at the levels of competence of emergency medical technician (EMT) paramedic (P) and advanced paramedic (AP) - SI 109 of 2000 & SI 575 of 2004: Section 4.
- Management of the delivery of NQEMT examination results to candidates.
- Management of the process of certification of examination candidates at the level of competence of EMT, P and AP.
- Coordination of the delivery of training to examiner panel members.
- Coordination of the delivery of training to test item writer panel members.
- Management of the development of examination content by subject matter experts - test items and skills assessment material.
- Development, review and revision of examination standards in line with the requirements of Council, standing Committees.
- Management of the process of candidate Viewing and Rechecks for unsuccessful candidates.
- Management Council's examination appeals process.
- Development, implementation and ongoing review of processes and procedure for the effective delivery of the NQEMT examination function.
- Development and maintenance of examination material at Responder levels of Cardiac First Response (CFR), First Aid Response (FAR), Emergency First Response (EFR) and CFR and Medications for Listed Organisations (SI 449 of 2015).
- Coordination of delivery of examination material to training institutions approved to deliver responder level examinations – RI/ATIs.
- Work closely with Quality Review Framework (QRF) team in relation to the delivery of examinations in RIs and RI/ATIs.
- Engage in research in pre-hospital emergency care examination and assessment methodologies
- Report to Council with examination statistics annually.
- Preparation and presentation of reports to Council and Standing Committees of Council.
- Development of business plans annually in relation to the efficient delivery of the examinations function.
- Management of the examinations budget.

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.
- Respond to clinical queries received by PHECC from Recognised Institutions, Approved Training Instructions, practitioners, responders, external agencies and members of the public.
- Represent PHECC as a member of various national committees as required:

- Out of Hospital Cardiac Arrest Register (OHCAR) and related OHCA Strategy Group and OHCAR Applied Partnership Project
- National Office of Clinical Audit (NOCA) Trauma Audit
- Clinical Incident Stress Management (CISM) Network
- Contribute to the development of all national clinical information standards as part of stakeholder engagement exercises by HIQA
- To liaise with other National Clinical Programmes as required

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 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 at recruitment@phecc.ie , to be received by close of business on 30th of November 2020.