



### Job Description

<b>Job Title:</b>	Consultant Paramedic
<b>Band:</b>	8B
<b>Division:</b>	Isle of Ambulance Service
<b>Job Evaluation Reference No:</b>	1197/JE/22
<b>Responsible to:</b>	Head of Ambulance Services & Clinical Director
<b>Responsible for:</b>	Advanced Practitioners

### Overview

The Isle of Man Ambulance Service (IMAS) is a small innovative Ambulance Service that aims to hold the community at the centre of service delivery. As part of a small senior leadership team the post holder will contribute to strategic service development and integration with other services in line with the visions of Manx Care & Isle of Man Ambulance Service.

This is an exciting opportunity for a forward-thinking paramedic to play a major role in supporting the development of collaborative urgent and emergency care pathways across Manx Care.

The Consultant Paramedic is primarily responsible for the provision of clinical and management support, alongside contributing to appropriate standards of care and clinical governance across the Isle of Man Ambulance Service.

The successful candidate will require excellent communication skills (both verbally and written) and the ability to build effective relationships with service users, colleagues and other professionals.

### CARE

In Manx Care we pride ourselves on being committed, appreciative, respectful and excellent. CARE represents what we are about, what we stand for and what we value. All our recruitment, performance management and development is based on our CARE ethos.



## Job Purpose

Reporting directly to the Head of Service and with professional accountability to the Clinical Director the Consultant Paramedic (CP) is responsible for ensuring that clinical excellence and clinical leadership is embedded within and across the Isle of Man Ambulance Service & Manx Care.

The CP will ensure the continued development of an organisation that delivers the highest standard of clinical care.

The CP will be responsible for supporting the development and implementation of the national and local paramedic standards of proficiency, delivering quality clinical practice and will be a key liaison with partners to deliver local solutions for patient care.

The post holder will provide leadership and supervision to the specialist practitioners and the wider clinical teams and will support the IMAS Lead for Clinical Governance and safety.

They will lead the professional development of the ambulance service clinical workforce.

The CP will take part in a senior leader on call rota and perform in the role of on duty and on call tactical commander, providing leadership to the on duty operational commanders.

The role of the CP has four key areas of focus; expert practice, professional clinical leadership, education and development and research and evaluation.

The Consultant Paramedic work with the Clinical Director and Head of Ambulance Services to:

Deliver, in both quantitative and qualitative terms, the activity and targets agreed by the Head of Service, clinical director and Manx Care Board.

Ensure that systems are in place to deliver accurately and in timely fashion, all statutory information requirements.

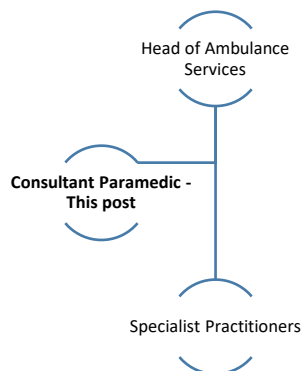
Support in the development of systems to provide clinical information to staff to enable them to contribute to the benchmark and audit their practice so as to improve the patient experience

Manage risks within the service in line with the risk management strategy and supporting procedures.

## Duties and Responsibilities

### Organisational Structure

A copy of the organisational structure and its relevance to this role is shown below.



### Communication and Relationship Skills

The communication and key relationships of this role are:

- Liaise with colleagues to ensure that activities across the service are appropriately co-ordinated and integrated
- Establish a working relationship with key stakeholders and external partners including the local groups and neighbouring departments (Acute and Primary care etc.) to ensure that the needs of the patients across the service are met
- Liaise with the Education Lead to build partnerships with organisations and departments to develop and promote a range of learning opportunities.
- Demonstrate high level of effective communication using a variety of media to a wide and varied audience.
- Ability to communicate and negotiate effectively with stake holders around operational and clinical issues.
- De-brief staff following major incidents and supporting the wider team

## Knowledge, training and experience required to do the job

The essential knowledge, training and experience requirements of this role are:

- ♥ Educated to Masters Level within the field of Advanced Clinical Practice.
- ♥ Lead by example in mentoring and supervising. Ensure adequate mentoring and supervision for all staff who deliver patient care and promote a learning culture throughout the service which allows these staff to develop to their full potential
- ♥ Offer appropriate educational advice in relation to care practices, service delivery and clinical and non-clinical development.
- ♥ Identify opportunities to apply new knowledge to their own and others' practice in ways that are capable of evaluation.
- ♥ Support and promote post-registration education, training and professional development to ensure that it meets the needs of the service.
- ♥ Work collaboratively with others to plan and deliver interventions to meet the learning and development within and across professional boundaries.
- ♥ Ensure the training needs analysis of staff working in relevant areas of paramedic care are undertaken in order to ensure continuous professional development and influence future training investment.
- ♥ Ensure the preceptorship of newly qualified paramedics and collaborate in the development, mentorship and management of all clinicians including clinical managers.
- ♥ Work with employer and professional bodies and others to ensure that policies are developed and implemented that support the evolution of paramedic practice

## Analytical and Judgement Skills

- ♥ Enhance own performance through continuously developing own knowledge, skills and behaviours to meet the current and future requirements of the job and respond to the learning needs of the Service.
- ♥ Maintain own CPD and contribute to own personal development by participating in annual appraisal with line manager, developing a PDP, and actively participating in agreed learning activities and evaluating effectiveness of learning in relation to role.
- ♥ Regularly review own practices and makes changes in accordance with current and/or best practice, makes suggestions for improved practice and identifies where other activities affect own practice
- ♥ To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- ♥ To contribute positively to the effectiveness and efficiency of the teams in which they work.

- ♥ To contribute to a healthy, safe and secure working environment by adhering to health and safety regulations, Manx Care policies, procedures and guidance. Take necessary action in relation to risks in the workplace including supporting others to manage risks and reporting incidents as necessary.
- ♥ To raise concerns around risk, malpractice or wrongdoing at work, which may affect patients, staff or the organisation, at the earliest reasonable opportunity.
- ♥ To abide by the Manx Care values, all staff must maintain the highest standards of care and service, treating every individual with compassion, dignity and respect, taking responsibility not only for the care you personally provide, but also for your wider contribution to the aims of your team and Manx Care as a whole;
- ♥ The post holder will be required to adapt to and undertake different or new duties in line with professional and service developments This Job Description is intended as a general guidance to the duties and responsibilities of the post and is not, therefore, exhaustive. It will be subject to review, in light of changing circumstances and in consultation with the post-holder.
- ♥ Ability to work independently at both operational and strategic levels and present the visions of the service.
- ♥ High level of clinical and operational knowledge to aid robust service wide decision making.
- ♥ Management of multi-disciplinary teams at incidents and provide clinical supervision.

### Planning & Organisational Skills

The planning and organisation skill requirements of this role are:

- ♥ The role will require planning and delivery of annual refresher and development of monthly sessions for the specialist and advanced clinical staff working within the ambulance service.
- ♥ The role will work across a variety of different teams internally and externally of the ambulance service to plan and support delivery of the yearly update training and education development for clinicians.
- ♥ To develop deliver the specialist and advanced practice strategy with a variety of stakeholders and any revisions of the strategy as required.
- ♥ Assist the Head of the Ambulance Service in delivering a safe and fit for purpose Ambulance Service into the future.

### Physical Skills

The physical skill requirements of this role are:

- ♥ To deliver advanced clinical skills for example (Finger thoracostomy)
- ♥ Respond to patients or incidents driving under emergency conditions when required.
- ♥ Ability to work as an operational paramedic with good dexterity.
- ♥ Response driver trained with recent competence.
- ♥ Ability to perform moving and handling tasks safely.

### **Patient/Client Care**

The patient/client care requirements of this role are:

- ♥ The role will provide lead our specialist teams and as part of an on call or when on duty provide specialist advice to colleagues about patient care.
- ♥ The role will require the individual to be a specialist practitioner using specialist and advanced diagnostic equipment like ultrasound and interpret the results.
- ♥ The post holder will be able to demonstrate effective and appropriate skills in communicating information, advice, instruction and professional opinion to colleagues, patients, clients, service users, their relatives and carers.
- ♥ Work as an operational paramedic and maintain CPD in relation to both clinical and managerial responsibilities.
- ♥ Manage complex clinical care / cases and support other operational staff as required.
- ♥ Ability to effectively triage patient care requirements.
- ♥ Adhere to HCPC regulatory requirements.
- ♥ Attend a variety of incidents as a Paramedic
- ♥ Provide support to other professionals / crews on scene
- ♥ Be directly involved in service delivery and design
- ♥ Provide clinical advice to staff and Joint Control Room Operatives on a daily basis
- ♥ Prioritise calls centred around criticality/urgency of community incidents

### **Policy and Service Development**

The policy and service development requirements of this role are:

- ♥ Creation, implementation and review of policies and standard operating procedures for specialist practice
- ♥ Will be prepared to rotate through various roles of responsibility as directed by the Head of Ambulance Service and Clinical Director, e.g. different service areas within the care group, mental health etc.
- ♥ Assist and Lead on the development of relevant Ambulance Service policies.

### **Financial and Physical Resources**

The financial and physical resource requirements of this role are:

- ♥ Authorised signatory for sign off for timesheets and expenses for team members
- ♥ Assist Head of Ambulance Service in budget management.
- ♥ The post holder will have a financial delegation of £1000
- ♥ Follow Isle of Man Government management policies and procedures including Financial Regulations, as well as adhering to the Management of Health and Safety Regulations.
- ♥ Prepare business cases as required.
- ♥ Assisting in procurement and tendering of services and equipment.

## Human Resources

The Human resource requirements of this role are:

- ♥ Line Management responsibility for the specialist practice department.
- ♥ Responsible for the education and teaching to these staff hold specialist practice qualifications to remain confident and competent.
- ♥ Active participation in investigations for discipline/capability and grievance procedures.
- ♥ Create, maintain and implement effective operational/clinical policies and procedures and ensure the optimal deployment of manpower and resources.
- ♥ Act as Senior Manager being on call for Tactical Commander on rotation (in and out of hours).
- ♥ The post holder will be the direct line manager of professional and clinical line manager for the specialist practitioners which includes usual management duties, such as; PDR's, one to one meetings, supporting sickness absence, appraisals and performance and development of staff.

## Information Resources

The information resource requirements of this role are:

- ♥ To create reports from the specialist practice team,
- ♥ To utilise the suite of computer based systems used across Manx Care
- ♥ Assist service to deliver integrated data and IT infrastructure.
- ♥ High level of GDPR and record management knowledge.
- ♥ Electronic rota – ensure cover a minimum of staff levels at all times
- ♥ PIP – pay related factors, sickness and leave
- ♥ Performance Databases – informs department of safety and quality reports
- ♥ Service SharePoint – policies procedures and instructions are available to staff

## Research and Development

- ♥ Develop and establish research partnerships.
- ♥ Critically appraise and synthesise the outcomes of relevant research, evaluations and audits and apply them to improve practices.
- ♥ Continually evaluate and audit the practices of self and others, selecting and applying a broad range of valid and reliable evaluative approaches and methods, which are appropriate to needs and context.
- ♥ Lead the development of research projects, advising practitioners on the application of research, dissemination and publication of research findings.
- ♥ Able to develop research protocols and study documentation in partnership with others.
- ♥ Develop and maintain Area audit plans contributing the wider IMAS audit programme
- ♥ Prepare regular Area reports on progress with the audit programme
- ♥ Promote clinical audit, service evaluation and research across the organisation

### Freedom to Act

The freedom to act requirements of this role are:

- ♥ Is guided by general health, organisational or broad occupational policies, but in most situations the post holder will need to establish the way in which these should be interpreted.
- ♥ Act within acceptable parameters as an employee/ Manager for the service, having regard to the applicable 'Code of Conduct for your role and ensuring own practice is in accordance with service policies.
- ♥ To act in ways that support equality and diversity and the rights of individuals, ensuring own practice is in accordance with Manx Care policies. Identify and take action when own or others' action undermines equality and diversity.
- ♥ Work within relevant regulatory and legislative frameworks.
- ♥ Responsible for their own actions and line managed staff.
- ♥ As senior leadership team member objectives are agreed with Head of Service the post holder has freedom on how these are achieved and prioritised.

### Confidentiality

In the course of your duties you may have access to confidential material about patients, members of staff or other business of the Department. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and /or treatment of the patient. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded by your employers as gross misconduct which could result in disciplinary action being taken against you. In the case of information held on computer systems, you may be held personally liable if you in any way knowingly contravene the appropriate terms of the Data Protection Act 2018.

### Health & Safety

It is the duty of all employees to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

In the absence of Manager/ Deputy Manager, the Registered Nurse is responsible for all patients, staff, allied health professionals, the building and all safety protocols.

### **Safeguarding**

The Isle of Man is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects staff to share this commitment.

Staff must work in accordance with all health and social care policies relating to safeguarding.

## Job Description Appendix 1

### Physical, mental and emotional demands of the job and working conditions

#### Physical Effort

- ♥ There is an occasional requirement to exert moderate physical effort for several long periods during a shift
- ♥ Frequently drive and control an ambulance service vehicle in various road, traffic, and weather conditions.
- ♥ Working in varied environments including but not limited to incident scenes, uneven surfaces and office work.
- ♥ Working in sometimes cramped or poor habitual conditions, often kneeling or crouching.
- ♥ Move, carry and handle patients which may include repetitive movements.
- ♥ Move patients over long distances

#### Mental Effort

- ♥ There is a frequent requirement for concentration where the work pattern is unpredictable
- ♥ Manage distractions and priorities and be able to make balanced decisions.
- ♥ Be able to calculate various medication doses.
- ♥ Ability to work from home and maintain confidentiality when on call.
- ♥ Concentrate on advanced driving in accordance with road, traffic and weather conditions.
- ♥ Deliver emergency medical care in a variety of situations which can never be predictable.
- ♥ Dynamically meet the varied demands placed upon the service.
- ♥ Meet deadlines.

#### Emotional Effort

- ♥ Occasional exposure to traumatic circumstances
- ♥ Frequently deal with distressing or emotional circumstances dealing with seriously injured patients, unexpected deaths, communicating bad news to patient's relatives or carers.
- ♥ Attend incidents involving children.
- ♥ Oversee or manage ambulance responses to sudden infant death syndrome (SIDS) incidents.
- ♥ Facilitate hot debriefs and manage staff welfare.

#### Working Conditions

- ♥ Frequent exposure to unpleasant working conditions for example dealing with patients in Cardiac Arrest, or high mechanism of trauma.

- Occasional exposure to hazards that include: inclement weather, excessive temperatures, unpleasant smells/odours, unpleasant substances/non household waste or equipment, working in isolation, driving, foul linen, risk of needle stick injuries, chemical spills/hazardous substances,
- May be exposed to or witness potential aggressive behaviour.

**Agreement of above description**

I have read and agree with the above description

**Job Holder's Name** (please print)

**Date:**

\_\_\_\_\_

**Job Holder's Signature**

\_\_\_\_\_

**Date:**

**Line Manager's Name** (please print)

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**Line Manager's Signature**

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**Person Specification**

<b>Job Title:</b>	Consultant Paramedic
<b>Department:</b>	Isle of Man Ambulance Service
<b>Division:</b>	Ambulance Service
<b>Band:</b>	8B

Attributes	Essential (E) or Desirable (D)	Method of Assessment
<b>Qualifications</b> <ul style="list-style-type: none"> <li>♥ HCPC-registered paramedic</li> <li>♥ Master’s degree in a relevant clinical field or equivalent qualifications.</li> <li>♥ Extensive evidence of audit and evaluation / benchmarking of clinical services or procedures</li> <li>♥ Evidence of recent on-going personal development action, as well as activity and reflective practice</li> <li>♥ Current broad knowledge of the national NHS &amp; IOM context.</li> <li>♥ Strategic awareness of the challenges facing health and social care and in particular with ambulance services</li> <li>♥ Clear evidence of leadership and development in the pre hospital setting</li> <li>♥ PhD or equivalent</li> <li>♥ A recognised teaching qualification or equivalent demonstrable ability with evidence</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>	<p>CV</p> <p>Interview</p>



<p>of teaching in practice and/ or classroom situations</p> <ul style="list-style-type: none"> <li>♥ Mentoring and coaching; minimum of Practice Placement Educator Level 3 (certificate) or significant demonstrable development of mentoring and coaching skills through formal learning and application</li> <li>♥ Non-medical prescribing qualification</li> <li>♥ Qualification incorporating extended clinical practice skills (e.g. specialist or advanced practitioner, paramedic practitioner, Critical Care Paramedic)</li> <li>♥ Experience of Tactical commander role or undertaken National Ambulance Resilience Unit (NARU) training</li> </ul>	<p>D</p> <p>D</p> <p>E</p> <p>D</p>	
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>♥ Expert knowledge of acute community care and able to demonstrate credibility</li> <li>♥ Up-to-date portfolio including significant demonstrable relevant and recent CPD activity</li> <li>♥ Recent demonstrable experience working as an autonomous practitioner</li> <li>♥ Demonstrable experience of providing clinical assessment and advice</li> <li>♥ Experience of research in practice</li> <li>♥ Experience of teaching and/or mentorship</li> <li>♥ Experience in presenting evidence at inquest and court as well as preparing independent evidence</li> <li>♥ Demonstrable experience in clinical investigation</li> <li>♥ Experience of working with HCPC</li> <li>♥ Experience and knowledge of clinical equipment</li> <li>♥ Experience within control room operations and as providing strategic clinical advice</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p>	<p>CV</p> <p>Interview</p>

<ul style="list-style-type: none"> <li>♥ Demonstrable and current experience working as a frontline paramedic</li> </ul>	E	
<p><b>Attributes</b></p> <ul style="list-style-type: none"> <li>♥ In-depth knowledge of patient pathways</li> <li>♥ Understands approaches to continuous quality improvement</li> <li>♥ Proven track record in developing clinical policy and procedure</li> <li>♥ Able to engage effectively with staff and stakeholders in complex and sensitive environments</li> <li>♥ Good presentation skills</li> <li>♥ Ability to plan and organise a range of complex activities, which require the formulation and adjustment of plans or strategies.</li> <li>♥ Ability to lead, motivate and inspire others.</li> <li>♥ Highly developed negotiating and influencing skills at a senior level.</li> <li>♥ Demonstrates resilience, confidence and self-belief when under pressure.</li> <li>♥ Committed to promoting diversity and awareness of equal opportunities</li> <li>♥ Able to produce results to deadlines and work under pressure</li> <li>♥ Able to be flexible – across geographical areas and work hours</li> <li>♥ Able to work effectively within a team</li> <li>♥ A tutoring role with a higher educational establishment</li> <li>♥ Trainer in ALS, EPLS, PHTLS or similar</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>	<p>CV</p> <p>Interview</p>

<ul style="list-style-type: none"> <li>Ability to handle detail within strategic plans and make informed decisions and judgements involving highly complex facts or situations requiring analysis or comparison of a range of options.</li> </ul>	E	
<ul style="list-style-type: none"> <li>Ability to think creatively and display an innovative approach to identifying and implementing solutions to further enhance the delivery of services.</li> </ul>	E	
<ul style="list-style-type: none"> <li>Strong analytic and critical reasoning skills in order to identify and initiate resource and quality of service improvements across a number of sites which are key to the success of delivery.</li> </ul>	E	
<ul style="list-style-type: none"> <li>Able to design and deliver compelling presentations</li> </ul>	E	
<ul style="list-style-type: none"> <li>Significant and demonstrable experience as a qualified paramedic</li> </ul>	E	
<ul style="list-style-type: none"> <li>Able to assess and treat a wide variety of patients, and make advanced practitioner decision and interventions</li> </ul>	E	
<ul style="list-style-type: none"> <li>Demonstrable achievement in influencing colleagues to deliver targets and maintain performance</li> </ul>	E	
<ul style="list-style-type: none"> <li>Demonstrable achievement in advancing and developing clinical services</li> </ul>	E	
<ul style="list-style-type: none"> <li>Evidence of performance reviews</li> </ul>	E	
<ul style="list-style-type: none"> <li>Role modelling professional conduct, openness and inclusion</li> </ul>	E	

<ul style="list-style-type: none"> <li>♥ Encouraging innovative thinking in self and others</li> <li>♥ Working under pressure, demonstrating resilience, confidence and self-belief in these situations</li> <li>♥ Writing concise reports</li> <li>♥ Effective working without supervision</li> <li>♥ Able to demonstrate clinical work in a variety of practice settings</li> <li>♥ Satisfactory Police Check</li> <li>♥ Full Valid Driving Licence</li> <li>♥ Isle of Man Worker</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>Pre-employment Checks</p>
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