



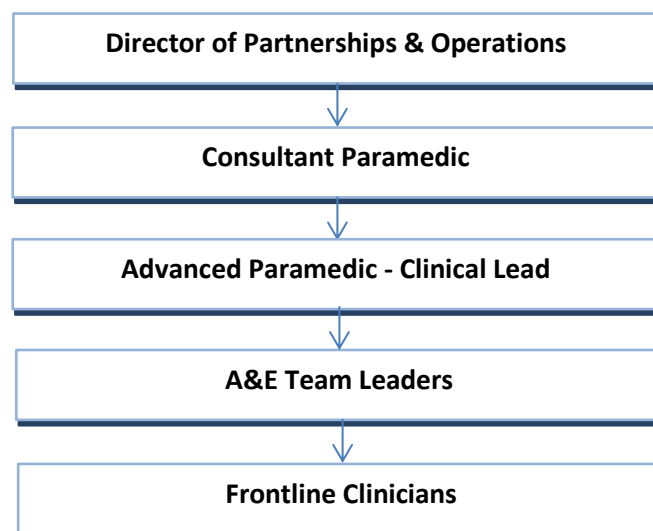
Job Description

Job Title: Advanced Paramedic - Clinical Lead
Reference No: YAS1260
Department: Operations Directorate
Base: Various
Band: 8a

Organisational Relationships:

Responsible to: Director of Partnerships & Operations
Accountable to: Consultant Paramedic
Responsible for: Clinical leadership of area teams

Organisational Chart



Organisational Values

You will share a commitment to our values:

Kindness
Respect
Teamwork
Improvement

Job Role Summary

The Advanced Paramedic (Clinical Lead) is a senior clinical post embedded in operational leadership teams. Working with operational and clinical leadership teams the Advanced Paramedic - Clinical Lead is responsible for ensuring patients receive effective care through leadership, supervision, and education.

The Advanced Paramedic - Clinical Lead will be responsible for clinical activity within the teams they are responsible for. Understanding key performance indicators, formulating, and agreeing plans for improvement is fundamental to the role.

The post holder will lead clinical developments by analysing performance data, developing plans for local improvement, and leading the implementation of local and Trust wide clinical improvement priorities/plans. They will be responsible for mitigating clinical risks within their area as they arise, supporting staff to remain proficient, setting priorities for education activity and working at a regional level to report themes and trends relevant to their area. They will be responsible for delivery of the Clinical Case Review Policy, Newly Qualified Paramedic Programme and ensuring team-based education activity is focussed, responsive and effective.

Key relationships include:

- Consultant Paramedics
- Area Operations Managers
- Team Leaders
- Lead Paramedic
- Associate Director for Paramedic Practice
- Area Clinical Governance Leads
- YAS Academy Educators
- Pathways managers
- Deputy and Heads of Service
- Support Managers and support services department leads
- Human Resources Business Partners
- Trade Union representatives

Core Responsibilities

- Responsible for ensuring clinical performance indicators (ACQIs) and quality standards are achieved.
- Responsible for the clinical leadership of team leaders within area – supervision, mentorship and setting direction.
- Work alongside Area Clinical Governance Leads to ensure audit outputs are analysed and improvement plans are developed and implemented, monitoring their effectiveness.
- Responsibility for clinical education plans (investment days) for area, ensuring quality and they align to local and regional priorities. Oversee their delivery by Team Leaders.
- Ensure local clinical induction processes are in place and responsive to recruitment flow.
- Providing expert clinical oversight within area – working closely with operations leadership to ensure service delivery and clinical quality standards are maintained.
- Conduct and provide subject matter expertise to clinical investigations and reviews, forming balanced judgements regarding the standard of care provided in line with the Just Culture guide.

- Delivery of NQP programme.
- Delivery of CCR policy.
- Implementation of the Clinical Strategy/Plan for area of responsibility.
- Cross cover for other areas where required.
- Deputise for the Consultant Paramedic as required.
- Respond to emergencies - provide expert clinical care working as part of clinical teams responding to patients.
- Where required, undertake a functional role at major incidents in line with Trust emergency preparedness procedures and commander framework.
- Where required, participate in an on-call rota.
- Promote a culture of talent development, nurturing talents and building strengths within teams.

Communication and Relationship Responsibilities

- Articulate complex and sensitive information to a range of internal and external stakeholders. Discussing incidents where clinical decision making / actions require scrutiny and may be contentious or presenting performance data and plans for improvement to commissioners, partners, and external stakeholders.
- Generating written reports and accounts that are clear and concise. Reports may be admissible in legal, coronial, or regulatory proceedings.
- Using digital media to support timely and responsive communication, connecting a disparate workforce.
- Communication must be dynamic, responsive, and professional when dealing with service users, their families, and the public. Overcoming communication barriers for instance where English is not the first language, and dealing with patients, relatives, families, and staff who are under stress and emotional turmoil.
- Communication must be timely and accurate. The ability to recognise, mitigate and escalate patient safety and fitness to practice risks is core to the role.
- The post holder must be, at all times, an ambassador for patients and advocate clinical excellence during all activities. This means being able to offer challenge in a balanced and objective manner.
- A key point of liaison between Clinical, Operational and Academy directorates and the post holder will be required to build and maintain effective working relationships with partners.
- Facilitating rapid improvement programmes, quality improvement and staff forums where clinical improvements can be suggested, considered, and implemented at the discretion of the post holder.

Analytical and Judgemental Responsibilities

- Providing clinical leadership to team leaders and clinicians. Regularly facilitating reflection and reviewing the clinical practice of others, well developed analytical and judgement skills are required.
- Providing specialised advice to staff, leaders, and colleagues often regarding complex care cases, expert understanding of paramedic practice is essential.
- The post will be required to receive and analyse national, regional, and local policy, guidelines, and evidence to underpin their judgements in all activities.

- The role requires analysis of often complex and challenging information including legal, ethical, and clinical information.
- The post holder must be able to interpret and understand key clinical performance data such as ACQIs/AMBCos and quality reports, as produced by Area Clinical Governance Leads and through audit. Using this data the post holder will develop improvement plans, setting out measures for success.
- Working with operational leadership colleagues, understand demand forecast and profile in order that non-urgent activity doesn't unduly impact our ability to respond to patients.

Planning and Organisational Responsibilities

- The post holder will be required to manage their own time working to firm deadlines and managing multiple streams of work concurrently. For instance, analysing and reviewing multiple incidents / cases concurrently.
- Prioritising workload to ensure maximum efficiency, managing upwards, delegating, and coaching others effectively will be key to ensuring objectives are met.
- The role will be required to plan, develop, and deliver educational activities such as CPD events and courses regionally or as part of an improvement plan within locality.
- The post holder is responsible for developing a culture of learning through the development of communities of practice.
- The post holder is responsible for delivery of the Newly Qualified Paramedic programme.
- Planning and arranging meetings with staff under the Clinical Case Review policy, ensuring all relevant stakeholders are present whilst working with operations leadership teams to minimise abstraction and impact on service delivery.
- Providing leadership to supervisors, managers and staff, the post holder is required to ensure staff development plans are achievable and delivered.

Policy and Service Development Responsibilities

- The post holder will be required to develop, understand, and lead the implementation of new policies and procedures relevant to their service line as required.
- Engage with and contribute to the Trust strategy, promoting its successful implementation within locality.
- Recognise and promote areas of good practice and opportunities for organisational learning.
- Plan and implement service development initiatives locally, based on regional and local needs.
- The post holder will also be responsible for devising and presenting plans for improvement to the locality operational management team, balancing operational and clinical challenges to ensure patients receive excellent care.

Financial, Physical and Information Resource Responsibilities

- Authorised signatory for expenditure up to £1000.
- Signatory for mileage, expenses and overtime claims relevant to role.

- Accountable for the procurement, security, and maintenance of training assets within locality.
- Uses complex equipment safely including responsibility for new medical device implementation and assurance around safe systems of work.
- Identifies and implements opportunities for financial efficiencies and cost improvement plans as appropriate.
- Delegated budget – commissioning venues and catering for activities in line with the Trust training plan. For instance, NQP development days and CPD events.
- Work with operational management teams to minimise abstraction rates and unavailability whilst ensuring timely investigations and clinical development.
- Responsible for the generation of detailed statistical reports relating to clinical quality and performance.
- Operate and maintain databases relevant to role.

Research and Audit Responsibilities

- Regularly undertakes and participates in research activity: service evaluations, writing for publication, responsibility for equipment testing and clinical trial participation.
- The post holder must be able to interpret and understand key clinical performance data such as ACQIs and quality reports, as produced by Area Clinical Governance Leads and through audit. Using this data the post holder will develop and oversee improvement plans, setting out measures for success.
- Working collaboratively with research teams to implement clinical trials and research projects for area of responsibility.
- Receive and implement research outputs within area to ensure clinical excellence.

Leadership, Management, Training and Supervision Responsibilities

- The post holder will be responsible for a broad range of clinicians within locality. Working with senior clinicians and operational leaders, the post holder will provide specialist clinical advice with other subject matter experts to provide joined up clinical leadership to all staff within the locality.
- Responsibility for setting direction at a locality level working to deliver Trust strategy, identify and respond to local risks and accountable for service line improvement.
- Responsible for monitoring and analysing clinical performance and derive local training activity priorities for improvement.
- The post holder is required to constantly devise, oversee, and deliver learning activities within locality. This includes CPD, periodic team training, NQP development days and other training as required.
- The post holder will provide clinical support to mentors and trainees within the locality.
- As required the post holder will be expected to participate in the recruitment and selection of staff, including new starters and internal promotions / secondments.

Corporate Responsibilities

- It is the responsibility of each member of staff to ensure that they maintain the confidentiality and security of all information in accordance with the requirements of the General Data Protection Regulation (GDPR), Data Protection Act 2018, the common law duty of confidentiality and, for the protection of patient confidentiality, the principles of Caldicott.
- Managers should also ensure that their staff are aware of their obligations under legislation such as the Freedom of Information Act 2000; Computer Misuse Act 1990, and that staff are updated with any changes or additions relevant to legislation.
- Staff must be aware of and adhere to the provisions of the Health and Safety at Work Act and to ensure their own safety and the safety of colleagues and patients.
- Mandatory training requirements that are relevant to the post must be decided during Personal Development Review and a training plan developed.
- Staff should be aware of their individual responsibilities under the Equal Opportunities Policy and ensure that they adhere to the provisions of the policy.
- Individuals are also required to comply with the policies, procedures, and protocols in place within the Trust.
- This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the post. It may be subject to change in the light of developing organisational and service needs and wherever possible change will follow consultation with the postholder.

Safeguarding Children

- To recognise and report to the appropriate authorities any concerns regarding Child Protection issues to include possible child abuse.
- Under section 11 of the Children Act 2004 all NHS staff must ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children (Working Together to Safeguard Children 2015).
<http://www.workingtogetheronline.co.uk/index.html>

Safeguarding Adults

- To recognise and report to the appropriate authorities any concerns regarding Vulnerable Adult issues to include social care and mental health.
- All staff must comply with mandatory training requirements and ensure that adult safeguarding is embedded as an essential part of their daily practice.

For Administrative Purposes only:

Prepared/Reviewed by: Jonathan Milnes – Consultant Paramedic (South Yorkshire)

Approval Date: 24/04/2024

Review Date: 24/04/2027

Person Specification

Factors	Description	Essential/ Desirable	Assessment Method
Skills / Competencies	<ul style="list-style-type: none"> Ability to analyse and synthesise complex information and data. Proficient in the use of digital technologies, including Microsoft Office. Successful completion of the national NQP Consolidation of Learning portfolio (where applicable) Developed time management skills, working to strict deadlines, delegating, and prioritising workload as required. Evidence of being able to contribute to and challenge across multi-disciplinary teams. Full UK driving license including C1 and emergency driving and is able to travel between YAS and external sites. 	Essential Essential Essential Essential Essential Essential	App/Interview
Qualifications / Knowledge.	<ul style="list-style-type: none"> Paramedic Registered with the HCPC Relevant degree (Paramedic, Health) Holds a relevant Master's Degree or currently working towards Commitment to undertake postgraduate education relevant to the post. Teaching qualification In depth knowledge of the NHS agenda and the influences of political, social, and economic factors. Expert understanding of current clinical practice guidelines, evidence and policies relating to the out of hospital arena. Project Management qualification Understanding of commissioning, financial, and budgetary processes relevant to role 	Essential Essential Essential Essential Essential Essential Desirable Essential	App / Interview
Experience	<ul style="list-style-type: none"> Significant experience leading disperse and varied clinical teams. Experience contributing to and implementing and leading clinical governance arrangements. Demonstrable track record of leading teams to deliver against objectives. Track record, introducing, leading, and managing change at scale. Experience of leading working groups, meetings, and forums Evidence of participation in research and development activities Experience in the design and delivery of educational programmes, learning and CPD. 	Essential Essential Essential Essential Desirable Essential Essential	App/Interview

	<ul style="list-style-type: none"> Has previously contributed to and implemented policies and procedures. Experience providing remote clinical advice and supporting decisions about patients with complex care needs. 	Desirable Desirable	
Values and Behaviours	<ul style="list-style-type: none"> Kindness - As a Trust, we believe kindness is shown by caring as we would care for our loved ones. Respect - As a Trust, we believe respect is having due regard for the feelings, contribution, and achievements of others, adhering to the highest professional standards, even in the most challenging of circumstances. Teamwork - As a Trust, we believe teamwork is working collaboratively and openly with colleagues, patients, volunteers, and partners, striving to achieve an exceptional standard in everything we do. Improvement - As a Trust, we believe improvement is a commitment to learning, developing, and implementing best practice to deliver better care and services. 	Essential	App/Interview
Personal/Other	<ul style="list-style-type: none"> Excellent interpersonal and verbal and written communication skills. Able to present complex, sensitive, and contentious information. A positive leader, embracing and leading change, and able to make difficult and contentious decisions. Compassionate and empathetic, able to support others in crisis and through turmoil. Creative and innovative in approach to problem solving. Member of College of Paramedics Flexible and able to meet the demands of 24/7 service, participating in on-call rota (as required) Has a developed self-awareness and emotional intelligence. Commitment to own development and CPD 	Essential Essential Essential Essential Desirable Essential Essential Essential	Application /Interview / Reference

Job Risk Profile

This role involves:	Details of Risk Level					Examples
	Yes	No	Rare	Occasional	Frequent	
Lifting Weights / objects between 6 – 15 kilos	X				X	Lifting equipment
Lifting weights / objects above 15 kilos	X		X			Lifting and moving people
Using equipment to lift, push or pull patients / objects	X			X		Using moving and handling devices
Lifting heavy containers or equipment	X			X		Response bag / defibrillator
Running in an emergency	X		X			From vehicle to patient
Driving alone / with passengers / with goods	X				X	Travelling to meetings and responding to emergencies
Invasive surgical procedures	X			X		Paramedic interventions: cannulation for instance
Working at height	X		X			During emergencies
Concentration to assess patients / analyse information	X				X	During emergencies and investigations
Response to emergency situations	X				X	Key component of role
To change plans and appointments / meetings depending on the needs of the role	X				X	Autonomy over own diary and commitments
Clinical Interventions	X				X	Working to scope of paramedic
Informing patients / family / carers /stakeholders of unwelcome news	X				X	As part of clinical leadership responsibilities

Caring for terminally ill patients	X			X		Terminally ill patients do require ambulance care
Dealing with difficult family situations	X			X		Working with families is commonly required
Caring for / working with patients with severely challenging behaviour	X			X		Some patients will have challenging behaviour
Typing up of minutes / case conferences	X				X	Transcribing clinical conversations, case reviews
Clinical / hands on patient / client care	X				X	Clinical duties key to the role
Contacts with blood / bodily fluids	X				X	Common in paramedic practice – dealing with patients
Exposure to verbal aggression	X			X		Occasional during response to emergencies, dealing with the public in crisis
Exposure to physical aggression	X		X			Potential during response to emergencies, dealing with the public in crisis
Exposure to unpleasant working conditions dust / dirt / fleas	X			X		Living conditions of some patients
Exposure to harmful chemicals / radiation	X		X			Road traffic collisions, potential major incident situations
Attending the scene of an emergency	X				X	Essential requirement of patient facing role
Food preparation and handling		X				
Working on a computer for majority of work	X				X	Predominantly use of technology to support work activity
Use of road transport	X				X	Travelling to meetings, emergencies