

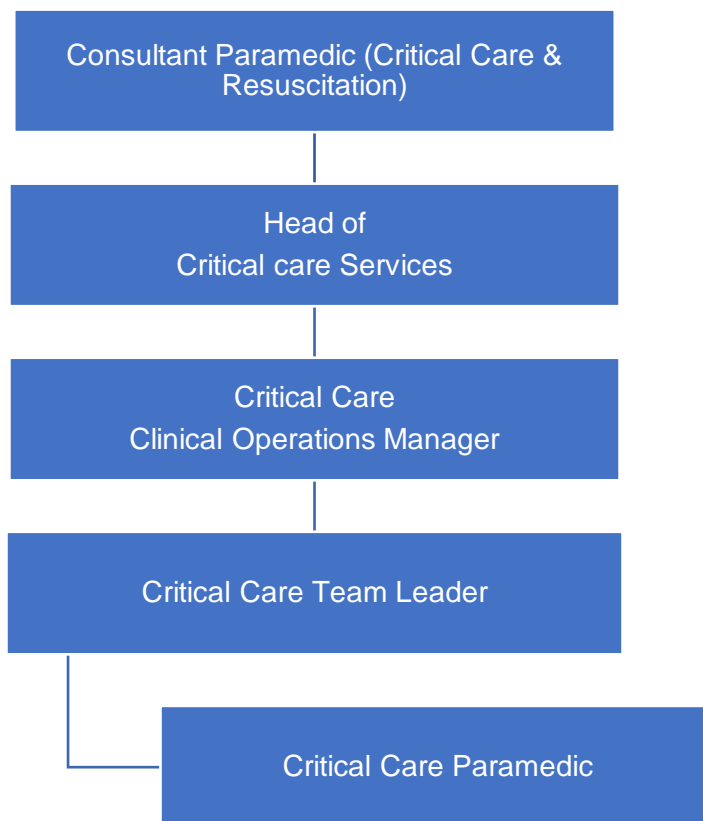


JOB DESCRIPTION

Critical Care Team Leader

1. Job Details	
Job Title:	Critical Care Team Leader
Pay Band:	7
Reports to:	Critical Care Clinical Operations Manager
Accountable to:	Consultant Paramedic - Critical Care & Resuscitation.
Responsible for :	Critical Care Paramedics
Location/ Site/ Base:	Trust Base location (geographical spread) Responsibility across 2 Trust sites Travel Trust-wide CCD
2. Job Purpose	
<p>To provide operational and logistical management to two CCP base locations. To provide line management and clinical quality oversight to one Trust-wide CCP team (governance team). Undertaking clinical shifts as an operational CCP and providing a local point of contact for specialist advice. Support the overall leadership of the Critical Care OU. Undertake shifts on the Critical Care Desk.</p>	
3. Role of Department	
<p>Provide strategic medical and corporate leadership and advice to the Trust on all matters pertaining to patient care.</p> <p>Lead on continuous quality improvements in clinical practice, the quality of care provided and the reduction of clinical risk.</p> <p>Implement and lead change to deliver the Trust' Clinical Strategy whilst ensuring that robust clinical governance systems are in place.</p> <p>Work collaboratively with the Quality & Nursing Directorate to develop a culture, which embeds Clinical Quality and Governance and monitors its effectiveness.</p> <p>Provide professional leadership for all clinical staff grad</p>	

4. Organisation Chart



5. Duties & Responsibilities

Clinical

Undertake clinical shifts as a CCP;

To work with a CCP scope of practice, under appropriate supervision as required, to deliver critical care treatment in a variety of situations.

To collect, analyse and utilise patient information from the patient's history, physical examination, laboratory, and radiographic and other diagnostic data and identify relevant problems.

Maintain required standards of clinical competence and qualifications.

To administer medications under Trust and National guidance, within the appropriate legislative framework including patient group directions (PGDs).

Point of contact for specialist clinical advice relating to resuscitation, trauma and high acuity pathways for internal and external stakeholders.

Undertake shifts on the Critical Care Desk in the Emergency Operations Centre.

Where required, respond as an MTA trained Operative.

Management/Leadership

Responsible for line management of a regional CCP governance team, such as but not limited to, performance reviews, Sickness reviews, Appraisals.

Responsible for operational logistics of two OU based CCP teams.

Provide operational clinical leadership and supervision.

Facilitate debriefing following challenging cases.

Provide first line welfare support to the CCP team.

Support local management team with activity relating to CCP scope of practice.

Undertake investigations relating to resuscitation, trauma or CCP practice.

Support other CC-TLs and CCP teams as required.

Deputise for the Critical Care Clinical Operations Manager as required.

Education

Support CCP training and education.

Support local education and training within scope of practice, including Key Skills.

Provide mentoring for trainee CCPs and local clinical staff.

Quality Improvement

Support development of the CCP clinical practice.

Support Trustwide and local clinical quality improvement and innovation.

To undertake clinical audit as required.

To participate in research activity as required to promote and develop the critical care agenda

General

Demonstrate personal accountability in their everyday practice and an understanding of their responsibility for staff to which they delegate actions.

The post holder will be expected to adopt a flexible attitude to take account of the changing needs of the service

Be required to support and move patients under the manual handling rules and regulations and use appropriate moving and handling equipment.

To deal with bodily fluids on occasions.

Performance Management

Disciplinary / Grievance: First line management authority for disciplinary action or grievance resolution

Capability: CCTL is authorised to recommend to local Operational Management Team/Professional Standards cases where performance/capability monitoring should be applied.

Finance: Nil

Ensure that the Trust's funds are properly used, represent value for money and can withstand public scrutiny.

Act within Standing Orders and Standing Financial Instructions of the Trust.

Disclosure and Barring Service Check

We are committed to the safeguarding and welfare of children and vulnerable adults.

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions. The process will be completed as part of your pre-employment checks and repeated every 3 years as a minimum. Your suitability for this position (based on the results of the DBS) will form an important condition of your ongoing employment.

Values

The Post holder will be required to demonstrate compassionate care in their daily work and adopt the 6 Cs - NHS values essential to compassionate care: **Care, Compassion, Competence, Communication, Courage and Commitment**. Post- holders will also be required to understand and work in accordance with the NHS constitution and put the patient at the heart of their work.

Safeguarding Children, Young People and Adults at risk of abuse and neglect

South East Coast Ambulance NHS Trust is committed to safeguarding and promoting the welfare of children, young people and adults at risk of abuse and neglect, and expects all staff and volunteers to share this commitment. All staff are required to adhere to the trust's safeguarding policy and understand their individual safeguarding responsibilities

Equality and Diversity/Equal Opportunities

The Trust recognises the need for a diverse workforce and is committed to Equal Opportunities. It seeks to eliminate unlawful discrimination against colleagues, potential employees, patients or clients on the grounds of sex, marital status, disability, sexual orientation, gender identity, age, race, ethnic or national origin, religion, pregnancy/maternity, political opinion, or trade union membership and to promote equality of opportunity and good relations between staff and clients. Individuals, including volunteers, contractors and temporary workers, must at all times indicate an acceptance of these principles and fulfil their responsibilities with regard to equality legislation and the Trust's Equality Diversity and Human Rights Policy and protocols. Similarly, all individuals have a responsibility to highlight any potentially discriminatory practice to their line manager, human resources department or trade union/professional associations, ensure that they treat everyone with respect and consideration and attend relevant mandatory training.

As a member of the leadership team/ management team, the post-holder is expected to take responsibility for embedding equality and diversity in their work and areas of management responsibility. This will include leading on specific E&D related work streams and ensuring that the Trust is compliant with the appropriate equality legislation.

Corporate governance:

High standards of governance are vital in healthcare organisations. Good governance sets the boundaries and structures in which we are able to function safely and provide the most effective care to our patients. We ask all employees to:

- Familiarise yourself with and apply Trust-wide and local policies, procedures and other formal instructions;
- Act within the scope of your authority and/or practice at all times. Limits of financial authority are set out in our Standing Financial Instructions;
- Undertake the statutory and mandatory training suitable to your role and maintain any relevant professional registration(s);
- Maintain accurate and timely records wherever required; and
- Notify the Trust if you identify any areas for improvement in any areas of corporate governance so that we can learn and improve.

Infection Prevention and Control

The prevention and control of infection is recognised as everyone's responsibility. All staff, bank workers, volunteers and contractors, both clinical and non-clinical are required to make every effort to maintain high standards

of infection control in accordance with the Trust's Infection Prevention and Control Policy and The Health and Social Care Act 2008

Financial Management

Ensure that the Trust's funds are properly used, represent value for money and can withstand public scrutiny.

Where applicable, provide strong budget management for the defined area of management responsibility and monitor expenditure against those budgets.

Act within Standing Orders and Standing Financial Instructions of the Trust.

Health, Safety and Security

Meet Health and Safety legislation and move towards an environment where health and safety considerations are firmly embedded in the planning and decision making processes and the 'culture' of own area of responsibility.

Promote, monitor and maintain best practice in health, safety and security

All individuals have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees. All staff have a duty to protect their own health and safety and that of others persons who may be affected by their acts or omissions.

In addition, managers have specific responsibilities relating to health and safety activities including consenting to breaches; conniving to breach legislation or neglecting their duties under the legislation. Trust's objectives in accordance with the Trust's risk management strategy and policies.

Policies

The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of the Trust, which may be amended from time to time.

Patient Safety is a key priority for the Trust. It is your responsibility to ensure that you are fully compliant with SECAMB policies and procedures in respect of patient safety, for example Risk Management, Infection Prevention and Control, Safeguarding children and vulnerable adults.

Confidentiality / Data Protection / Freedom of Information:

Individuals (including volunteers, contractors and temporary workers) must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act 1998. Individuals must not, without prior permission, disclose any information regarding patients or staff. If any individual has communicated any such information to an unauthorised person that individual(s) could be liable for

disciplinary action which could result in dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOI) 2005, individuals must apply the Trust's FOI procedure.

In addition, managers have specific responsibilities to ensure that their staff maintain the confidentiality and security of all information that is dealt with in the course of performing their duties it is in accordance with the requirements of the Data Protection Act 1998 and 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.

Review

This document provides an outline of the main responsibilities of the post. It is not intended to be an exhaustive list of duties. Its content will be subject to regular review in conjunction with the postholder.

Date Reviewed:		
Reviewed By:	Manager:	Signature
	Postholder:	Signature:

PERSON SPECIFICATION

Factors	Essential <i>The essential criteria are those which the role cannot operate without.</i>	Desirable	Assessment <ul style="list-style-type: none"> • Application Form (App) • Interview (I) • Assessment (Ass)
Qualifications/ Training What should the candidate have already attained?	<ul style="list-style-type: none"> • Experienced HCPC registered Paramedic • PgCert in relevant subject • Current driving licence (manual) with C1 • IHCD/FutureQuals Emergency Driving • Supervision/Mentoring/PPEd qualification 	<ul style="list-style-type: none"> • BSc/FdSc Paramedic Science or equivalent • ALS/EPLS • Management/Leadership Qualification • Member of the College of Paramedics 	App
Knowledge What particular knowledge should the candidate already have?	<ul style="list-style-type: none"> • Knowledge of Trust policies and procedures • Current knowledge of local and national policies informing critical care • Knowledge of equipment governance processes • Understanding of the human factors / CRM elements in relation to safe systems of working 		App/I/Ass
Experience What previous type of experience should the candidate have?	<ul style="list-style-type: none"> • Demonstrable experience of working in pre-hospital critical care on behalf of the NHS • Experience of supervising or mentoring in clinical practice • Experience of clinical debriefing 	<ul style="list-style-type: none"> • Operational management experience • Experience of managing staff 	App/I/Ass
Skills What particular skills should the candidate already have?	<ul style="list-style-type: none"> • Good numeracy and literacy skills • IT literacy • Demonstrates leadership in practice 		App/I

	<ul style="list-style-type: none"> • Demonstrate ability to reflect and learn from situations • Identifies challenges and works with others to identify solutions • Excellent communication skills 		
Personal Qualities	<ul style="list-style-type: none"> • Demonstrates humility • Able to undertake the physical requirements of the role • Highly motivated • Professional in their conduct • Supports the values and beliefs of the CCP role 		
Other	<ul style="list-style-type: none"> • No current disciplinary or performance issues recorded • Good attendance Record • Mobility to travel across sites • Able to work a full range of shifts 		

NOTE: Candidates should meet all the essential criteria if they are to be shortlisted

Date Reviewed:	
Reviewed By:	