

Lead Paramedic Clinical Educator

Division: Education & Training
Salary: DOE
Reports To: Director of Education & Training
Location: Chester Training Centre (but will require travel to other bases UK wide.



Jigsaw Medical Services Ltd is an award-winning, UK market leader in the Ambulance, Clinical Services and Medical Training sector, with brands incorporating; 'Jigsaw Special Projects' and 'Jigsaw Medical Global'. We operate across multiple locations within the UK and across the World.

General Summary

Our Lead Paramedic Clinical Educator will take responsibility for the clinical and professional education delivered by the Jigsaw Medical Training Division, including the development and implementation of new courses (such as the Level 4 Futurequals AAP course). We are committed to delivering a clinically focused, professional and brand-compliant educational service to both internal teams and commercial clients. We would expect this position holder to champion our core values and convert this into industry leading clinical education, taking our training division from its well-established roots, into a gold-standard clinical education establishment.

Working closely with the Director of Training & Education, the Lead Paramedic Clinical Educator will be responsible for implementing and driving new clinical-level courses.

Uniquely, Jigsaw is also able to offer frontline shifts to the successful candidate as part of their work plan, facilitating mentorship and clinical exposure to retain clinical practice experience.

Jigsaw Medical Services Ltd

Jigsaw House, Portal Business Park, Eaton Lane, Tarporley, Cheshire. CW6 9DL

Tel: 01829 732 615 | **Fax:** 01829 730 711 | **E-Mail:** info@jigsawmedical.com | **Web:** www.jigsawmedical.com

Jigsaw Medical Services is a company registered in England & Wales. **Company No.** 7964903 | **Vat No.** 133 4201 62

Main Duties & Responsibilities

To be clinically and professionally responsible for the delivery of our Clinical suite of courses within our training division, working with our Paramedic Tutors, first aid, FPOS tutors, other specialist instructors, admin/coordination team and management teams (both operationally and commercially):

- Provide and facilitate education, development and assessment for internal clinical staff and commercial clients to the professional standards as laid down by the JRCALC guidelines, the HCPC, IHCD/Futurequals and national guidelines and procedures.
- Ensure compliance with any Organisational or Departmental policies, procedures and guidelines.
- At agreed times, undertake roster-based clinical duties by agreement with the Operations Management Team to support organisational goals and maintain personal skills and competence in order to comply with HCPC revalidation.
- Participate in the selection test procedures for staff wishing to enter clinical posts in the organisation when required. Including the development and monitoring of the clinical elements of our recruitment and selection processes, working with our Director of Compliance.
- If suitably qualified, deliver driver training to the required standard and within legal guidelines to service staff and external clients.
- To support the development of other full-time instructors, or contracted/seconded instructors assigned to the Training Division.
- Responsible for mentoring/training/assessing/supervising a wide variety of staff (at all levels) on education courses.
- Identify training and development solutions across the service that address organisational and client-specific priorities that will promote good practice.
- Produce written reports for internal and external meetings/publications on a range of issues including student progress and compliance.
- Co-ordinate, and assist with, the organisation's response to external inspections/accreditation visits, including the preparation of reports/action plans and subsequent progress reports.
- Identify training needs and develop, design, implement and review educational solutions to meet those needs.
- Participate in the day to day management of the Training Division ensuring compliance with policies and processes. Working with the Director of Clinical Services, Training Coordinator, Business Development Manager and our Compliance team.

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Main Duties & Responsibilities (cont.)

- Ensure the serviceability and security of departmental equipment and vehicles and training venues are monitored to ensure a safe learning environment for all.
- Ensure the security and documentation of all prescription only medicines stored for instructional purposes within the Training venues.
- To maintain confidentiality in line with service policy and ensure compliance with the Data Protection Act and Caldecott principles.
- Prioritise and self-manage the training workload to support the department in delivering the services learning and development agendas and commercial course delivery.
- Undertake lead responsibility for curriculum/clinical areas within the Division, providing support and guidance to peers.
- Participate in and support clinical audit activities as required.
- Monitor and evaluate the delivery of course programmes to ensure that the quality of instruction, content, and teaching materials exceed the minimum standards as required by the respective awarding bodies.
- Being responsible for the effective implementation and monitoring of Health and Safety and Risk, and taking account of existing preventative and precautionary measures, the job holder shall ensure adequate risk assessments are carried out which consider all groups of employees or any others likely to be affected. This will include identifying workers who might be at particular risk and addressing what actually happens in the workplace.
- Ensuring all staff are aware, through induction, instruction, and training, of their responsibilities for compliance with safe working practices, service Health and Safety and Risk policy and current legislation.
- Assisting the Operational Teams in meeting education/training related contractual obligations to our NHS Trust clients. Such as attending contractual review meetings and actioning the relevant educational developments or needs.

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General Experience & Qualifications Required

- Meet the Company's recruitment and selection criteria for Paramedics
- Qualified Paramedic with the HCPC with a full license to practice with no restrictions.
- Valid Higher Education Paramedic Qualification
- Evidence of CPD Portfolio for both clinical practice and education.
- Full UK Driving License
- Evidence of frontline clinical practice experience in the past 12 months.
- Satisfactory health record
- Completed mandatory training

Educational Experience & Qualifications Required

- Teaching Qualification (Cert Ed, PGCE, IQ or equivalent)
- Working knowledge of the HCPC and IHCD/Futurequals educational standards
- Understanding of the skills for health framework
- Specialist qualifications for the role (IHCD Tutor etc.)

Jigsaw Medical Services Ltd is an equal opportunities employer and would welcome applications from people of all backgrounds.

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To Apply:

Please send a copy of your current CV and a covering letter (maximum 800 words); explaining how you feel your experience matches the requirements of the job description and person specification to the contact below:

Hayley Garratt
Executive Assistant
Jigsaw Medical Services Ltd
Jigsaw House
Portal Business Park
Tarporley
Cheshire
CW6 9DL

Email: hayley.garratt@jigsawmedical.com
Tel: **01829 734970**

Please also include your full contact details and mention where you found out about the role.

Additionally, please include the names of two professional referees, including your most recent or last employer.

Please note that referees will not be approached without your prior knowledge, and only following a successful application and final interview.



Be Part of
#TeamJIGSAW

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