

## 1. Role details

<b>Role title</b>	<b>District Clinical Officer, Clinical function</b>
<b>Expected commitment</b>	<b>Average 10 hours per week – evenings and weekends</b>
<b>Accountable to</b>	<b>District Clinical Lead</b>

This person will be your main point of contact while volunteering for St John Ambulance. They will provide you with the support and supervision necessary for you to perform your role.

## 2. Role summary

District Clinical Officer(s) support the District Clinical Lead on clinical matters to ensure that the region consistently delivers clinical services that are safe and of a high quality. Working with the District Clinical Lead and supporting cross function working this role will support district risk management, quality management and governance/assurance processes through the professional advice and leadership district personnel.

## 3. Main duties and responsibilities

<b>1</b>	Responsible for supporting the District Clinical lead in the supervision of the district's HPC professionals including: <ul style="list-style-type: none"><li>- ensuring the provision of annual volunteer development review</li><li>- ensuring appropriate supervision of student healthcare professionals</li><li>- support to Regional Professional Leads with complaints or professional concerns.</li></ul>
<b>2</b>	Providing technical advice to the District Clinical Lead with regards to professional matters.
<b>3</b>	Ensuring that all healthcare professionals' registration is current, that they are meeting the requirements of their professional body, and that sufficient personnel are available.
<b>4</b>	Championing quality and safety amongst professional and lay personnel within your district.
<b>5</b>	Perform any other duties commensurate with these responsibilities, the management level of the post and skills and qualifications of the post-holder.

## 4. Skills you will develop and training you will receive

Skills you will develop are: leadership, management and mentoring.

<b>5. Person specification</b>			
This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the role description) and forms the basis for selection.			
<b>Requirements</b>	<b>Essential and desirable criteria</b>		<b>Method supporting assessment</b>
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<b>Education and qualifications</b>			
Must be one of the following: - a fully registered Nurse with the Nursing and Midwifery Council - a fully registered doctor with the General Medical Council and hold a licence to practice) - a fully registered Paramedic with the Health and Care Professionals Council - another fully registered Healthcare Professional with the Health and Care Professionals Council (with the agreement of the Head of Clinical Services)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form
Not less than three years post-registration experience in a clinical role	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form
<b>Experience</b>			
Experience of managing a team of healthcare professionals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Experience of clinical supervision and appraisal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Experience of operational activities within St John Ambulance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Experience of dealing with complaints or professional concerns	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
<b>Skills, knowledge and abilities</b>			
Excellent interpersonal skills with ability to communicate effectively at all levels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ability to use Microsoft® applications at intermediate level	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ability to lead people toward achieving desired goals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Able to influence through clear, informed and logical argument and discussion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Ability to manage and resolve conflicting priorities and stakeholder concerns	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Broad understanding of the policy context in which SJA works	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Broad understanding of the requirements and processes of the professional body	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
<b>Motivation</b>			
Pro-active/passionate about making a difference	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Interest in developing and supporting individuals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Willingness to travel around the district and region	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview

**This role is exempt from the provisions of the Rehabilitations of Offenders Act.**

This role description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Prepared by: Volunteering / Clinical	Date of preparation: October 2015
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