

## POSITION DESCRIPTION

<b>Title:</b>	Clinical Education & EMS Research Manager	<b>Location:</b>	Abu Dhabi
<b>Department:</b>	Administration & Clinical Services Department	<b>Reports to:</b>	CAMO
<b>Prepared by:</b>	CAMO	<b>Date:</b>	April 2016

### Overall Purpose:

The Clinical Education & EMS Research Manager is responsible for National Ambulance's clinical education Programs and general supervision of research-related activities. The Clinical Education & EMS Research Manager is also responsible for providing a quality, educational framework that enhances the clinical capability of staff, and for fostering community awareness of life saving knowledge and skills on behalf of National Ambulance.

### Roles and Responsibilities

The Clinical Education & EMS Research Manager is responsible for:

- Managing and maintaining a team of Educational specialists in the delivery and assessment of pre-hospital care and health care provider programs
- Undertaking vocational and academic program development, course writing, teaching and assessment of internal students in pre-hospital care professional streaming programmes
- Developing a curriculum within the Paramedic profession with a local and regional focus
- Undertaking relevant roles related to department administration and evaluation of pre-hospital and health care provider awards
- Participating in research relevant to the field of emergency services and pre-hospital care, including with local and regional research institutes
- Ensuring departmental expenditure is properly processed and approved as detailed in Company policies and procedures
- Completing administrative functions including maintenance of the quality management system related to education and professional development, vocational and academic programs and community training programs
- Supporting NA post-graduate students in the higher education endeavours
- Providing external clients with community training programs
- Attending and representing the organisation in local and regional emergency services or pre-hospital care conferences and events as required
- Promoting and providing a safe working environment for students, staff and clients with attention to multicultural requirements including local traditions and Islamic laws and customs, health and safety and Company policies and procedures
- Provide oversight of NA clinical EMS research strategies
- Review and recommend any EMS research using National Ambulance data or conducted within National Ambulance
- Ensuring National Ambulance Clinical Staff CME Program is delivered as per DOH

Requirement

- Contribute to the development of standard operating procedures for clinical trials
- Other relevant duties as determined by the Chief Administrative & Medical Officer

**QHSE & BC :**

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System and Business Continuity (BC) Compliance and Improvement
- Participate in QHSE and BC Risk Assessments / Inspections and conduct investigations into non- conformances, near misses, incidents or complaints.
- Approve the reportees time cards by the end of every month.

**Professional and Academic Expertise**

- Minimum 3 years' experience in managing and supporting a team of Clinical Educators
- Experience in teaching and managing educational programs, specifically in health care, either in a corporate or academic environment, i.e. a university
- A high level of interpersonal skills managing staff in a multicultural diverse organization
- Ability to work as part of a team in a multidisciplinary, educational setting
- High degree of cultural sensitivity and awareness, especially in an educational and clinical setting
- Ability to teach in a vocational and/or university sector with a particular focus on multicultural and multilingual setting
- Demonstrated success as a manager with the ability to lead a team and set priorities
- Strong program and project management skills
- Proven strategic thinker with the ability to offer insights and recommendations as required
- Excellent communication skills across audiences and formats including interdepartmental collaboration
- Ability to work successfully in a fast-paced and professional environment

Chief Administrative Officer

Change Brief

Version	Date	Changes
1	July 2013	New Document
2	Oct - 14	Spelling Mistakes, Update Template
3	April 2016	Updated Content Roles and Responsibility and Professional and Academic Expertise
4	July 2019	Due to review no changes
5	November 2019	Updated reporting Line Manager and Roles and Responsibility to add time card
6	September 2021	Addition of Research responsibilities Reporting line Manager and change Position from Clinical Education Manager to Clinical Education & EMS Research Manager