

EAST MIDLANDS AMBULANCE SERVICE NHS TRUST

Role Description (Driving Education Lead)

Job Title	Driving Education Lead
Accountability	Head of Education / Deputy Head of Education
Review Date	This job description is subject to periodic revision following discussion with the post holder

RESPONSIBLE FOR:

The Driving Education Lead will be a key member of the Educational Leadership Team and will be primarily responsible for the management of development, delivery and overall quality assurance of driver training interventions, assessments and accident reduction incentives to meet organisational needs and initiatives.

This is achieved through the day to day management of the Driving Education Team providing leadership, expert knowledge, skill and direction in the design, implementation and evaluation of driving education within the Trust.

PURPOSE OF JOB

To take responsibility as part of the Organisational Learning team for providing professional education, training and learning opportunities within the Trust's driving activities.

To collaborate with Operational and Fleet management colleagues to provide educational opportunities that will improve the quality of driving standards through improved driver education.

To supply specialist educational support and guidance to Operational Management and their team members in order to improve the standards of driving within divisions and facilitate the continuing professional development of staff.

To facilitate and support the development of Trust Driving Educators in the application of the requirements of the high-speed driving elements of the Road Traffic Act and wider accident reduction initiatives within the Trust.

Main responsibilities:

1. Manage and prioritise the Driving Education workload to support the Education Team in delivering the education plan against the Trust workforce plan.
2. 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 accrediting and awarding bodies.
3. To be responsible for the Quality Assurance of driving education within the Trust QA framework and policies.
4. Work with Senior Clinical Educators to undertake the day-to-day management of the base education centre, ensuring compliance with Directorate and Trust policies.
5. Manage and facilitate the qualification pathway of developing driving educators.
6. Mentor and coach driving educators within the driving education team to ensure professional and personal standards are maintained.
7. Carry out annual appraisal and review for driving educators.
8. Ensure the serviceability and security of departmental equipment and particularly vehicles, and that education venues are monitored to ensure a safe learning environment for all. Coordinate the driver training vehicles, movements, MOTs, and servicing.
9. Work with external providers to manage contracts for the supply of vehicles and driving educators to fill shortfalls in departmental capacity, ensuring delivery of the workforce education plan.
10. Provide support to divisional management to meet driving update requirements that come from the Trust process for managing collisions and incidents involving Trust vehicles.
11. Manage and facilitate assessment and remedial training for members of the Trust following referrals from Trust directorates, including through vehicle collision Standard Operating Procedures (SOPs).
12. Deliver driver education to the required standard for members of the Trust, as required.
13. Participate in and support clinical and risk audit activities as required.
14. Support the Head and Deputy Head of Education in ensuring that the Trust Education centres are appropriately accredited to undertake all the core training but specifically Driver Training as required by Trust.
15. Assist in the recruitment and selection of driving educators and other OL staff
16. Ensure compliance with any Trust or directorate policies, procedures and guidelines.
17. Ensure effective information and training management systems are in place and

maintained to support the audit aspects of training and information governance.

18. Support the divisions in their implementation of best practice.
19. Administer systems and processes to ensure that the Trust has effective mechanisms for identifying and preventing shortfalls or deficits in quality and service and the subsequent implementation of any action plan.
20. Work in divisions to provide mentoring, training and supervision to various members of staff to cover identified skills gaps.
21. To maintain confidentiality in line with Trust policy and ensure compliance with the Data Protection Act and Caldicott principles.
22. Co-ordinate, and assist with, the Trust's response to external inspections/ accreditation visits, including the preparation of reports/action plans and subsequent progress reports.
23. Produce written reports on a range of issues for internal and external meetings/publications.
24. Identify education and accident reduction needs that address national and local priorities that will promote and share good practice.
25. Work in collaboration with other emergency services in response to a major incident or CBRN(e) incident.

Clinical Responsibilities

26. To deliver clinical care when required within your qualified clinical scope of practice, in line with the Trust medical procedures and directions from the Trust medical advisor.

General

27. Responsibility for developing and supervising staff within education centres.
28. Manage and facilitate in activities, which will lead to personal and / or team CPD.
29. Take part in the Appraisal process of the Trust and take a lead in identifying own development needs and maintain a folder of evidence of Continuing Professional Development.
30. Be familiar with all Trust Control (Quality) Assurance issues, keeping up to date on risk management developments and associated processes and techniques.
31. Ensure adherence to the Health and Safety at Work Act and the Trust's Human Resources policies and procedures.
32. To deputise for the Head or Deputy Head of Education, at regional and national meetings and forums to assist in the sharing and development of best practice and

improvement of delivery relating to driving education.

Other

33.To maintain and promote a culture of equality, diversity and inclusion in the workplace.

34.Perform other duties as may be reasonable from time to time

35.The Trust places great importance on sustainable development, reducing their carbon footprint and maximising the positive social, economic and environmental outcomes of Trust actions and activities. As an employee it will be your responsibility to minimise your environmental impact, use resources efficiently, identify suggested improvements and to actively engage with Trust initiatives around sustainability.

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 EMAS policies and procedures in respect of patient safety, for example Risk Management, Infection Prevention and Control, Safeguarding children and vulnerable adults.

This job description is not intended to be an exhaustive list of duties and responsibilities, but to give an indication of the main areas of activity and involvement.

Communications and Working Relationships:

Internal

Assistant Director of Education and Organisational Development
Head of Education
Deputy Head of Education
Fleet Managers
Senior Clinical Educators
Clinical and Driving Educators
Clinical Directorate
Operational Managers
Service users

External

NHS Trusts
Contracted private and public service providers

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Job Description Agreement:	
Job Holder's Signature:	Date:
Line Manager's Signature:	Date:
Job Title:	

Person Specification

	Essential	Desirable
Qualifications Professional Development	<p>Level 4 Diploma Emergency Response Ambulance Driving Instructor</p> <p>Driving Standards Agency Approved Driving Instructor</p> <p>Level 4 Certificate in Education and Training</p> <p>Level 4 Internal Quality Assurance</p> <p>Level 4 qualification in coaching</p> <p>Level 5 qualification in leadership/ management</p> <p>FREC 3</p> <p>Portfolio of CPD evidence showing commitment to personal development</p>	<p>Educated to degree level or evidence of working at that level</p> <p>Level 5 Diploma in Education and Training</p>
Experience	<p>Experience of delivering driving education preferably in the emergency services sector</p> <p>Experience of working in learning and development</p> <p>Experience of working in multi-disciplinary teams</p> <p>Evidence of development of new ways of working</p> <p>Attendance at professional meetings</p>	<p>Experience of leading a team of driving educators, ideally within an emergency service</p> <p>Minimum of 2 years operational experience in an emergency service</p> <p>Experience of working in learning and development within the emergency services sector</p>
Knowledge and Skills	<p>All knowledge required to perform as an Emergency Response Driving Instructor</p> <p>Knowledge of Appraisal and Knowledge and Skills Framework</p>	<p>Working knowledge of regulated qualifications</p>

	<p>Mentorship/coaching skills</p> <p>Effective written and verbal communication skills</p> <p>Experience of designing and delivering presentations to a variety of audiences</p> <p>Proven influencing and negotiating skills</p> <p>IT skills and use of PowerPoint</p>	
Personal Attributes	<p>Strong Leadership, coaching and mentoring ability</p> <p>Professional and personal credibility</p> <p>Patience</p> <p>Self motivated</p>	